



IUM
— THE INTERNATIONAL —
UNIVERSITY OF MANAGEMENT

CDeL
Centre for Distance and e-Learning



A Namibian university dedicated to its people's future

IUM CENTRE FOR DISTANCE AND eLEARNING

(IUM-CDeL) BOOKLET 2022

ABOUT (IUM-CDeL)

IUM launched its Distance and Open Learning programme several years ago and hence giving opportunity to persons who, for various reasons, could not access full-time or part-time university programmes opportunity to enrol in all the programmes the university offered on full-time and part-time modes at all levels: Certificate to Bachelor Honours degree levels. IUM was admitted to the membership of the Distance Education Association of Southern Africa (DEASA) in 2012.

The centre's main objective is to make university education accessible to all in Namibia and beyond (including SADC and the world at large). The Centre leverages on the university e-Learning platform (IUM LMS), Multimedia technologies and expertise to facilitate the online teaching and learning. To ensure that the centre's programmes meet stakeholders (including students, National Council Higher Education and the Namibian Qualification Authority) expectations and also that courses / programmes are up to date with societal and technology trends, stakeholder evaluation of the centre's programmes will be undertaken from time to time.

Accreditation

IUM is a fully Namibia Qualifications Authority (NQA) accredited University. IUM is fully registered by the National Council for Higher Education (NCHE). IUM's certificates are therefore recognised both nationally and internationally.

Well-articulated programmes

IUM-CDeL offers marketable and development-oriented programmes ranging from Certificates, Diplomas, Bachelor Honours, Masters Degrees and Doctoral degrees.

IUM Entrepreneurship driven course

IUM-CDeL offers short courses on entrepreneurship besides other programmes to develop skills for students to become innovators, job and wealth creators in the world and not only job seekers.

Affordable Tuition Fees

IUM's tuition fees are affordable

Qualified and Experienced Academic Staff

IUM has a team of well qualified and experienced academic staff.

Inclusive Education across the globe

IUM uses its Information Communication Technology facilities, IUM-LMS platform and state of the art multimedia facilities to enable teaching and learning to take place anytime, anywhere in the world and thus offering all inclusive education.

Financial Assistance

Namibia Student Financial Assistance Fund (NSFAF) provides financial assistance to qualified IUM students that are Namibian Nationals / Citizens.

Online Study Facilities and Materials

The IUM e-library is well equipped with study materials and a variety of open educational resources including e-books and access to various electronic resources such as journals. The IUM-LMS (Learning Management System) has lots of electronic study materials by course and is accessible from anywhere and anytime provided that one has a computer or smart phone and internet access.

Free Internet on IUM Campuses

Free WiFi at all IUM Campuses to ensure internet access is available to distance students when visiting the campus.

IUM Students' engagement and collaborative Activities

IUM-CDeL is balanced with well-planned virtual workshops, online student collaborative engagements, forums discussion and chats on the IUM-LMS.

POSTGRADUATE S

Master of Education - Educational Leadership, Management and Policy Education (NQF Level 9)

Admission/Entry Requirements

To be admitted to the Master in Education – Educational Leadership and Management programme, the candidate must have:

- Bachelor Honours Degree in Education or an equivalent qualification at NQF Level 8 and must have a minimum of three years working experience in an educational institution
- Must have been employed in an educational institution – public or private. Proof of employment is required.

The above are essential requirements as the instructional design of the qualification and course assessments will be integrated with the work place experience and the equivalent will be determined by the IUM Senate.

Duration of the Qualification

The study period for the qualification is:

- Online and distance mode - Minimum: 2 Years; Maximum: 4 Years.
- The qualification comprises four (4) semesters i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.



Postgraduate Diploma in Higher Education (NQF level 8)

Admission/Entry Requirements

A candidate must hold a recognised minimum Qualification at NQF Level 7 with at least one year relevant work experience as a trainer at an NQA recognised tertiary institution or institution of higher learning or organization or equivalent.

Duration of the Qualification

The study period for the qualification is:

- Online and distance mode - Minimum: 1 Years; Maximum: 2 Years.
- The qualification comprises two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Postgraduate Diploma in Education (NQF level 8)

Admission/Entry Requirements

The entry requirements to Postgraduate Diploma in Education shall be:

- A candidate must hold a minimum of a recognised Bachelor degree at NQF Level 7 or equivalent.
- The undergraduate record must demonstrate that the candidate acquired the content knowledge of two (2) school subjects during three consecutive years of studies at the university (please see checklist for subject combinations below).
- Academic record for the Bachelor level NQF 7 must contain a component of research methodology.

Duration of the Qualification

The entry requirements to Postgraduate Diploma in Education shall be:

- A candidate must hold a minimum of a recognised Bachelor degree at NQF Level 7 or equivalent.
- The undergraduate record must demonstrate that the candidate acquired the content knowledge of two (2) school subjects during three consecutive years of studies at the university (please see checklist for subject combinations below).
- Academic record for the Bachelor level NQF 7 must contain a component of research methodology.

Bachelor in Education: Educational Leadership, Management and Policy Honours Degree (NQF Level 8)

Admission/Entry Requirements

The entry requirements to Bachelor in Education: Educational Leadership, Management and Policy shall be:

- To be admitted to this programme, candidates must already have NQA level 6 or 7 or equivalent qualifications with experience of at least three years in education or in a related organization as determined by Senate.
- The equivalent of any of the above as determined by University Senate.

Duration of the Qualification

The study period for the qualification is:

- Distance and Online Mode - Minimum: 2 Years; Maximum: 4 Years.
- The qualification comprises four (4) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Bachelor Honours in Tourism, Hospitality and Events Management Honours (NQF Level 8)

Admission /Entry Requirements

The minimum entry requirement is an appropriate Bachelor in Tourism, Hospitality & Events Management (NQF Level 7) offered by the IUM or any qualification from the NQA recognised institution.

Meeting of these requirements will not automatically guarantee admission into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by the IUM Senate.

Duration of the Qualification

The Bachelor of Tourism, Hospitality & Events Management Honours is conferred after one year of full-time or part-time study in one or more areas of tourism, hospitality & event specialisation and the maximum study period is two years.

The year of study will be divided into two semesters and students are expected to take six examinable courses in the first semester and two year courses examinable at the end of the year. The second semester mainly focuses on research methodology and field project in addition to one elective subject. Semester 1 runs from January to June. Semester 2 runs from July to December.

Bachelor of Science in Business Information Systems Honours (NQF Level 8)

Admission /Entry Requirements

To be registered for this qualification – Bachelor in Business Information Systems Honours, candidates must hold a Bachelor in Business Information Systems at NQF Level 7 or any equivalent qualification from a recognized institution.

Duration of the Qualification

The study period for the qualification is:

Online mode - Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises of semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Bachelor of Science in Software Development Honours (NQF Level 8)

Admission /Entry Requirements

To be registered for this qualification – Bachelor in Software Development Honours, candidates must hold a Bachelor in Software Development at NQF Level 7 or any equivalent qualification from a recognized institution.

Duration of the Qualification

The study period for the qualification is:

Online mode - Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises of semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in Business Administration (NQF level 5)

Admission/Entry requirements

The entry requirements to this qualification are:

- Namibia Senior Secondary Certificate (NSSC) and/or O Level or equivalent qualification(s), provided that the candidate has passed five subjects (including English minimum D) normally in not more than three examination sittings with a minimum of 20 points on the IUM's evaluation scale.
- A recognised qualification at NQF level 4 Or
- Mature Age Entry as stipulated in GR 4.1.1

Duration of the Qualification

The Certificate is conferred after one year of distance study in one or more areas of business concentrations. The year of study will be divided into two semesters and students are expected to take six courses in each semester. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in Finance Management (NQF level 5)

Admission/Entry requirements

The entry requirements to this qualification are:

- Namibia Senior Secondary Certificate (NSSC) and/or O Level or equivalent qualification(s), provided that the candidate has passed five subjects (including English minimum D) normally in not more than three examination sittings with a minimum of 20 points on the IUM's evaluation scale.
- A recognised qualification at NQF level 4 Or
- Mature Age Entry as stipulated in GR 4.1.1

Duration of the Qualification

The Certificate is conferred after one year of distance study in one or more areas of finance concentrations. The year of study will be divided into two semesters and students are expected to take six courses in each semester. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in Human Resource Management (NQF level 5)

Admission/Entry Requirements

The entry requirements to this certificate in Human Resource shall be a Namibian Senior Secondary Certificate (Ordinary or Higher or combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at D) normally in not more than three examination sittings with a minimum of 20-24 points on the IUM's evaluation scale.

Students may enter through a mature age entry, provided they are:

- 25 years old or over in the year in which admission is sought
- Have at least 2 years working experience
- Have at least a pass at grade 10
- Provide a suitable reference from a recognised public official

Duration of the Qualification

The study period for the programme is:

Minimum: 1Year and a Maximum: 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in Marketing Management (NQF level 5)

Admission/Entry Requirements

To be admitted to study for this qualification, one shall have satisfied the minimum conditions for entry to degree studies at this University as prescribed under the entry requirements in the IUM General Academic Regulations. This includes a minimum of 20 points from a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D minimum) normally in not more than three examination sittings.

Mature age entry, provided that a candidate meets the following:

- Are 25 years old or over in the year in which admission is sought
- Have at least 2 years' experience
- Have at least a pass at grade 10
- Provide a suitable reference from a recognised public official

Duration of the Qualification

The study period for the programme is:

Minimum: 1Year and a Maximum: 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in Tourism, Hospitality and Events Management (NQF Level 5)

Admission/Entry Requirements

To be registered for this qualification, a prospective student must:

- Hold a Namibia Senior Secondary Certificate (NSSC) Ordinary or Higher Level with passes in 5 subjects; or equivalent, with a minimum of D grade in English Language, and should total twenty points or more; OR
- Enter through a flexible learning path – mature age/prior learning with five years relevant experience in various fields of tourism information technology or related fields. Achievement of these requirements will not automatically guarantee an acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests at the IUM.

If in possession of a foreign qualification, submit an NQA Evaluation report of their foreign qualifications to the IUM for consideration.

Duration of Qualification

The study period for the qualification is:

- Minimum: 1 Year
- Maximum: 2 Years.

The programme comprises two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Certificate in business information systems (level 5)

Admission/Entry Requirements

The entry requirements to certificate in Business Information Systems shall be:

- NSSCO/H level with a minimum of 20 points in the best five subjects (including English minimum D and Mathematics E) on the IUM's evaluation scale or equivalent qualification(s).
- A recognised qualification at NQF level 4 or equivalent mature age entry, as stipulated in GR 4.1.1 provided that they:
- Are 25 years old or over in the year in which admission is sought
- Have at least 3 years' experience
- Must have a passed grade 10 Certificate
- The equivalent of any of the above as determined by University Senate.

Duration of the Qualification

The study period for the programme is:

Minimum: 1Year and a Maximum: 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.



SHORT COURSES

CERTIFICATE: Secretarial and Office Administration

Entry Criteria

- Grade 10
- Mature entry is also encouraged

Duration

One Semester [This period includes all activities that will take place, including holidays, class and assessment.]

CERTIFICATE: Management and Leadership Course

Entry Criteria

- Grade 10
- Mature entry is also encouraged

Duration

One Semester [This period includes all activities that will take place, including holidays, class and assessment.]

CERTIFICATE: Certificate in Computer Studies

Entry Criteria

- Grade 10
- Mature entry is also encouraged

Duration

One Semester [This period includes all activities that will take place, including holidays, class and assessment.]

IUM-CDeL Staff

Facilitators of the IUM-CDeL include the following persons. They can be reached by their email addresses as indicated by their names below:

1. Mr. Charles Wanga
(CDeL coordinator and facilitator)
email: c.wanga@ium.edu.na
2. Ms. Alpha Ndeunyema
(Facilitator for Education Programs)
email: a.ndeunyema@ium.edu.na
3. Mr. Timoteus A. Sheepo
(Facilitator for ICT, and THEM Programs)
email: t.sheepo@ium.edu.na
4. Mr. Anthony Adeyanju
(Facilitator for Business Administration and Strategic Management)
email: a.adeyanju@ium.edu.na
5. Dr. Martin Mabeifam Ujakpa
(Overall facilitator for all CDeL programs)
email: m.ujakpa@ium.edu.na
or ujakpamabeifam@gmail.com

For assistance to use the IUM state of the art multimedia equipment for teaching and learning, contact the following:

Email: iumlms@ium.edu.na
Mr. Aaron Mbangu: a.mbangu@ium.edu.na
Mr. Willem Ndeutapo: w.ndeutapo@ium.edu.na



CONTACT US / INQUIRIES

To reach to the Centre for inquiries or assistance, use the email or phone number below:

Email: ium-cdel@ium.edu.na

Phone Number: 061 433 6000

You may also reach specific facilitators for specific faculties or the centre coordinator as below:

1. Mr. Charles Wanga (CDeL coordinator and facilitator) email: c.wanga@ium.edu.na
2. Ms. Alpha Ndeunyema (Facilitator for Education Programs) email: a.ndeunyema@ium.edu.na
3. Mr .Timoteus A. Sheepo (Facilitator for ICT and THEM Programs) email: t.sheepo@ium.edu.na
4. Mr. Anthony Adeyanju (Facilitator for Business Administration and Strategic Management) email: a.adeyanju@ium.edu.na
5. Dr. Martin Mabeifam Ujakpa (Overall facilitator for all CDeL programs) email: m.ujakpa@ium.edu.na
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