

Triumphant College



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Student Information Booklet



INTRODUCTION

You are welcome to Triumphant College Namibia, this booklet serves to give you basic information about your new beginning as a triumphant college student, basic information about Campus life, Teaching, learning and assessment methods including student rules and regulations are share in this booklet. Students are encouraged to participate in all college activities make use of all resources made available to you to promote your academic journey that you have just started.

OUR VISION

To become a recognised key partner in the country and the region in training, skills development and research for social economic development.

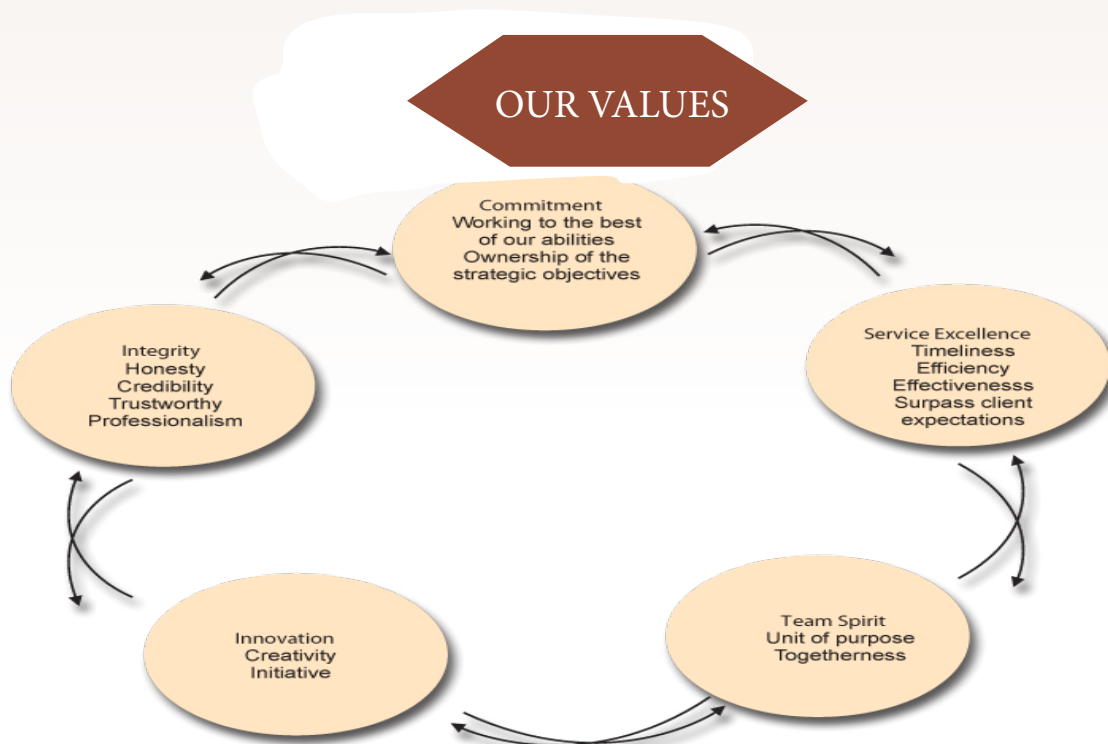
OUR MISSION

To use current technology, highly skilled staff and quality programmes to provide sought after graduates and services, with a Strategic Intent of building a strong institution with operational integrity that provides truly customer focused, and commercially nimble programmes delivered by a professional team of experts.

OUR MOTTO

Our motto: "Educate for empowerment - enabling individuals to empower the nation"

Driven by this motto, Triumphant College works closely with a wide range of stakeholders to provide educational programmes leading to Diplomas, Degrees and other certificated qualifications in engineering, commercial, managerial and legal fields.



KNOW THE COLLEGE

Triumphant College was established in 2006 to offer support to school learners, but in 2007 the college started offering tertiary level Diploma programmes in collaboration with other institutions. From 2009 programmes offered by the College were fully accredited by NQA. Over the years the College collaborated with various institutions outside the country to offer a variety of degree and diploma programmes in various fields of skills demand in Namibia. These institutions included ABMA, ICM, University of London all from UK, and the Open University of Tanzania (OUT). The College also expanded and opened branches in Rundu, Katima and Tsumeb.

The name Triumphant College was deliberately chosen to ensure that our graduates will go out there in the community and become triumphant.

At Triumphant, we pride ourselves of hard work where we blend service delivery with excellence. Our lecturers are primed to produce at the very best and are continuously monitored to ensure they deliver superior performance in order to pass skills and professionalism to our students. All our students are obligated to undertake industrial attachments where they obtain a chance to relate what they learn in class with the world of work.

All our Diploma and Degree programmes are developed in close collaboration with the industry and the College has initiated Industry Advisory committees in various fields to ensure that our teaching remains abreast the latest technological development and is in tandem with industry needs

The College has a modern library provide with free access to computers to support student learning. The library also contains digital online collection of books that allows students to read and download books any time, thus allowing for in depth and wide student readership.

Triumphant College will always do its best to remain a strong catalyst and a credible partner to support its students in their upward path to success.



Student representative Council 2023

TEACHING, LEARNING, AND ASSESSMENT METHODS

Because of the onset of Covid-19, the teaching and learning process at Triumphant College takes place through a blended learning experience: face-to-face and online lectures, which include tutorial activities and discussions, school-based activities, collaborative group tasks, research projects, internship/job attachments/work integrated learning, and written tests and assignments.

The teaching and learning methods applied are student-centered learning methods. Students need to read and research extensively in each of the courses. Students have a responsibility to attend both online and face-to-face classes regularly, prepare for taught lessons, thoughtfully complete course questionnaires and other surveys, and raise any concerns through Class representatives/SRC or Dean of Students.

Students must make use of the course syllabus and study guides as provided by the Lecturers. The College library offers different services aiming to improve the student experience, including a physical space where students can find various materials such as books, dictionaries and encyclopedias. A sizeable number of computers are available in the Library which students can use for both learning and working out their assignments. Students are also given access to the College online library which holds extensive learning resources that can be accessed 24/7.

COURSEWORK/CONTINUOUS ASSESSMENTS (CAs)

Continuous assessment makes up 40% of the final grade. This comes from the assignments, tests, quizzes, research projects, and presentation evaluations taken by the student during the semester/academic year. Students must score 40% in each module to qualify to sit for the examination. A student whose continuous assessment mark is below 40% may not qualify to write the examination.

Continuous Assessment (CAs) calculation

Semester modules:

E.g. Assignment 1= 20%

Test1=70%

Test2=53%

Add all CAs: $50+78+65 = 193/300*40$

CA mark = 25.7

Assuming Exam mark is 72%, then exam mark contribution= $72/100*60$

Final Score= CA + Exam Mark = $25.7+ 43.2 = 69$ (rounded off)

Year Modules:

With the year subjects, students have 6 CAs plus the final exam, hence the CA's % divided by $600 * 40$

EXAMINATIONS

The examination counts for 60% of the final grade. The examination is taken at the end of each semester for the semester modules and only once at the end of the second semester for the year modules. Unless prescribed otherwise, the examination duration is normally 3 hours. There are two optional modes of examination, namely face-to-face and online examination.

Before the examinations, students need to register their preferred mode of examination at the Cashier, Distance Office or respective Branch Principals.

Students registered for the online examination and have access to a secure internet or Wifi can write examinations anywhere. The online examination question paper is accessed on the student's portal. Failure to upload the answer sheet on portal, the student can alternatively send their examination answer sheet on email at tcexaminationsubmission@gmail.com

If a student fails to send the examination answer sheet on time or sends it to a wrong email other than the one provided, then that examination will not be marked and hence will be graded as zero.

Eligibility

A student must obtain 40% from continuous assessment (CAs) mark to be eligible to sit for the examination.

Students are not allowed to sit for both face-to-face and online examinations.

Self-funded students need to visit the Cashier's office for financial clearance to be eligible to sit for the examination

Students may not enter the examination venue without an official individualized student examination timetable and Triumphant College student card.

The official student examination timetable can be printed from the student portal, STEPS: 1. Log onto your student portal

2. Click exam timetable
3. Choose academic year
4. Choose semester
5. Choose examination session
6. Print time table

The examination timetable must bare an official College stamp from the Cashier's Office.

SUPPLEMENTARY/SECOND OPPORTUNITY EXAMINATIONS

The supplementary/second opportunity examination usually takes place the following academic year early in January/February.

Eligibility for the supplementary examination

The supplementary examination is only applicable to students who failed the 1st semester and or 2nd semester/year module with 45-49% final mark.

There is an applicable fee per subject for the supplementary examination. Enquiries for examination fees can be made to the Finance department @+264614333816/+234903

Eligibility for the second opportunity examination

The Second Opportunity examination only applies to students who missed the 1st semester and or second semester examination due to an illness, deceased family member or due to the following reasons: Student failed to submit their examination on time or students

who submitted their examination to a wrong email.

WORK INTERGRATED LEARNING (INTERNSHIP/JOB ATTACHMENT)

Work Integrated Learning (WIL) at Triumphant College includes educational activities that integrate academic learning of a discipline with its practical application in the workplace. The aim is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities. Our aspiration is to ensure that WIL is an explicit feature of our Diploma and Degree programs, with an emphasis on student-centred learning.

Internship/job attachment

All the Diploma (Level 5 and 6) students should acquire internship experience during the second year for 2 months and during the final year for a period of 2 months. At the end of each 2 months of internship, the student should submit an internship/logbook report to the Dean of Students for assessment.

This is an opportunity for students to spend an extended period of time in an organisation/company where they undertake genuine work tasks with workplace supervision. Students learn to integrate previously studied theory with its practical application in the workplace and are able to develop professional competencies. The following Table shows due dates for various assessments in the year 2022

2023 ASSESSMENT PLAN

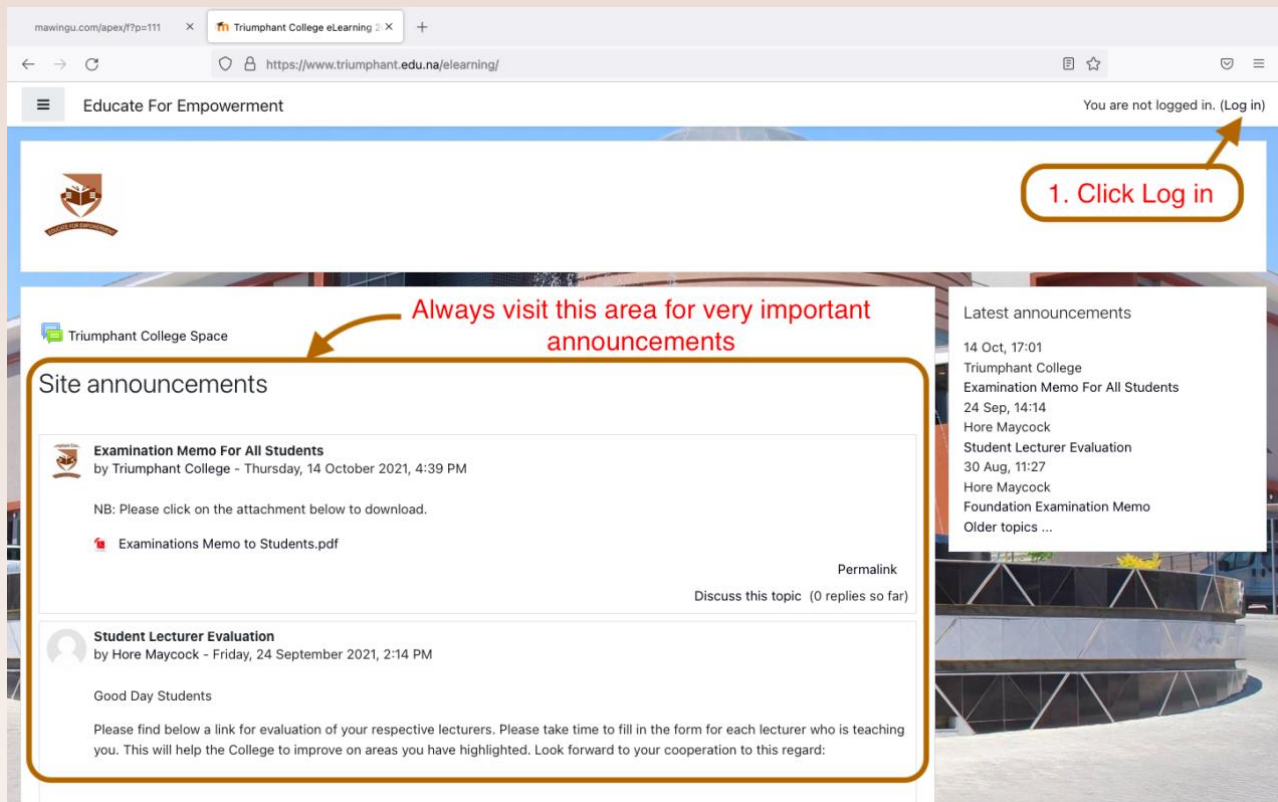
	Assessment Type (Semester Courses)	Assessment Type (Year Courses)	Due Date	Responsible Person
1.	Assignment 1	Assignment 1	31/03/2022	Lecturer
2.	Test 1	Test 1	26/04/2023	Lecturer
3.	Test 2	Test 2	30/05/2023	Lecturer
4.	Examination	-	05-16/06/2023	Lecturer & Examinations Officer
5.	Assignment 1	Assignment 2	25/08/2023	Lecturer
6.	Test 1	Test 3	21/09/2023	Lecturer
7.	Test 2	Test 4	19/10/2023	Lecturer
8.	Examination	Examination	06-17/11/2023	Lecturer & Examinations Officer

Triumphant College Information Systems Guides

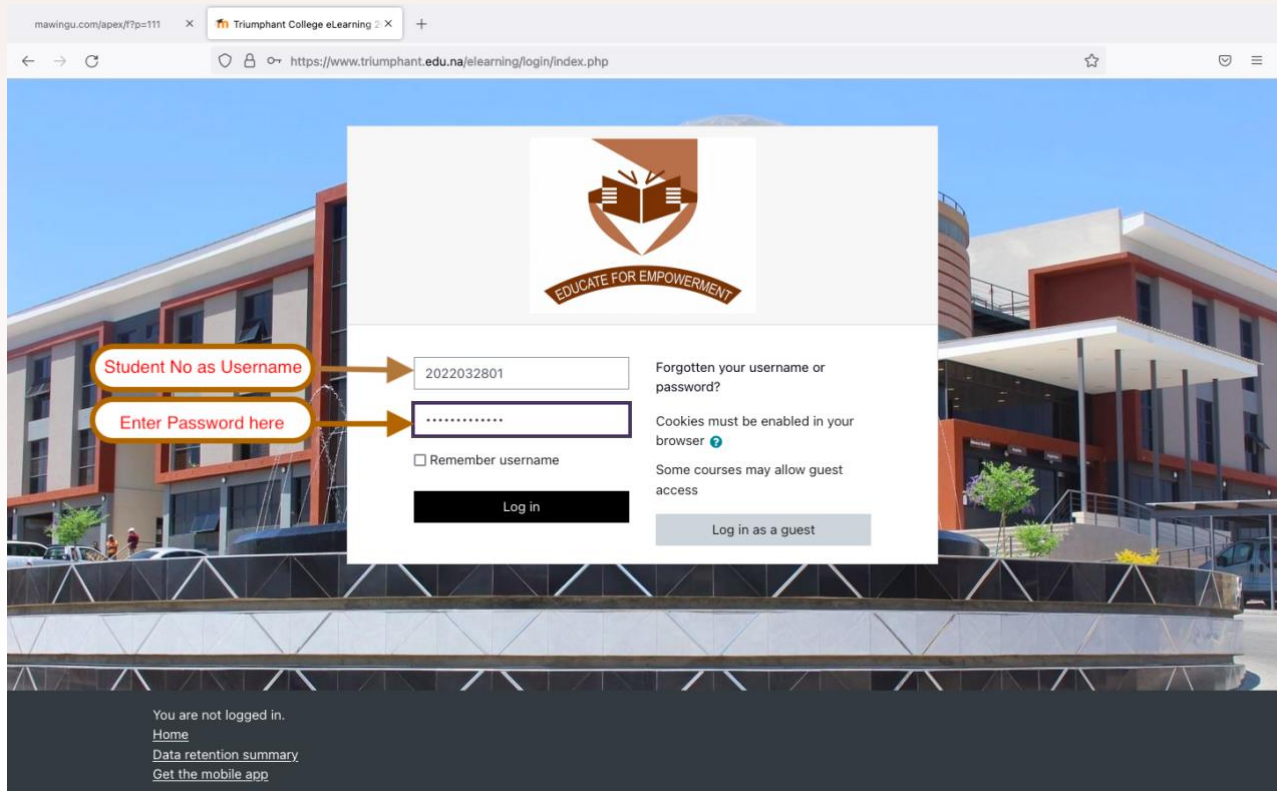
One: Triumphant College E-Learning Platform

1. The link below takes you to the E-Learning Platform

<https://www.triumphant.edu.na/elearning/>



3. Password format (Tc@YourStudentNumber), Please change your password for security reason.



4. The image below show the Dashboard that gives you shortcuts to your courses and other important resources.

Dashboard

- Site home
- Calendar
- Private files
- My courses
- SPM
- CM22
- SAP
- SE1
- DMS
- WD1
- ITS

Recently accessed courses

- System Analysis & Design (Information Technology Year 2 System Analysis and Planning)
- SOFTWARE ENGINEERING (Information Technology Year 2 Software Engineering 1)

Timeline

Monday, 14 March 2022

Assignment 1 is due Database Management System 00:00

Add submission

Show 5

Private files

2021026735

Manage private files...

Online users

16 online users (last 5 minutes)

- Gabriel Secilia
- Herman Immanuel
- Kamangu Anastasia
- Kamati Leevi
- David Secilia

This Pane contain shortcuts to your subjects, calendar, files, etc

<https://www.triumphant.edu.na/elearning/course/view.php?id=74>

Two: TCMS

1. The link below takes you the Triumphant College Management System (TCMS)
<https://mawingu.co.za/apex/f?p=111>

Not Secure — mawingu.co.za

Username

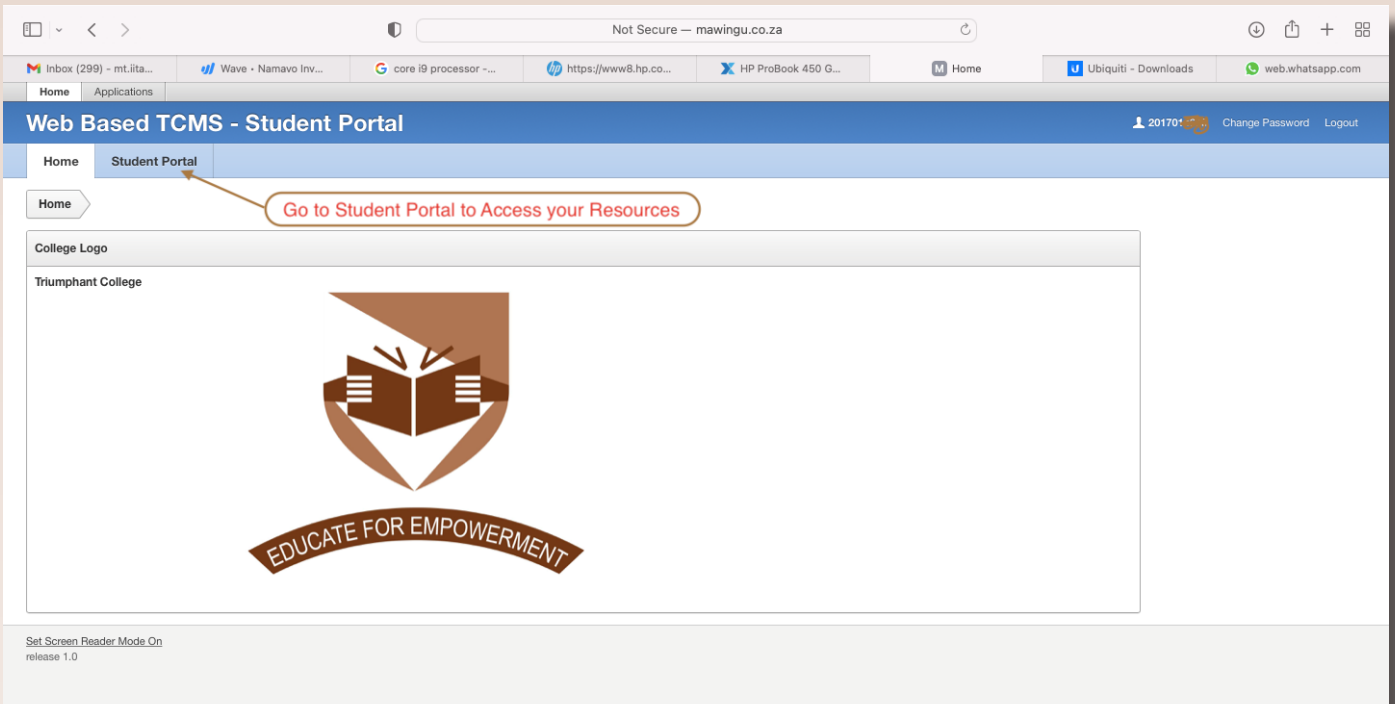
Password

Login

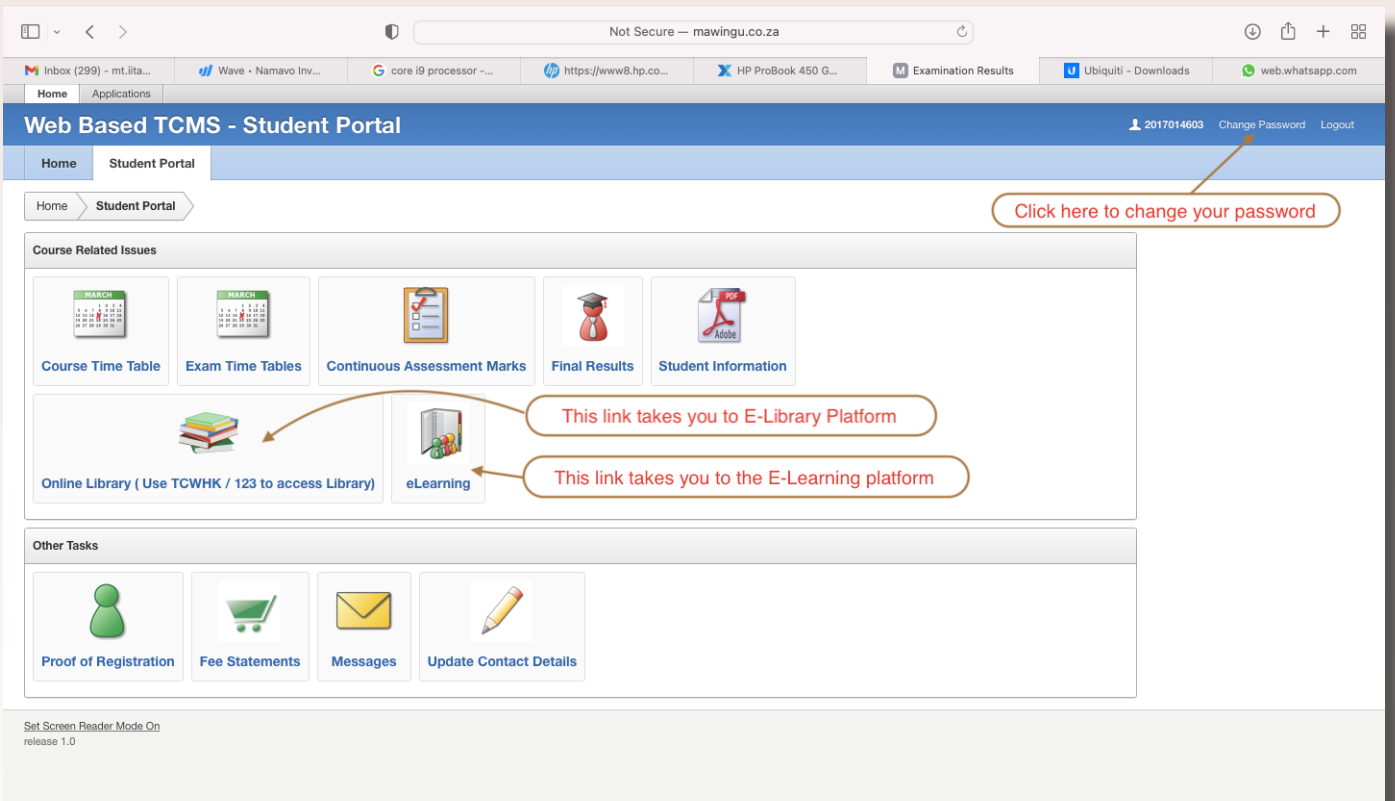
User Your Student Number as Username

Default Password is your Student Number (We recommend you to change it)

2. This is the TCMS home page



3. The student portal page gives you access to your resources as per the image below.



SUMMARY OF STUDENT RULES

INTRODUCTION

The student regulation are intended to set and maintain acceptable standards of behavior within the college community, to encourage individuals to accept their obligations to the community, to protect the rights of members of that community and to participate freely in the educational activities of the College and to help maintain the reputation of the Triumphant College.

Please note that the College Policies and Regulations below govern the student conduct and behavior as well as the use of particular facilities and services. Students are expected to familiarize themselves with these regulations and others contained in the policy documents available in the library.

STUDENT TO LECTURER RELATIONSHIP	STUDENT TO STUDENT RELATIONSHIP	STUDENT'S PERSONAL DISCIPLINE
<p>A lecturer is in a position of a parent over the student (legally referred to as in loco parents) as such students are required to treat their lecturers with due respect. In line with this, it shall be an offence for a student to:</p> <p>a) Disobey a reasonable directive from his or her lecturer or anyone in authority, whether or not such command or directive is academic or purely for administrative purposes.</p> <p>b) Speak, or respond to lecturers or any member of the College administration in a rude, obscene, ridiculing, or scornful manner.</p> <p>c) Behave violently, or threatening, or act in any way meant to intimidate the lecturer</p>	<p>As already stated, these rules are meant to create a harmonious environment for sustainable education. Mutual respect between fellow students is mandatory, as such it shall be an offence for a student to:</p> <p>a) Fight, or behave violently, or threatening, or to act in any way meant to intimidate or embarrass fellow students within College premises.</p> <p>b) Plan and or perform pranks that may result in physical or emotional harm or where the possibility of such harm is reasonably foreseeable.</p>	<p>Personal discipline is the basis of proper academic achievements. Before one can learn to respect fellow students and members of the College staff, personal respect comes first. It shall be an offence for a student to:</p> <p>a) Attend classes under the influences of alcohol, or any narcotic drugs.</p> <p>b) Smoke on campus,</p> <p>c) Use cell phones in class.</p> <p>d) Removes or damage any property belonging to Triumphant College</p>
<p>or member of College administration.</p> <p>d) Disturb the flow of lectures whether the student is in the lecture room or not by any means that can be interpreted as intentional disturbance of a lecture session with intent to undermine the lecturer's authority.</p> <p>e) Carry out any other activity or action be it verbal or by graphic illustration, that maybe interpreted as intimidating to lecturers or any member of the college.</p>	<p>c) Steal, conceal, or take property without permission of another student.</p> <p>d) Carry out any other activity or action be it verbal or by graphic illustration, that maybe interpreted as intimidating to fellow students and disturbing his or her normal studies.</p>	<p>e) Intentionally litter or drawing of the College premises</p> <p>f) Behave in a rowdy, or barbaric or violent manner, or any form of behavior which is likely or is potentially distracting. Such behavior shall include the use of obscene language or graphic illustrations.</p> <p>g) Any other activity that can be interpreted as lack of personal respect and affect fellow students, or college staff and/or any visitor.</p>



ABOUT US

Triumphant College library contains a hybrid of print library resources and a growing number of electronic resources



ADDRESS

Main Campus
ERF 482 Kornalyn Street,
Khomasdal
Windhoek
Email: triumphant.library@gmail.com

Triumphant College



EDUCATE FOR EMPOWERMENT

LIBRARY



OUR PURPOSE

To provide quality information resources and services that support the teaching of our students by using both physical and electronic formats.

OUR OBJECTIVES

To be the center of academic information flow by co-operating with staff within the college and prompting mutual co-operations and information exchange with other libraries and related institutions both in and out of Namibia.

SERVICES:

- Electronic Library (Calibre Management System)
- Bibliographic Collection (Books & News papers)
- Computer Usage
- WIFI Connectivity
- Study Area
- Ask Librarian
- Interlibrary loan

RULES & REGULATIONS

Borrowing of library materials

Currently the library does not allow students to borrow books, due to the number of books available per subject.

Noise and Cell Phones

Users must help to maintain a quiet environment and refrain from engaging in any behavior that interferes with the normal use and operation of the Library by others. Cell phone conversations are not allowed in any area of the library.

Food and Drinks

Food and drinks are not allowed in the library.

Group discussion

No group discussions are allowed in the library.

Computer use and Electronic Library

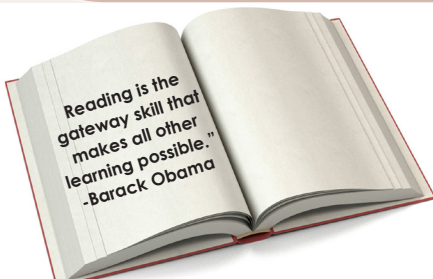
Triumphant College students and staff are the main priority for accessing electronic resources and using library computers. Users may be asked to limit their time of using the computers if others are waiting. Users must avoid any activities that may be disruptive to other library users. The library will not be held responsible for damage to students' flash drives, loss of data or damage that may occur from use of the library's computer. Users should notify library staff immediately if they encounter any problems with the computers or programs. Computers will be made available to provide access to e-resources for all users in the library. The objective of the library is to maintain subscriptions to resources that are necessary and vital in the support of our curriculums and are appropriate to the size of a small academic library collection.

Usage of study area

Preference will be given to students who are using library books. Those using their own books may be asked to leave the library to give space to students that want to use the college library books. Books must be left on the table for the librarian to put them back on the shelves.

Care of library books

Students are required to handle books with care. Marking with pencils, highlighters, tearing the pages from books or any other library material is **PROHIBITED**. In such cases, the reader will be held responsible unless these issues are brought to the attention of the librarian at the time of the incident.



OPERATING HOURS

Monday - Thursday

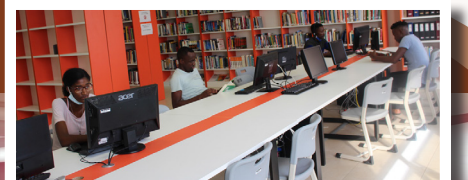
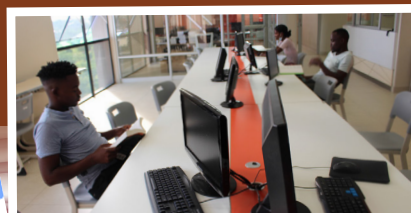
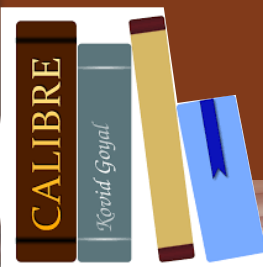
8:00 - 17:00

Friday

8:00 - 15:00

Weekends

Closed.



SRC DESK



From the SRC desk, I am deeply honored. Today as the Student Representative Council President, representing the entire student body of this reputable institution. I would like to take this opportunity to extend a warm welcome to all of our new and returning students.

As we embark on this new journey new academic year, I am ecstatic about the opportunities and challenges that lie ahead. I believe that with hard work commitment and determination, we will overcome the toughest challenges and achieve the greatest accomplishments as a community. Triumphant College has a strong reputable academic rapport and we offer a wide range of high-quality fully accredited programs with a faculty and team of staff who are dedicated, knowledgeable, and supportive, providing students with the resources and guidance they need to reach their optimum. Furthermore the institution has state-of-the-art facilities and resources, including cutting-edge technology and research opportunities that support student learning and professional development.

As your SRC President, it is my duty to represent and advocate for the needs and interests of all students. I am committed to ensuring that each and every one of you has an overwhelmingly positive and fulfilling experience during your time here.

Throughout the year, the SRC and I will be hard at work on a variety of initiatives to improve the student experience, including academic support, extracurricular activities, and community engagement. We will also be working hand in hand with the administration and faculties to address and resolve any concerns or issues that may arise.

Let's hold hands and work together to make this a successful and memorable year for all. I Thank you and wish you all the best in our journey of 2023.

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education"

Sincerely
Paul Vally Nekongo
SRC President

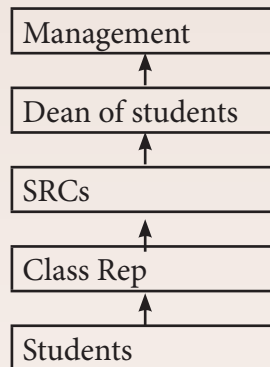
Duties of SRCs Members of SRC

- Represent the students by being the liaison body between students and management
- To help to maintain discipline and general conduct of students.
- To help smoothen the daily schedule
- To address student needs and challenges
- Participating in the development and implementation of institutional and national policies on higher education

COLLEGE ACTIVITIES ENVISAGED

- Triumphant College Professional Club (TCPC)
- Triumphant College Student Care (TCSC)
- Debating Club
- Cultural Day
- Sport Day

STUDENT COMPLAINT PROCEDURE



Dean of student office

Dean of student office implements a variety of programs and activities and services in order to assist and support students in reaching in order to create a learning environment in which students can maximize their academic potential, student welfare, NSFAF and Counselling.

Assist all students, graduate and undergraduates from their initial orientation through to their completion of their academic and personal goals

The dean of student provides student support and oversees the experience of attending Triumphant College

The dean of students is primarily responsible for meeting the urgent needs of students by providing clear and critical support cultures in times of need the department also helps develop and maintaining community standards in order to facilitate a safe and health conducive campus environment for Triumphant College Students.

2023 STUDENTS' ACADEMIC CALENDAR

MONTH	DATES	ACTIVITIES
JANUARY	9-Jan	Administrative Office Opens and Admin Staff Returns
	9-Jan-31 Mar	Registration
	11-Jan	Lecturers Resume Duty - Promotions, Modules, Registration, Year Plan
	11-Jan	PGDSE -School Based Studies (SBS)
	23-Jan-3 Feb	Second Opportunity/Supplementary Examinations
FEBRUARY	9-Feb	Academic Committee Meeting to approve 2nd Opportunity Examination Results
	13-Feb	Classes Commence for all students
	15-Feb	Academic Research Committee Meeting - Publications
	20-Feb	Late Registration
	22-Feb	Orientation Day for First Years & Commencement Ceremony for all students
	24-Feb	Training and Development of Academic Staff
MARCH	13-17 Mar	PGDSE - Action Research Defense
	21-Mar	Independence Day – Public Holiday
	29-Mar	Student Welcoming Day
	31-Mar	Lecturers Submission of CA1 Marks as per College Assessment Plan - Semester 1
APRIL	7-Apr	Good Friday - Public Holiday
	10-Apr	Training and Development of Academic Staff
	10-16 Apr	Mid-Semester Break
	17-Apr	Classes Resume
	26-Apr	Lecturers Submission of CA2 Marks as per College Assessment Plan - Semester 1
	25-26 Apr	SRC Leadership Training
	27-Apr	Sports Day
MAY	1-May	Worker's Day - Public Holiday
	4-May	Cassinga Day - Public Holiday
	5-May	Triumphant College Day Off
	9-May	Awards Ceremony
	16-May	Submission of Draft Research Proposals - 3rd and 4th Final Year students
	17-May	Graduation Ceremony
	18-May	Ascension Day - Public Holiday
	19-May	Triumphant College Day Off
	22-May	Student Societies Brain Challenge Evening
	23-May	First Students Satisfactory Evaluation
	25-May	Africa Day - Public Holiday
	30-May	Lecturers Submission of CA3 Marks as per College Assessment Plan - Semester 1
	JUNE	2-Jun
2-Jun		First Semester Classes End
5-Jun		Training and Development of Academic Staff
05-16 June		Mid-Year Exams
22-Jun		Academic Board Meeting to approve Mid-Year Results
JULY	3-Jul	Application for 2024 Entry Commences
	05 Jun - 09 Jul	Mid-Year Break
	10-Jul	Second Semester Classes Start
AUGUST	25-Aug	Lecturers Submission of CA1&4 Marks as per College Assessment Plan-Semester 2
SEPTEMBER	04-10 Sept	Mid-Semester Break
	04-10 Sept	Distance Students' Vacation School
	11-Sep	Classes Resume

MONTH	DATES	ACTIVITIES
	18-22 Sept	Entrepreneurship Week
	21-Sep	Lecturers Submission of CA2&5 Marks as per College Assessment Plan-Semester 2
	21-Sep	Cultural Festival
	25-29 Sept	SRC Campaigns and Elections
OCTOBER	2-Oct	Second Students Satisfactory Evaluation
	3-Oct	Submission of Final Research Project- 3rd and 4th Final Year students
	19-Oct	Lecturers Submission of CA3&6 Marks as per College Assessment Plan-Semester 2
	27-Oct	Semester 2 - CA marks Finalised
	27-Oct	Classes End for the Year
NOVEMBER	06-17 Nov	End of Year Examinations
	27-Nov	Academic Meets to Approve Examination Results
	28-Nov	Examinations Results for 2023 Released
DECEMBER	1-Dec	End of Year Recess for the College
		Reviewed on the 6th November 2023



COLLEGE ACTIVITIES



College Cultural Day at the College Dome



Triumphant College Soccer Team



Vibrant College Owambo Cultural Group



Triumphant College Professional Club



Smile after a Breathtaking Cultural Performance



Legendary Triumphant College Shooting Star



TRIUMPHANT COLLEGE EXQUISITE CAMPUS



Library: Spacious Library providing needed books with extensive online library accessed by students anywhere anytime.



Student Centre: Common area for students to relax and access the tuck shop, printing and photocopying services and the restaurant.



Computer Labs: Several computer labs allowing each student to be trained to be computer literate and to provide software needed for specialized training in each field.



Reception: Modern reception for student enquirers and ample space for student relaxation.



Dome Recreation Area: An artistic Dome with an exquisite view of town providing an area for students' recreational activities.



Engineering Block: Provides Workshops and Laboratories for Engineering students.



Lecture Halls and Classes: Fully airconditioned classes with state of the art technologies to facilitate learning.



College Council Chamber: A state-of-the-art boardroom for staff meetings and smaller sized student meetings.



SRC Office: Modern fully furnished and well resource office for the College SRC team for smooth running of student affairs.



Student Centre: Common area for students to relax and access the tuck shop, printing and photocopying services and the restaurant

SOME TRIUMPHANT COLLEGE ALUMNI

Triumphant College equipped me with the necessary skills and knowledge relevant to my current job.



Hileni Hamunjela:
Ministry of Works.

I am proud of Triumphant College, the institution prepared me for the world of work during my studies.



Efraim Frieda Niita
Omamanya, Laboratory Services Geotechnical

I enjoyed my time at Triumphant College, the new modern campus in Khomasdal is one of its kind in the country, well resourced and conducive for learning.



Sem Samwel:
Working for the Ministry of Defence and Veterans Affairs under Human Resources Directorate-Military Justice Division

Triumphant College School of Law has highly committed academic staff who prepared me well for the field of Law.



Adah Bah Nepembe
Public prosecutor. Employed by the Ministry of Justice, working at Okakarara Magistrate Court.

Triumphant College gave me all the skills I need for my Management skills.



Enkali Gideon:
CEO, Peyo Construction

I completed my studies with Triumphant College and I am now given managerial responsibilities at one of the Top Construction Consulting Companies in Namibia.



John Shinyama:
Onyoni Trading.

Besides Training me with the skills relevant to my work, Triumphant College also taught me moral values and how to be a woman of Excellency.



Ashleigh Kamahene
Legal Assitance Center

I enjoyed the staff commitment from both the Academic and non-Academic towards student's welfare at Triumphant College.



David Augustus Shimi:
Office of the President.