



UNAM
UNIVERSITY OF NAMIBIA



Language Centre

ABOUT THE LANGUAGE CENTRE

The Language Centre serves as the Centre for language learning, teaching and research at the University of Namibia. The key focus is on the upgrading of competence in the use of English and the teaching of the University core courses, namely: Academic Writing for Postgraduate Students, English for Academic Purposes, English Communication and Study Skills, English for General Communications as well as English for Certificate Purposes. All undergraduate students enrolled at the University of Namibia have to do one or more of the above courses offered by the Language Centre. Postgraduate students will have to enrol for Academic Writing for Postgraduate Students offered by the Centre during their studies.

The Centre offers a variety of foreign and Namibian language courses. It also provides consultancy services by offering tailor-made courses to the wider public and business community in Windhoek, Oshakati, Keetmanshoop, Rundu and Katima Mulilo. As a national Centre of language excellence, the Language Centre endeavours to serve students, staff of the university, and the broader community.

Courses on offer at the Language Centre:

- **English Access Course**

The English Access Course is designed for students who have completed Grade 12 with a minimum of 25 points (in 5 subjects, including English) with an E or D-symbol in English. These students have reached the minimum required points for admission to UNAM, except the required minimum C-symbol in English. The English Access Course is a one (1) year fulltime course, aimed at bringing the students' English to par with the minimum requirement for UNAM.

It is only offered at the following UNAM Campuses: Katima Mulilo, Khomasdal, Oshakati, Rundu and Southern, as well as at the Regional Centres in Eenhana, Otjiwarongo and Swakopmund.

- **English Intensive Course**

Mainly for students from non-Anglophone countries who would want to study at UNAM or NUST in future. The English Intensive Course is divided into 3 Levels, namely: Elementary, Intermediate and Advanced Levels. When classes begin, the students write a placement test that determines the level into which they fall. Each level runs for a semester, (240 hours per level), but they should pass the Advanced Level with a 60% and above to be admitted into a University qualification.

This course is aimed for private individuals, students, the business community and everyone who wishes to learn a language or to improve his/her language skills. This is also subject to the availability of space and one's performance in their school-leaving certificate.

- **Namibian (national) and Foreign Language Courses** (semester courses)

- 1) **Namibian (national) Languages:**

The following Namibian (national) languages are on offer at the respective Campuses nationally:

Main Campus:	Afrikaans, Khoekhoegowab, Oshikwanyama/ Oshindonga, Otjiherero, Silozi, Rukwangali and German
Oshakati Campus:	Afrikaans and Oshikwanyama/Oshindonga
Katima Mulilo Campus:	Silozi
Rundu Campus:	Rukwangali
Southern Campus:	Khoekhoegowab, Afrikaans and German

- 2) **English for Multi Purposes**

Main, Oshakati, Katima Mulilo, Rundu and Southern Campus:

For employees in private, corporate and public sectors who wish to improve their English language skills for business communication purposes, mature age applicants who wish to write the English Mature Age Examination. It is also for those individuals who wish to improve their general English language skills.

- 3) **Foreign Languages**

The following foreign languages are on offer at the respective Campuses nationally:

Main Campus:	French, Portuguese, Kiswahili, Spanish, Italian and Russian
Oshakati Campus:	Portuguese
Katima Mulilo Campus:	Portuguese
Rundu Campus:	Portuguese

- 4) **English Intensive Course**

Mainly for students from non-Anglophone countries: Elementary, Intermediate and Advanced Levels. This English Course is only offered at the Main Campus.

Registration for a Course:

During first and second semesters registration periods each year.

Class commencement:

Class commencement dates are announced during the registration period.

Documentation required to register for Language Centre Courses:

- Valid Passport (non-Namibian citizen)
- Passport Photos x2
- School-leaving Certificate

Namibia student visa requirements

International students intending to do a course at the Language Centre should be in position of a study permit/visa. It is very important that you do not travel to Namibia without a valid study permit/visa. Please contact your nearest Namibian Embassy/Consulate for information on the application process and supporting documents required. You can also find out more about each of the different types of visas, and how to apply, at the **Ministry of Home Affairs & Immigration, Republic of Namibia**, website: www.mha.gov.na

Further guiding information on how to becoming an international student at the University of Namibia are available at: www.unam.edu.na/apply-to-unam/international-students

For any enquiries, you may contact our on International Office at:

Ms Aune Sam: Tel: +264 61 206 3214 | Email: asam@unam.na

Other services available at the Language Centre:

- **Writing Excellence Unit**

The Writing Excellence Unit, a unit within the Language Centre, that offers free support service to all UNAM students in any aspect of their writing.

The Writing Excellence Unit helps students become stronger, more flexible writers – from specific assignments to general writing skills. Work with our writing tutor face-to-face at any stage of the writing process, for any kind of writing project. A writing tutor at the Unit assists with assignments for a writing class, papers for other classes, or writing that is not for class at all – like job applications and admissions essays.

Writing Excellence Unit mission

“The goal of the WEU is to help our students become more confident, independent writers, thereby enhancing their educational experiences at UNAM and their professional experiences beyond college.”

For detailed course information contact:

Ms Miriam Eises: Tel: 061 206 3940 | Email: meises@unam.na

Mr Gotti Katupose: Tel: 061 206 3288 | Email: gkatupose@unam.na

Writing Excellence Unit clientele

Undergraduate and postgraduate students from different backgrounds and majors.

Writing Excellence Unit clientele staff

The WEU is staffed with tutors that offer individualised tutorials to the students. The tutors are undergraduate and graduate students from different backgrounds and majors. They are students who enjoy writing and enjoy helping others become better writers. All tutors have been trained in writing theory and academic writing skills.

What can a tutor help you with:

- Become an audience for your paper;
- Help you work out an organizational strategy for your ideas;
- Help you create and focus a thesis or outline;
- Let you know where you might need more details or evidence;
- Help you identify specific grammar problems;
- Show you how to proofread and edit your own writing;
- Suggest research sources or techniques.

What tutors do not do:

- "Fix" a paper for you at the last minute;
- Assess your paper in your absence;
- Take your paper away from the Unit to edit or complete your assignment;
- Give you specific answers to assignment questions;
- Formulate for you a thesis statement to fulfil an assignment;
- Write your paper for you.

Our location

You can visit the Writing Excellence Unit at the Language Centre, First Floor, D-Block, Main Campus – University of Namibia. The Unit's services are also available at any UNAM campus nationally, by asking respective Language Centre staff.

Bookings

You need to make an appointment for a face-to-face session a day in advance, by signing up in our appointment sheet. You can select the convenient time and date where a tutor is also available (as per the Unit timetable).

- **Computer Lab**

Space you require to teach, study, learn and grow. Book our computer lab with a capacity of 40 at the Main Campus.

For computer lab booking, please contact:

Mr Gotti Katupose: Tel: 061 206 3288 | Email: gkatupose@unam.na

- **Language Centre Boardroom**

Groups and individuals can book our boardroom at the Main Campus, by contacting Ms Miriam Eises at Tel: 061 206 3940/3280 | e-mail: meises@unam.na

- **Spelling Bee Competition**

Spelling Bee Competition takes place once every year, usually in the second semester. The event is sponsored by Sanlam Namibia and organised by the Language Centre. The Centre invites all the University students across all disciplines to take part in the competition.

For more information about the Spelling Bee Competition, please contact:

Dr Joseph Mukoroli at: Tel: 061 - 206 3650 | Email: jmukoroli@unam.na



Winners of the Spelling Bee Competition 2018.

Course Fees

All courses application fee: N\$ 30

Reference: 8000/5208

Course Fees:

English Intensive N\$ 3 500

English for Multi- Purposes N\$ 1 200

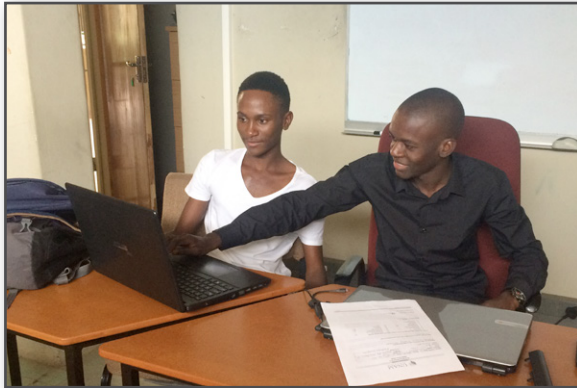
Namibian & International Languages N\$ 1 000

Reference: 0601/3003

Language Centre Banking details

Account name: University's bank Account
Account type: Current account
Bank name: First National Bank Namibia
Branch code: 281872
Swift code: FIRNNANX
Account number: 55500057621

A copy of the Bank transfer or deposit slip with name of the student should be submitted to the Language Centre's Administrative Officer.



Student and writing tutor in the Language Centre Writing Excellence Unit



Language Centre Staff in their Boardroom.



Language Centre staff with their second place trophy from the Potjiekos Competition & Traditional Game Day in 2018.

For any enquiries about the Language Centre, please contact:

Windhoek Campus

Ms M. Eises | Tel: +264 61 206 3940 | Email: meises@unam.na

Oshakati Campus

Ms A. Nambambi | Tel: +264 65 223 2243 | Email: nambambia@unam.na

Hifikepune Pohamba Campus

Mr A. Teofilus | Tel: +264 65 230 001 | Email: ateofilus@unam.na

Katima Mulilo Campus

Ms J. Sitwala | Tel: +264 66 262 6073 | Email: jsitwala@unam.na

Rundu Campus

Mr G. Sindano | Tel: +264 66 268 6213 | Email: gsindano@unam.na

Southern Campus

Mr R. Muyunda | Tel: +264 63 220 2017 | Email: rmuyunda@unam.na