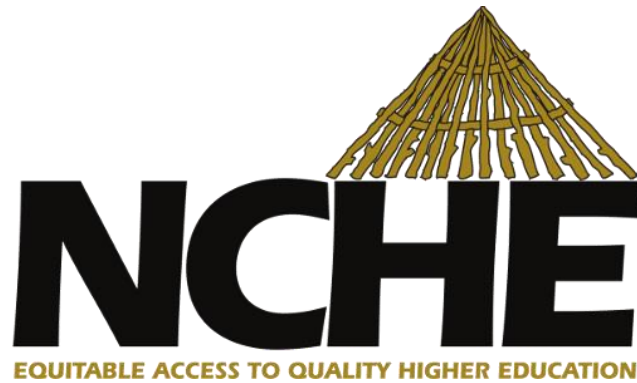


NATIONAL COUNCIL FOR HIGHER EDUCATION



**Terms of Reference (TOR) Annexures for Higher Education Management Information System
(HEMIS)**

September 2024

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1. HEMIS Modules

1.1 HEMIS MODULES CODE LIST

The following section presents a description of the databases and the codes used. HEMIS requires Modules feeding each of the following databases from Higher Education Institutions (HEIs) provided and updated yearly:

1. Students Database
2. Staff Database
3. Research Database
4. Subject Fees Database
5. Facility Database
6. Higher Education Institution Module linked to Registration Application
7. Programme Database linked to Programme Accreditation Application
8. Institutional Quality Audit Module linked to the Quality Audit Application
9. Indicators Database

The system will also have three online applications for HEIs to apply for:

1. Registration as private HEIs
2. Programme Accreditation
3. Institutional Quality Audit

The above databases would be packaged to form the statistics module which would allow for the production of:

- aggregate information on higher education system (including private HEIs) and present it dashboards and customisable tables (data analytics)
- higher education indicators, allowing for planning, coordination, evidence-based policy planning and for international comparability.
- the annual Namibia Higher Education Statistical Yearbooks (NHESY).

The above databases/modules are described in detail as follows.

1.1.1. The Students Database

The information for the Students Database would be provided by each HEI and can be extracted from its own information systems.

The Students Database includes for each student the following information (*50 variables*):

- Academic Year
- HEMIS generated identifier (Office use)
- Student Number
- Registration date (Yearly)
- Surname

- Name
- Contact Number
- Email Addresses
- Sex
- Date of Birth (DD/MM/YYYY)
- Year of Birth (YYYY)
- Age on 31 December
- Marital Status
- Marginalized
- Type of difficulties/disability
- Disabled Student Allowance (DSA) Status
- Albinism Status
- Orphanhood and Vulnerability Type students
- Region of Origin (Home)
- Region of Grade 12 (NSSCO) School
- Name of Grade 12 (NSSCO) School
- Nationality (Country names only)
- Nationality Code
- HEI Name
- HEI Code (HEMIS Code list)
- Type of HEI
- Campus/Centre Name
- Region of Campus
- Remote Campus/Centre
- Faculty
- School
- Department
- Qualification Code
- Qualification Name
- NQF Qualification Type
- NQF Qualification Level
- NQF Qualification Field of Learning
- STEM/non-STEM Field of Learning
- Current Year of Study/Period of Study
- Graduating Year/Exit Year
- Qualification Duration
- Offering Type/Mode of Study
- New/Repeater
- Previous Higher Qualification
- Year of previous Higher Qualification
- Name of the previous Institution/ School
- Major Source of Funding
- Relationship to the Guardian
- Profession (Occupation) of the Guardian (including parent)
- Profession (Occupation) of the student

- Examination Results for the Academic Year
- Date of Examination Results

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
Student Identifier HEMIS generated code	This number will be allocated by the system upon data upload to uniquely identify the student.
Sex	<ol style="list-style-type: none"> 1. Male 2. Female
Marital Status	<ol style="list-style-type: none"> 1. Never Married 2. Married 3. Divorced/Separated 4. Widowed
Marginalised	<ol style="list-style-type: none"> 1. San 2. Ovatjimba 3. Ovatue 4. Not applicable
Type of Difficulties/Disability	<ol style="list-style-type: none"> 1. No known disability 2. Blind or a serious visual impairment 3. Deaf or Serious hearing impairment 4. A Physical impairment or Mobility issue 5. Mental health condition 6. A long-standing illness or health condition 7. Two or more conditions 8. Social Communication/Autistic spectrum disorder 9. Specific learning difficulties 10. Another disability impairment or medical condition
Disabled Student Allowance (DSA) status	<ol style="list-style-type: none"> 1. Yes 2. No <p>NB: Government provide disability grants (pension) to all citizens considered to have a disability subject to certain medical proof of inability to serve/work</p>
Albinism status	<ol style="list-style-type: none"> 1. Yes 2. No

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
Region	<ol style="list-style-type: none"> 1. //Karas 2. Erongo 3. Hardap 4. Kavango East 5. Kavango West 6. Khomas 7. Kunene 8. Ohangwena 9. Omaheke 10. Omusati 11. Oshana 12. Oshikoto 13. Otjozondjupa 14. Zambezi 15. Foreign (Specify Country name)
Citizenship	Specify name of the country (e.g. Namibia or Angola)
Remote Campus/Centre	<ol style="list-style-type: none"> 1. Remote (Other Campuses not main Campus) 2. Not Remote (Main Campus)

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
NQF Qualification Type	<ol style="list-style-type: none"> 1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters Degree 9. Doctoral Degree
NQF Qualification level	<ol style="list-style-type: none"> 1. Level 5 2. Level 6 3. Level 7 4. Level 8 5. Level 9 6. Level 10
NQF Field of Learning	<ol style="list-style-type: none"> 1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction 12. Services and Life Sciences
STEM/Non-STEM Field of Learning	<p>STEM fields = 1, 6, 9, 10 and 11</p> <p>Non-STEM fields = 2, 3, 4, 5, 7, 8 and 12</p>

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
Current Year of Study	1st, 2nd, 3rd,4th, 5th and 6th Note that: 5th and 6th year are currently only offered in Law and Medicine.
Graduating /Exiting	1. Yes 2. No
Offering Type (Mode of Study)	1. Full Time 2. Part Time 3. Distance/Blended 4. Online
New/repeater	1. New 2. Repeater (includes all students who are repeating current year of study even if they changed courses). This repetition has nothing to do with the Examination Results of the same year because the examination is written only later at the end of the year.
Previous Highest Qualification	0. Grade 12 and below 1. Certificate 2. Diploma 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters Degree 9. Doctoral Degree

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
Name of Previous Institution	<ul style="list-style-type: none"> 0. Namibian Secondary School (Grade 12) 1. Foreign Secondary School 2. University of Namibia 3. Namibia University of Science and Technology 4. International University of Management 5. Institute of Open Learning 6. Namibia College of Open Learning 7. International Training College-Lingua 8. Triumphant college 9. River Higher Institute of Technology (previously operating as Monitronic) 10. Headstart Montessori Teacher Training College 11. Institute of Banking 12. Welwitchia Health Training Centre 13. African Leadership Institute 14. United Lutheran Theological Seminary Paulinum 15. St. Charles Lwanga Major Seminary 16. Namibia Evangelical Theological Seminary 17. Philippi Trust Namibia 18. Tulipohamba Training & Assessment Institute 19. Sunshine Private College 20. Limkokwing University of Creative Technology 21. Business School of Excellence 22. Others (specify)
Major Source of Funding (Financial Sponsor)	<ul style="list-style-type: none"> 1. Self-funding 2. Parent/Guardian funding 3. NSFAP 4. Other Public Institution 5. Private Institution 6. Others (Specify)
Relationship of the Guardian including parent	<ul style="list-style-type: none"> 1. Father 2. Mother 3. Brother/Sister 4. Grand Parent 5. Uncle/Aunt 6. Other Relative 7. Non-Relative

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	Categories /Nomenclature
Profession (Occupation) of the Guardian/ Parent (responsible for funding)	<ol style="list-style-type: none"> 1. Unemployed 2. Armed Force 3. Legislators, Senior Officials and Managers 4. Professionals 5. Technician and Associate Professionals 6. Clerks 7. Service Workers 8. Skilled Agricultural and Fishery Workers 9. Craft and related trades Workers 10. Plant or Machine Operators and Assemblers 11. Elementary Occupations 12. Not Applicable 13. Not Stated
Profession (Occupations) of the student (To be filled by the students for whom “Profession of the Parent/Guardian is not applicable.)	<ol style="list-style-type: none"> 1. Student only 2. Armed Force 3. Legislators, Senior Officials and Managers 4. Professionals 5. Technician and Associate Professionals 6. Clerks 7. Service Workers 8. Skilled Agricultural and Fishery Workers 9. Craft and related trades Workers 10. Plant or Machine Operators and Assemblers 11. Elementary Occupations 13. Others (Specify)
Annual Examination Result	<ol style="list-style-type: none"> 1. Graduating/ Obtained qualification 2. Pass 3. Fail 4. Continuing (for Masters and PhD) 5. Absent 6. Cancelled/ Drop-out

1.1.2. The Staff Database

The information for the Staff Database is provided by each HEI and can be extracted from its own information system. Each record is related to a personnel member. It includes academic and non-academic members.

The Staff Database includes for each staff member the following information (22 variables):

- Academic Year
- Personnel /Staff Identifier (*)
- HEMIS generated Identifier (Office use)
- Sex
- Date of Birth (DD/MM/YYYY)
- Year of Birth (YYYY)
- Type of Difficulties/ disability
- Marginalized
- Highest Qualification
- Nationality
- HEI Name
- Campus Name
- Remote Campus/Centre
- Faculty
- School
- Department
- Academic Programme(s)/ Qualification Name
- Terms of Employment
- Standard Occupational Classification
- Mode of Employment
- Type of Staff
- Post designation
- NQF Field of Learning Worked in (for academic Staff only)
- Academic Employment Function

Note: (*) The personnel/staff Identifier is an “internal” number that will be kept the same during the employment of the staff at the HEI.

Table 2 – Code List of Variables in the Staff Database

Variable/Field	Categories/ Nomenclature
Type of staff	<ol style="list-style-type: none"> 1. Academic 2. Academic Support 3. Skilled Administration 4. Unskilled Administration
Field of Learning Worked in	<ol style="list-style-type: none"> 1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction 12. Services and Life Sciences
Academic Employment function	<ol style="list-style-type: none"> 1. Both Teaching and Research 2. Teaching only 3. Research only 4. Neither Teaching nor Research

Table 2 – Code List of Variables in the Staff Database

Variable/Field	Categories/ Nomenclature
Mode of Employment	<ol style="list-style-type: none">1. Full-time2. Part-time <p>NB: A part time member of staff is a member whose number of hours worked (per week) is lower than 75% of what is normally required for the full load for full-time staff.</p>
Highest Qualification	<ol style="list-style-type: none">0. Secondary or lower1. Certificate2. Diploma3. Bachelor Degree4. Professional Bachelor Degree5. Bachelor Honours Degree6. Postgraduate Certificate or Diploma7. Postgraduate Certificate or Diploma8. Masters Degree9. Doctoral Degree
Sex	<ol style="list-style-type: none">1. Male2. Female
Terms of Employment	<ol style="list-style-type: none">1. Open-ended/ Permanent contract2. Fixed-term contract
Standard Occupational Classification	<ol style="list-style-type: none">1. Manager, Directors and Senior Officials2. Professional occupations3. Associate professional and technical occupations4. Clerical and Manual occupations
Difficulties/Disability Type	<ol style="list-style-type: none">1. No known disability2. Blind or a serious visual impairment3. Deaf or Serious hearing impairment4. A Physical impairment or Mobility issue5. Mental health condition6. A long-standing illness or health condition7. Two or more conditions8. Social Communication/Autistic spectrum disorder9. Specific learning difficulties10. Another disability impairment or medical condition

1.1.3. The Research Outputs Database

The information for the Research Outputs Database provides, for each HEI, information about the research outputs for the year.

The Research Outputs Database includes for each HEI the following information (12 variables):

- Research title
- Type of Research Outcome
- Name(s) of researcher(s)
- Area of research
- NQF Field of Learning
- Academic Year
- HEI Name
- HEI Code
- Campus Name
- Remote Campus/Centre
- Faculty
- School
- Department

Table 3 – Nomenclature of items in the Research Outputs Database

Variable/Field	Categories/Nomenclature
Type of Research Outcome	<ol style="list-style-type: none">1. Articles in accredited research Journals;2. Scholarly books (e.g., monographs and research overviews - student textbooks excluded);3. Proceedings (selection of best contributions at research conferences);4. Technical Reports;5. Description of registered patents involving quality research.6. Creative Arts e.g., music, drama etc.
Area of research (NQF Field of Learning)	<ol style="list-style-type: none">1. Agriculture and Nature Conservation2. Business, Commerce and Management Studies3. Communication Studies and Language4. Culture and the Arts5. Education, Training and Development6. Manufacturing, Engineering and Technology7. Human and Social Studies8. Law, Military Science and Security9. Health Sciences and Social Services10. Physical, Mathematical and Computer Sciences11. Physical Planning and Construction12. Services and Life Sciences

1.1.4. The Subject Outputs Database

The information for Subject Database is provided by each HEI and can be extracted from its own information systems. Each record is related to subject tuition for a particular period.

The Subject Database includes for each subject the following information (20 variables):

- Subject Name
- Subject Code
- NQF Subject Field of Learning
- Subject Offering Type
- Subject Number of Credits
- Number of Students
- Subject Fees
- Academic Year
- HEI Name
- Campus Name
- Remote Status
- Faculty
- School
- Department
- Qualification Code
- Qualification Name
- NQF Qualification Type
- NQF Qualification Level
- NQF Qualification Field of Learning
- Year of Study

Table 4 - Nomenclature of variables in the Subjects Database	
Variable/Field	Categories / Nomenclature
NQF Qualification Type	<ol style="list-style-type: none">1. Undergraduate Certificates2. Undergraduate Diplomas3. Bachelor Degree4. Professional Bachelor Degree5. Bachelor Honours Degree6. Postgraduate Certificate7. Postgraduate Diploma8. Masters degree9. Doctoral Degree
NQF Qualification level	<ol style="list-style-type: none">1. Level 12. Level 23. Level 34. Level 45. Level 5

Table 4 - Nomenclature of variables in the Subjects Database	
Variable/Field	Categories / Nomenclature
	<ul style="list-style-type: none"> 6. Level 6 7. Level 7 8. Level 8 9. Level 9 10. Level 10
NQF Qualification Field of Learning and NQF Subject Field of Learning	<ul style="list-style-type: none"> 1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction 12. Services and Life Sciences
Subject offering	<ul style="list-style-type: none"> 1. Contact 2. Distance 3. Research: Masters 4. Research: PHD's

1.1.5. Facilities Database

The Facility Database contains information about the facilities available at the HEI. It is provided by each HEI. If it does not exist, it should be created and maintained according to the following description. Each record is related to a facility unit (classrooms, laboratories, offices, etc.). The nature of the information is described below.

The Facility Database includes for each facility (classroom, office, laboratory etc.) the following information (11 variables):

- Academic Year
- HEI Name
- HEI Code
- Campus Name
- Remote (Dummy)
- Space Identifier
- Ownership of the Space
- Space Use Category
- Space Functional Category
- Space Condition
- Assignable Area Square Meters

Table 5 - Nomenclature of variables in the Facility Database	
Variable /Field	Categories/Nomenclature
HEI to submit facility data	Only Public HEIs 1. UNAM 2. NUST
Space Use Category	1. Classroom Facilities 2. Class/Open Laboratory Facilities 3. Research/ Non-class Laboratory Facilities 4. Office Facilities 5. Study Facilities 6. Special Use, General Use & Supporting Facilities 7. Health Care Facilities 8. Residential Facilities. 9. Recreational facilities
Space Functional Category	1. Instruction 2. Research 3. Public Service 4. Academic Support 5. Student Service 6. Institutional Support 7. Operation & Maintenance of Plant 8. Auxiliary Enterprises
Space Condition	1. Minimal Renovation (Good) 2. Limited Renovation (Satisfactory) 3. Moderate Renovation (Fair) 4. Significant Renovations (Poor) 5. Major Renovations (Unsatisfactory) 6. Replace/Demolition 7. Termination (Planned termination or relinquishment of occupancy of the space for reasons other than unsafeness or hazardous conditions)

1.1.6. Higher Education Institution Module

The HEI database is to be updated by a dedicated staff member in the NCHE Quality Assurance Unit on a quarterly basis following the finalization of the registration/establishment process of HEIs. The institutional database is aimed to generate information at HEI level, pooled from data capturing function of the online application and input by the assigned quality assurance official. The module should allow uploading of documents.

The online application will be used to feed the following database. HEI database shall include for each HEI the following information (20 variables):

- Academic year
- HEI Name
- Institutional Designation
- Type of Institution (Public/ private)
- HEI description (summary of offering)
- Post Designation of institutional head
- Contact number (specify)
- Email (specify)
- Location of main campus (Town)
- Geographic location (local regions and foreign countries)
- Year of establishment
- Establishing instrument
- Establishing instrument number
- Gazetting Date / Registration date
- Gazette number
- MHETI Registration number
- Number of Campus/Centre
- Number of higher education programmes on offer
- Number of students (as at 30 April)
- Last audit quality audit date

Table 6 - Nomenclature of variables in the HEI Database	
Variable /Field	Categories/Nomenclature
Institutional Designation	<ol style="list-style-type: none"> 1. General College 2. Specialised College 3. General University 4. Specialised University 5. Branch/Campus
Type of Institution	<ol style="list-style-type: none"> 1. Public 2. Private
Post Designation of institutional head	<ol style="list-style-type: none"> 1. Vice-Chancellor 2. Rector 3. Principal 4. Director
Contact details	<ol style="list-style-type: none"> 1. Postal address 2. Physical address 3. Telephone number 4. Email address 5. Website address
Geographic location (Similar for all databases)	<ol style="list-style-type: none"> 1. //Karas 2. Erongo 3. Hardap 4. Kavango East 5. Kavango West 6. Khomas 7. Kunene 8. Ohangwena 9. Omaheke 10. Omusati 11. Oshana 12. Oshikoto 13. Otjozondjupa 14. Zambezi 15. Foreign (Specify Country name)
Establishing instrument	<ol style="list-style-type: none"> 1. Act of Parliament (specify the Act) 2. Companies Act (BIPA) Registration Number

1.1.7. Programme Database

The Programme database is to be populated by data capturing function from an online application for programme accreditation, Higher Education Institution module, the Student Database, and the Subject Output Database.

The Programme database shall include for each programme the following information (18 variables):

- Academic year
- HEI Name
- Campus name
- Faculty
- School
- Department
- Qualification Name
- Qualification Type
- NQF Field of Learning
- NQF Level
- Number of Credits
- Subjects/ modules
- Accreditation Status
- Date (accreditation/review)
- Accreditation Cycle
- HEI granting the qualification
- Admission requirements (matric points and special subjects)
- Number of enrolled students

Table 7 - Nomenclature of variables in the Programme Database	
Variable /Field	Categories/Nomenclature
NQF Field of Learning (Similar for all databases)	<ol style="list-style-type: none">1. Agriculture and Nature Conservation2. Business, Commerce and Management Studies3. Communication Studies and Language4. Culture and the Arts5. Education, Training and Development6. Manufacturing, Engineering and Technology7. Human and Social Studies8. Law, Military Science and Security9. Health Sciences and Social Services10. Physical, Mathematical and Computer Sciences11. Physical Planning and Construction12. Services and Life Sciences

Qualification Type (Similar for all databases)	<ol style="list-style-type: none"> 1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters Degree 9. Doctoral Degree
NQF Level (Similar for all databases)	<ol style="list-style-type: none"> 1. Level 5 2. Level 6 3. Level 7 4. Level 8 5. Level 9 6. Level 10
Accreditation Status	<ol style="list-style-type: none"> 1. Accredited for a full-cycle of six years 2. Accredited with Conditions 3. Not Accredited

1.1.8. Indicator Database

The information for the indicators database is to be updated using secondary data from other databases within HEMIS as well as inputs of data from other databases outside HEMIS.

The indicators database shall include the following indicators (28 indicators):

- Admissions rate
- Enrolment rate
- First-time registration rate
- Full-time Equivalent
- Progression rate
- Dropout rate
- Attrition rate
- Completion
- Throughput
- Graduation rate
- Employment rate
- Employer satisfaction rates
- Employment search period
- Staff Headcount by Calendar Year
- Staff Full-time Equivalent Count
- Research Staff Headcount by Institution by Calendar Year
- Admin Staff Headcount by Institution by Calendar Year
- Part-time to Full-time Staff Ratio by Calendar Year
- Full-time Admin to Full-time Academic Staff Ratio by Calendar Year
- Academic Staff Workloads per Rank, Calendar Year
- Gross Enrolment Ratio (GER)
- Gender Parity Index in higher education
- Academic Staff to Non-academic Staff Ratio
- Public expenditure on higher education as % of GDP
- Government expenditure on higher education as % of total government expenditure
- Public expenditure on higher education as % of total government expenditure on education
- Public Expenditure for students' financial assistance as % of current public expenditure on higher education
- Average amount of tuition fees as % of GDP per capita

1.1.9. HEI Registration Database

This is for the purpose of application for registration as private higher education institution. Therefore an online application form should be created and shall include the following information/variables (as detailed under 4.5: Annexure B, page 52):

Variables to be included:

A. Administrative Data (25 Variables)

- Name of applicant
- Date
- Domicilium citandi et executandi and contact details of applicant (main campus)
- Physical address:
- Postal address:
- Telephone no:
- Fax no:
- E-mail address:
- Website address:
- Particulars of authorised contact person
- Name & Surname
- Designation (e.g. Vice Chancellor, Rector, Principal, Managing Director, etc.)
- Contact details of authorised contact person
- Physical address:
- Postal address:
- Telephone no:
- Cellular phone no:
- Fax no:
- E-mail address:
- Address and contact details of satellite campus/es (if any)
- Name Physical Address
- Postal Address
- Telephone No.
- Fax No.
- E-mail Address

B. Particulars of Institution and Governance Particulars

- Official trading name, abbreviation, acronym or translation
- Type of person
- Registration number (Authorised Ministry)
- Particulars of Management
- Person in charge of institution (e.g. Vice-Chancellor, Rector, Principal, Managing Director, etc.)
- Title, Name and Designation
- Identity number (passport number and citizenship, if not Namibian)

- Telephone number(s) including cellular phone number(s)
- Fax number
- E-mail address
- Postal address
- Details of applicant's current management team
- Surname & Initials
- Title
- Designation
- Identity No.
- Passport No.
- Citizenship,
- Telephone No.
- Other organisation to which applicant is subordinate
- Relationship of the other organization to the applicant (e.g. holding company/parent institution)
- Collaboration with other higher education institutions (attach proof)
- Name of Institution
- Type of Collaboration
- Particulars of owners (directors or trustees)
- Surname & Initials
- Title
- Citizenship
- Identity No./Passport No.
- Telephone No.
- Details of applicant's auditor/accountant
- Name
- Registration number
- Tax and business registration details of applicant
- VAT Registration Number
- Income Tax Number
- Business Registration Number

C. Particulars of Learning Programmes

Programmes submitted to NCHE for accreditation for which applicant provides or proposes to provide

- Name of Programme
- NQF Field
- NQF Level
- Entry Requirement (e.g. Grade 12, Honours)
- Mode of delivery
- Minimum Duration
- NQA Certification Number*
- Region
- Town
- Physical address
- Year 1
- Year 2
- Year 3
- Year 4
- Total

- Higher Education programmes for which applicant provides or proposes to provide support on behalf of another institution
 - Name of Programme
 - NQF Field
 - NQF Level
 - Entry Requirement (e.g. Grade 12, Honours)
 - Mode of Delivery
 - Minimum Duration
 - Certifying Institution
 - Certifying Institution Accreditation Certification Number
 - Nature of Support
 - Proposed Location
 - Region (14 Regions of Namibia)
 - Town
 - Physical address
 - Student Enrolment (Headcount)
 - Year 1
 - Year 2
 - Year 3
 - Year 4
 - Total

D. Student Data

- Total students registered (existing institution) or expected to be registered (new institution) during the first four years of operation
 - Number of Students (by offering type, sex, and year of study)

E. Staff Data

- Total staff employed (existing institution) or expected (new institution) to be employed during the first four years of operation
 - Number of Staff (by type of staff, sex and year)
 - Details of staff employed (if available)
 - Surname & Initials
 - Title
 - Designation
 - Citizenship
 - Identity No./Passport No.
 - Telephone No.
 - Qualifications & experience of academic staff employed or to be employed.
 - State qualifications of academic staff (by type of staff, qualification type, and sex)
 - State relevant experience of academic staff (by type of staff, experience, and sex)

Table 8: Nomenclature of variables in the HEI registration database

Variable /Field	Categories/Nomenclature
Title	1. Professor 2. Dr. 3. Mr 4. Ms 5. Other (specify)
Designation	1. Vice-Chancellor 2. Rector 3. Principal 4. Managing Director 5. Director 6. Registrar 7. Dean 8. Other (pls. specify)
NQF Field of Learning (similar for all databases)	1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction

	12. Services and Life Sciences
Qualification Type (similar for all databases)	<ol style="list-style-type: none"> 1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters Degree 9. Doctoral Degree
NQF Level (Similar for all databases)	<ol style="list-style-type: none"> 1. Level 5 2. Level 6 3. Level 7 4. Level 8 5. Level 9 6. Level 10
Accreditation Status	<ol style="list-style-type: none"> 1. Accredited for a full-cycle of six years 2. Accredited with Conditions 3. Not Accredited
Entry Requirements (this is an attachment on its own)	<ol style="list-style-type: none"> 0.1. Grade 11 (NSSCO) 0.2. Grade 12 (NSSCAS) 1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters Degree 9. Doctoral Degree
Mode of delivery	<ol style="list-style-type: none"> 1. Contact <ol style="list-style-type: none"> a. Full-time b. Part-time 2. Online <ol style="list-style-type: none"> a. Full-time b. Part-time 3. Distance

1.1.10. HEI Programme Accreditation Database

This is for the purpose of online application for programme accreditation at higher education institution.

Therefore an online application form should be created capturing the following information/variables (as detailed under 4.6: Annexure C, Page 62):

Variables to be included:

A. ADMINISTRATIVE DATA (24 Variables)

- Site
- Physical Address
- Postal Address
- Contact Person
- Title: Contact Person
- Email: Contact Person
- Tel no: Contact Person
- Fax no: Contact Person
- Mode of Delivery
- Mode of Provision
- Programme Type
- Qualification Type
- Qualification Classification
- NQF Level (e.g. Level 5,6,7,8,9 or 10)
- Total number of Credits
- Minimum duration for completion-Full time: number of years
- Minimum duration for completion-Part time: number of years
- Has the programme been approved by the relevant governance structure within the institution?
- If Yes, indicate date of approval:
- Have relevant stakeholders been involved in the development of the programme?
- If yes, list the names of these stakeholders
- If no, provide reasons why not
- Date by which you started offering the programme OR plan to start offering the programme (if new)

B: PROGRAMME CAPACITY

This part of the form requires an evaluation of the extent to which the proposed programme fulfills NCHE's accreditation criteria. Please note that the information provided should demonstrate compliance with NCHE's criteria.

This part of the form requires an evaluation of the extent to which the proposed programme fulfills NCHE's accreditation criteria. Please note that the information provided should demonstrate compliance with NCHE's criteria.

Variables to be included:

A. PROGRAMME CAPACITY (13 Variables)

- NQF level of the programme
- Indicate modules & credits per module.
- Which of the modules mentioned above are optional?
- Total Credits per year
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Signature:
- Full name:
- Capacity:
- Date

Table 9 - Nomenclature of variables in the programme accreditation database

Variable /Field	Categories/Nomenclature
NQF Field of Learning	<ol style="list-style-type: none">1. Agriculture and Nature Conservation2. Business, Commerce and Management Studies3. Communication Studies and Language4. Culture and the Arts5. Education, Training and Development6. Manufacturing, Engineering and Technology7. Human and Social Studies8. Law, Military Science and Security9. Health Sciences and Social Services10. Physical, Mathematical and Computer Sciences11. Physical Planning and Construction

	12. Services and Life Sciences
Qualification Type	<ol style="list-style-type: none"> 1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Masters degree 9. Doctoral Degree
NQF Level	<ol style="list-style-type: none"> 1. Level 5 2. Level 6 3. Level 7 4. Level 8 5. Level 9 6. Level 10
Accreditation Status	<ol style="list-style-type: none"> 1. Accredited for a full-cycle of six years 2. Accredited with Conditions 3. Not Accredited

1.1.11. HEI Quality Audit Database

This is for the purpose of online application of quality audit by higher education institutions. Institutional quality audit focuses on an institution's policies, systems, strategies and resources for quality assurance of its academic activities.

Therefore, an online application form should be created capturing the information/variables as detailed under 4.7: Annexure D, page 65

1.2. VALIDATION RULES

1.2.1. Compulsory fields (Cannot be blank)

- HEI name like UNAM, NUST etc.
- NQF Qualification (Name, Type, Level and Field of Learning)
- Offering Type
- New/Repeater (for year of study)
- Academic year (YYYY)
- Campus name: Main campus, Erongo Campus etc.
- Demographics (student number, Name, Surname, Sex, Date of Birth, Region of origin, Region of grade 12, Nationality, Contact number, Email Address, disability status, marginalisation status)
- Major source of funding
- Annual examination results/Progress status

1.2.2. Validation Rules

- All coded variables are numeric
- Text variables should have a limited length
- Qualification names should be written in full as per National Qualification Framework (NQF), thus it is typed part of the name. (No abbreviations allowed)
- NQF Qualification type should be numeric e.g. Certificate is 1, up to 9 for Doctoral
- NQF Qualification level should match Qualification type e.g. undergraduate certificate/diploma can only be level 4 to 7 and the postgraduate certificate/diploma can only be NQF level 7 or 8
- Bachelor is level 7 and Honours is level 8 etc
- Students date of birth (DoB) should be (DD/MM/YYYY)
- National ID can be used to extract DoB
- Age on 30 April (automated using 30 April minus Date of Birth)
- Age on 31 December (automated using 31 December minus Date of birth)
- ISCED Fields of learning (Broad) are 11 in addition to 0 for basic programmes. Broad fields also have Narrow fields and Detailed fields
- STEM fields/non-STEM (1 or 2)
- Nationality should not be coded, but written in text, and Nationality Code allows two digits
- Contact number/Cell phone (numeric, 13 digits), the Country code (+264) should be default for Institutional numbers.
- Email (should have@)
- All missing data are indicated Unknown/Not stated, to be coded '99'

1.3. HIGHER EDUCATION INDICATORS SOURCE AND DEFINITIONS

Indicator dataset	Indicators	Definition
Student data formulas	a) Admissions rate	The number of students admitted as a percentage of the applications received.
	b) Enrolment rate	The number of students enrolled per age group as a percentage of the national population of that age group.
	c) First-time registration rate	The number of students enrolled for the first time as a percentage of the first-year enrolled students.
	d) Full-time equivalent	Total number of subjects enrolled by part-time, or distance students divided by the average number of subjects enrolled per full-time student.
	e) Progression rate	The number of students who are promoted to the next level of study as a percentage of total admission.
	f) Dropout rate	A percentage of students who did not get an award and did not return to study in the following years
	g) Attrition rate	The number of students who dropped out as a percentage of the original number that registered for the programme
	h) Completion	The number of students who graduated as a percentage of the original number that registered for the programme
	i) Throughput	A total number of graduates as a percentage of the total number of students registered in a given academic year
	j) Graduation rate	A total number of graduates as a percentage of the total number of students registered in the final year of a given year
	k) Employment rate	Percentage of graduates who secured employment in a given time period out of a total sample
	l) Employer satisfaction rates	Percentage of employers who satisfied with the products or service of the institution out of a total sample
	m) Employment search period	Duration taken to secure employment by a given cohort of graduates
	n) Gross Enrolment Ratio (GER)	GER measures the extent of access to higher education by calculating all age group enrolled in various programme to the total population in the age group 19 to 23 years.

Indicator dataset	Indicators	Definition
	o) Gender Parity Index in higher education	The number of female students per 100 male students enrolled in higher education.
	p) Staff Headcount by Calendar Year	Number of staff at the university
Staff data formulas	a) Staff Full-time Equivalent Count	Total number of work hours of part-time staff divided by the average number of work hours per full-time staff
	b) Research Staff Headcount by Institution by Calendar Year	Number of full-time academic/research staff at the university
	c) Research Staff Headcount by Institution by Calendar Year	Number of part-time academic/research staff at the university
	d) Admin Staff Headcount by Institution by Calendar Year	Number of full-time administration staff at the university
	e) Admin Staff Headcount by Institution by Calendar Year	Number of part-time administration staff at the university
	f) Part-time to Full-time Staff Ratio by Calendar Year	Number of part-time staff divided by full-time staff
	g) Full-time Admin to Full-time Academic Staff Ratio by Calendar Year	Number of full-time admin staff divided by full-time academic staff
	h) Academic Staff Workloads per Rank, Calendar Year	To be calculated based on averages obtained per academic staff ranks/from general academic staff contract

Indicator dataset	Indicators	Definition
	i) Number of full-time academic staff with masters & doctoral degrees	Number of full-time academic staff with a masters degree & doctoral degrees divided by the total number of full-time academic staff
	j) Academic Staff to Non-academic staff Ratio	Number of academic staff for each one non-academic staff
Cost and Funding	a) Public expenditure on higher education as % of GDP	The proportion of a country's wealth generated during a given financial year that has been spent by government authorities on higher education.
	b) Government expenditure on higher education as % of total government expenditure	The proportion of a country's total budget expenditure during a given financial year that has been spent by government authorities on higher education
	c) Public expenditure on higher education as % of total government expenditure on education	The relative share of expenditure for higher education level within overall public expenditure on education. A relative high percentage denotes the priority given to that level in national educational policies and resource allocation.
	d) Public Expenditure for students' financial assistance as % of current public expenditure	The share of student financial assistance within public current expenditure on higher education. It translates the willingness of public authorities to the ease access to higher education.

Indicator dataset	Indicators	Definition
	on higher education	
	e) Average amount of tuition fees as % of GDP per capita	The share of per capita income spent on one student. It helps in assessing the affordability of higher education for the population.

1.4. APPLICATION FORM FOR REGISTRATION AS PRIVATE HEI



REGISTRATION OF
PRIVATE HEIS - GUIDE



NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR REGISTRATION
AS
PRIVATE HIGHER EDUCATION INSTITUTION

Higher Education Act, 2003 (Act No. 26 of 2003)
(Section 25, Regulation 3)

NAME OF THE APPLICANT:	DATE:
------------------------	-------

NB: Consult the guide for completion

NB: This form would require the office to assess if the applicant has submitted information for each item using three options namely YES/NO/NA

A. ADMINISTRATIVE DATA

1. Name of applicant

--

2. *Domicilium citandi et executandi* and contact details of applicant (main campus)

Physical address:
Postal address:

Telephone no:
Fax no:
E-mail address:
Website address:

3. (a) Particulars of authorised contact person

Name & Surname	Designation (e.g. Vice Chancellor, Rector, Principal, Managing Director, etc.)

(b) Contact details of authorised contact person

Physical address:
Postal address:
Telephone no:
Cellular phone no:
Fax no:
E-mail address:

4. Address and contact details of satellite campus/es (if any)

Name	Physical Address	Postal Address	Telephone No.	Fax No.	E-mail Address

B. PARTICULARS OF INSTITUTION AND GOVERNANCE PARTICULARS

5. Official trading name, abbreviation, acronym or translation

--

6. Type of person

--

7. Registration number (Authorised Ministry)

--

8. Particulars of Management

(a) Person in charge of institution (e.g. Vice-Chancellor, Rector, Principal, Managing Director, etc.)

i. Title, Name and Designation

ii. Identity number (passport number and citizenship, if not Namibian)

iii. Telephone number(s) including cellular phone number(s)

iv. Fax number

v. E-mail address

vi. Postal address

(b) Details of applicant's current management team

Surname & Initials	Title	Designation	Identity No.	Passport No. and citizenship, if not Namibian	Telephone No.

--	--	--	--	--	--

9. Other organisation to which applicant is subordinate

--

10. Relationship of the other organization to the applicant (e.g. holding company/parent institution)

--

11. Collaboration with other higher education institutions (attach proof)

Name of Institution	Type of Collaboration

12. Particulars of owners (directors or trustees)

Surname & Initials	Title	Citizenship	Identity No./Passport No.	Telephone No.

13. Details of applicant's auditor/accountant

Name	Registration number

14. Tax and business registration details of applicant

VAT Registration Number	Income Tax Number	Business Registration Number

C. PARTICULARS OF LEARNING PROGRAMMES

15. (a) Programmes submitted to NCHE for accreditation for which applicant provides or proposes to provide

Name of Program me	NQ F Fiel d	NQF Leve l	Entry Requir ement (e.g. Grade 12, Honou rs)	Mode of delivery					Minim um Duratio n	NQA Certificatio n Number*	Proposed Location			Student Enrolment (Headcount)**				Tota l
				Contact		Online		Dista nce			Regio n	Town	Physic al Addre ss	Year 1	Year 2	Year 3	Year 4	
				Ful l- ti me	Par t- tim e	Full - tim e	Par t- tim e											
																</		

*Only applicable for Qualifications registered on the Namibia NQF

**Cumulative

15. (b) Higher Education programmes for which applicant provides or proposes to provide support on behalf of another institution

Name of Programme	NQF Field	NQF Level	Entry Requirement (e.g. Grade 12, Honours)	Mode of Delivery					Minimum Duration	Certifying Institution	Certifying Institution Accreditation Certification Number	Nature of Support	Proposed Location			Student Enrolment (Headcount)*				Total
				Contact		Online		Distance					Region	Town	Physical Address	Year 1	Year 2	Year 3	Year 4	
				Full-time	Part-time	Full-time	Part-time													
								</												

*Cumulative

D. STUDENT DATA

16. Total students registered (existing institution) or expected to be registered (new institution) during the first four years of operation

Students		Number of Students*						
		Year 1	Year 2	Year 3	Year 4	Grand Total		
						M	F	Total
Contact	Full-time							
	Part-time							
Online	Full-time							
	Part-time							
Distance								
Total								

*Cumulative

E.STAFF DATA

17. (a) Total staff employed (existing institution) or expected (new institution) to be employed during the first four years of operation

Type of Staff		Number of Staff*						
		Year 1	Year 2	Year 3	Year 4	Grand Total		
						M	F	Total
Academic	Full-time							
	Part-time							
Support	Full-time							
	Part-time							
Total								

*Cumulative

17. (b) Details of staff employed (if available)

Surname & Initials	Title	Designation	Citizenship	Identity No./Passport No.	Telephone No.

18. Qualifications & experience of academic staff employed or to be employed

(a) State qualifications of academic staff

	Number of Staff*						
	Diploma	Degree	Masters	PhD	Grand Total		
Type of staff					M	F	Total
Full-time staff							
Part-time staff							
Total							

*Cumulative

(b) State-relevant experience of academic staff

	Number of Staff with Experience of*						
	0-5 years	6-10 years	11-15 years	16+ years	Grand Total		
Type of staff					M	F	Total
Full-time staff							
Part-time staff							
Total							

*Cumulative

DOCUMENTS TO BE ATTACHED

a) The following information should accompany the Application Form as Annexures:

Annexure A: Non-discrimination Declaration (upload)

Annexure B: Quality Assurance and Monitoring Declarations (uploads)

b) The following proofs, documents, reports and certificates should accompany the Application Form:

Annexure C: Occupational Health and Safety Certificate(s)(uploads)

Annexure D: Financial Viability Documents (uploads)

i. Audited Annual Financial statements

ii. Business Plan and Audited Three-year Financial Forecast/Budget (not in operation)

iii. Surety Letter

iv. Shareholders Certificate

Annexure E: Registration documents/certificates (uploads, several files)

Annexure F: Inter-Institutional Agreements (uploads)

Annexure G: Information on the institution (upload)

Annexure H: Additional Information for foreign applicants only (uploads)

1.5. ANNEXURE C: APPLICATION FORM FOR PROGRAMME ACCREDITATION

The focus of NCHE's Programme Accreditation is on quality improvement.

Accordingly, accreditation is passed or failed.

The outcomes are formulated as:

- i. Accredited
- ii. Accredited with Conditions, or
- iii. Not Accredited

The first part of the form requires information about the programme submitted for accreditation. Once the application is submitted, a reference number will be issued. Please use this reference number in subsequent correspondence.

Please indicate all delivery sites for the proposed programme.

(Please Do not indicate centres for Distance Education)

Site Information	
1. Site	
2. Physical Address	
3. Postal Address	
4. Contact Person	
5. Title: Contact Person	
6. Email: Contact Person	
7. Tel no: Contact Person	
8. Fax no: Contact Person	

A) Programme Information	
1. Programme Name	
2. Mode of Delivery (Tick where applicable)	Full-time
	Part-time
	Distance
	Other (specify)
3. Mode of Provision (Tick where applicable)	Face-to-face
	Online
	Other (specify)
4. Programme Type (Tick where applicable)	Professional
	Subject-based
	Vocational focused

	Teacher Education	
5. Qualification Type (Tick where applicable)	Certificates	
	Diplomas	
	Bachelor Degree	
	Professional Bachelor Degree	
	Bachelor Honours Degree	
	Masters Degree	
	Doctoral Degree	
6. Qualification Classification (Tick where applicable)	Agriculture and Nature Conservation	
	Business, Commerce and Management Studies	
	Communication Studies and Language	
	Culture and the Arts	
	Education, Training and Development	
	Manufacturing, Engineering and Technology	
	Human and Social Studies	
	Law, Military Science and Security	
	Health Sciences and Social Services	
	Physical, Mathematical and Computer Sciences	
	Physical Planning and Construction	
Services and Life Sciences		
7. NQF Level (e.g. Level 5,6,7,8,9 or 10)		
8. Total number of Credits		
9. Minimum duration for completion- Full time: number of years		
10. Minimum duration for completion- Part time: number of years		
11. Has the programme been approved by the relevant governance structure within the institution? (Indicate Yes or No)		
If Yes, indicate date of approval:		
12.	Internal governance structure	
13.	NQA	

14. Have relevant stakeholders been involved in the development of the programme? (Indicate Yes or No)		
15. If yes, list the names of these stakeholders		
16. If no, provide reasons why not		
17. Date by which you started offering the programme OR plan to start offering the programme (if new) (dd/mm/yyyy)		

B) Programme Capacity

This part of the form requires an evaluation of the extent to which the proposed programme fulfills NCHE's accreditation criteria. Please note that the information provided should demonstrate compliance with NCHE's criteria.

1. NQF level of the programme		
2. Indicate modules & credits per module		
3. Which of the modules mentioned above are optional?		
Total Credits per year		
4. Year 1		
5. Year 2		
6. Year 3		
7. Year 4		
8. Year 5		
Signature: Full name: Capacity: Date:		

1.6. APPLICATION FORM FOR INSTITUTIONAL QUALITY AUDIT

Completion of the institutional quality audit form starts at NCHE whereby the assigned quality assurance official populates the form with the required information and send to the responsible officer at the HEI who will complete the rest, upload the required documents, and send back. Once informed about the date of institutional audit by NCHE, the institution should develop an institutional portfolio on the following themes, with supporting evidence:

INSTITUTIONAL INFORMATION

1. Name of the institution	
2. Physical Address	
3. Website	
4. Site Name (if not main)	
5. Contact Fax. No	
6. Postal address	
7. Name of contact person	
8. Contact Tel. No.	
9. Contact Email.	

INSTITUTIONAL PORTFOLIO

Theme	Sub-area	Attach support evidence
9. Cluster Institutional vision, mission and goals, and general management processes	<div><div>i.</div><div>ii.</div><div>iii.</div><div>iv.</div><div>v.</div></div> Institutional vision, mission and goals Institutional quality assurance management system (IQAMS) Human resource management system Financial resource management system Facilities management system	
10. Teaching and learning	<div><div>i.</div><div>ii.</div><div>iii.</div><div>iv.</div><div>v.</div></div> Planning and approval of academic offerings Enrolment planning Student enrolment management system (SEMS) Academic support services Facilitation of learning	

	vi. Assessment and certification of student learning vii. Tracking, review and feedback systems viii. Management of postgraduate studies	
11. Research	i. The research management system	
12. Community Engagement	i. The community engagement planning and management system	

An institution applying for an audit is expected to adhere to the Sub-Area of the relevant theme(s).

1.7. GLOSSARY OF KEY CONCEPTS/VARIABLES

Absent: Students who have not written their examinations but have not cancelled their registration

Academic staff: These are staff members who spend more than 50% of their workload directing teaching of students and research e.g., lecturers, researchers.

Academic Support Staff: These staff members support the work of the academic staff members such as tutors, laboratory technicians, academic and related staff.

Academic year: Annual teaching or examination period during which students attend courses or take final examinations, not considering minor breaks. It is typically 12 months from January to December.

Annual examination results: The student annual overall examination results for the academic year. This is to indicate at the end of academic year whether the student will be graduating, progressing to the next year, failed, continuing with their studies or they were absent from the examination.

Campus name: This is the name of the specific campus where the student is registered at and attends the majority of his/her classes

Continuing: A term for students to whom failure is irrelevant. This is specifically the case of students registered for Masters (inclusive of authoring their thesis) and Doctoral degrees.

Date of birth on 30 April: The date and year that the student was born to determine their age at the time of enrolment

Date of birth on 31 December: The date and year that the student was born, to determine their age at the time of completing studies.

Disabilities – any physical, mobility and mental difficulties

Distance mode of learning: The mode of delivering educational instruction, to students who are mostly not present physically (non-contact) in a traditional setting such as a lecture room. This mode also includes block release and mixed (or blended) delivery.

Major source of funding (Financial sponsor): is an individual or company or body mainly responsible for the payment of tuition fees and other fees for the student during the academic year.

Full-time staff: A full-time member of staff is a member whose number of hours worked (per week) is more than 75% of what is normally required for the full load.

Full-time student: A normal full-time undergraduate programme of study consists of 120 credits per academic year. Programmes consisting of more than eighty (80) credits (67%) in an academic year would still be considered as full-time.

Graduating year/Exit Year: An indication to whether the student will exit the system as a graduate or will continue to be a student in the current institution. This includes annual exit qualifications.

Gross enrolment ratio (GER): Measures the extent of access to an education level

Tertiary Gross Enrolment Ratio: This entails the total enrolment in tertiary education irrespective of age expressed as percentage of the total population in the age group of 19-23 years. The age 19-23 is the five years after leaving secondary education,

HEI name: The name of the University or college or institute where the student is registered/studying in an academic year.

Marginalised – when a student has originated from the three communities identified by Office of the Prime Minister as marginalised which are San, Ovattjimba and Ovattue.

Marital status: Marital status is the legally defined marital state. There are several types of marital status: never married/single, married, widowed, divorced, separated and widowed.

Citizenship (Country Name): The name of the country where the student belongs to with **regard to citizenship** documentation. This excludes permanent residence.

New entrant: An individual enrolling at the beginning of an education level, set of levels, programme, or stage or module thereof, regardless of age.

Non-Academic staff: Staff members with limited instructional responsibilities. Non-teaching staff members generally include the Vice-Chancellor and Vice-Rector, Registrar and other administrators of HEIs such as librarians or educational media specialists, as well as staff members responsible for building operations and maintenance, security personnel, transportation workers and catering staff.

NQF Field of learning: The broad domain, branch or area of content covered by an educational programme, course, or module. It may also be referred to as a Field of Study or Field of Education. For the definition of each specific NQF Field of Learning, refer to the NQF (National Qualifications Framework) Classification of NQF Field of Learning.

NQF Qualification level: The level of education refers to the highest qualification as per the National Qualifications Framework or its declaration.

NQF Qualification name: The full name of the qualification the specific students are studying to obtain.

Offering type/Mode of delivery: This is type of teaching delivery where the student would be exposed to during interaction with the teaching staff.

Part-time student: When a student is registered for a programme where their workload is less than 80 credits in an academic year.

Part-time staff: A part time member of staff is a member whose number of hours worked (per week) is lower than 75% of what is normally required for the full load for full-time staff.

Profession of guardian (parents included): The occupation of the guardian/parent to the student.

Profession of the student: The occupation of the student who are considered over the age of 21 years.

Professional bachelor degree: This degree represents a substantial attainment of a body of outcomes of learning greater than and in advance of a bachelor degree. These degrees normally entail a substantial element of 'learning by doing' and are often focused on preparation for entry into a professional field of practice. (Source: NQA).

Qualification duration: The minimum number of years required for the qualification to be completed.

Region of grade 12(NSSCO): This is the region where the students attended school and completed their grade 12(NSSCO).

Region of origin (Home): This is the region, the student identifies themselves with, where the student mostly lives.

Relationship to guardian: How are the guardian related to the students whether they are family or not.

Remote/Non-remote: The location of the campus where the student attends/register to study. If it is at the main campus, then it is not remote and only remote when it is at a separate campus or centre of the institution.

Repeater: A student registered in the same year of study as in the previous academic year, regardless of the qualification.

Sex: The two main categories (male and female) into which humans and most other living things are divided on the basis of their reproductive functions.

Skilled administrative staff: These are trained staff members who have limited instructional responsibilities and work as supporting departments such as Vice-Chancellor Office, Finance, HR, IT and others. It includes professional, technical staff, computer operators and clerical staff.

Unskilled administrative staff: These are manual staff including among other Cleaners, Drivers, Security and Gardeners.

Year of study: The qualification stage in terms of year that the student is enrolled in. e.g., first year, second year.