

NORVIA UNIVERSITY

Student Handbook 2026-27

Condensed Quick-Reference Edition

Knowledge • Integrity • Service

Published by the Office of Student Affairs, Aldermere Campus

This is a condensed edition prepared as a fast reference to the University's key academic rules, fees, and codes of conduct. It summarises the full Handbook and does not replace it — for complete regulations on any topic, contact the Office of Student Affairs or raise an IntelliCampus ticket.

1. Welcome and About This Handbook

Welcome to Norvia University. Since its founding in 1998, Norvia has placed knowledge, integrity, and service at the centre of student life. This condensed Handbook is the Office of Student Affairs' quick-reference guide to the key academic regulations, fees, services, and codes of conduct that apply to all undergraduate, postgraduate, and diploma students for the 2026-27 academic year.

Every enrolled student is deemed to have read, understood, and agreed to abide by these rules; ignorance of a rule is not accepted as a reason for not following it. The University may amend any rule, fee, or date during the year — changes are announced on the student portal and the IntelliCampus notice board and take effect from that date. Where this Handbook conflicts with a formal University statute or Academic Council decision, the statute or Council decision prevails. All monetary amounts are stated in Norvian Dollars (N\$), and 'working days' exclude Sundays and declared University holidays.

2. About Norvia University

Norvia University was established in 1998 in Aldermere and received full accreditation in 2003. It now serves more than fourteen thousand students on a 120-acre campus housing five schools — Computing and Information Technology, Engineering, Management, Sciences, and Design and Media — along with a central library, residential halls, sports facilities, and a technology innovation centre.

The University is governed by its Board of Trustees; academic matters are overseen by the Academic Council, chaired by the Vice-Chancellor, Professor Eleanor Vance. The Registrar is Dr. Marcus Hale, and the Dean of Student Affairs is Dr. Priya Nandakumar. Norvia's vision is to be a leading centre of applied learning, built on its three core values: Knowledge, Integrity, and Service.

3. Academic Calendar 2026-27

The academic year has two semesters, each with a minimum of ninety teaching days followed by examinations.

Event	Autumn 2026	Spring 2027
Begins / Registration	3 August 2026	12 January 2027
Last date to add/drop a course	14 August 2026	23 January 2027
Mid-semester examinations	28 Sep – 3 Oct 2026	1 – 6 March 2027

Last day of classes	27 November 2026	30 April 2027
End-semester examinations	7 – 18 December 2026	10 – 21 May 2027
Results declared	by 8 January 2027	by 11 June 2027

University holidays: Founder's Day (15 September 2026, with the annual convocation), Autumn Mid-Term Break (16–18 October), Winter Recess (21 December 2026 – 9 January 2027), Republic Day (26 January 2027), Spring Festival Break (13–14 March 2027), and Labour Day (1 May 2027).

4. Admissions and Enrolment

Admission requires meeting the published eligibility for the program. For the Master of Computer Applications this means a recognised Bachelor's degree of at least three years with mathematics or statistics studied at the higher secondary or degree level, and a minimum of fifty per cent aggregate marks. Offers are provisional until document verification and payment of first-semester fees; submitting false or forged documents results in immediate cancellation of admission.

Confirmed students receive a unique enrolment number and University email account, and must register for courses every semester within the add/drop window or risk being treated as on a break in study. Every student is issued a University identity card, which must be carried at all times and produced on request — it is required for entry to the library, exam halls, hostels, and laboratories. A lost card is reported via IntelliCampus and replaced for N\$ 300.

5. Academic Programs and Structure

Norvia uses a credit system: each course carries two to four credits, with one credit normally equal to one lecture hour or two laboratory hours per week. The normal course load is eighteen to twenty-four credits per semester (minimum twelve without an approved reduced load, maximum twenty-eight without written Head of Department approval). The Master of Computer Applications is a two-year, four-semester program requiring a minimum of ninety-six credits, including a twelve-credit final-semester major project; the first two semesters cover programming, data structures, databases, and operating systems, the third focuses on electives and professional practice, and the fourth is mainly the project.

Courses are core, discipline elective, or open elective, and a course with a prerequisite cannot be taken before it is met. The medium of instruction and examination for all programs is English. A student may progress carrying a limited number of backlog

courses if overall standing is satisfactory; backlogs are cleared via supplementary exams or by repeating the course, and the maximum time allowed to complete any program is twice its normal duration.

6. Examination and Assessment

Most theory courses combine continuous assessment (forty per cent — mid-semester tests, assignments, quizzes, and laboratory work) with a sixty per cent end-semester exam; the exact split is set by the instructor. A hall ticket, issued only if attendance and fee requirements are met, must be produced with the identity card for entry. Students must arrive at least fifteen minutes early; no one is admitted more than thirty minutes late, and no one may leave in the first thirty or last fifteen minutes.

Only the hall ticket, identity card, pens, a transparent water bottle, and an approved calculator may be carried into the hall — phones and smart devices are banned even if unused, and carrying one counts as use of unfair means. Malpractice is referred to the Examination Disciplinary Committee, which can cancel a course or session result, or recommend suspension or expulsion. Re-evaluation can be requested within ten working days of results for N\$ 500 per course; a failed or excused-absent course can be cleared via a supplementary exam (N\$ 800 per course) before the next semester, and a passed course may be re-attempted once for grade improvement, with the better grade retained.

7. Grading and Academic Standing

Norvia uses a ten-point grading scale; the minimum passing grade is P (forty per cent).

Grade	Points	Marks
O – Outstanding	10	90 – 100
A+ – Excellent	9	80 – 89
A – Very Good	8	70 – 79
B+ – Good	7	60 – 69
B – Above Average	6	50 – 59
C – Average	5	45 – 49
P – Pass	4	40 – 44
F – Fail	0	below 40

SGPA is the credit-weighted average of grade points in a semester; CGPA is the same average across all completed semesters and sets the final degree class: 7.50+ is First

Class with Distinction, 6.50–7.49 First Class, 5.50–6.49 Second Class, and 5.00–5.49 a Pass Class. A CGPA below 5.00 places a student on academic probation with a mandatory faculty mentor and improvement plan.

8. Attendance Policy

Seventy-five per cent attendance per course is required to sit its end-semester exam. Attendance between sixty-five and seventy-four per cent may be condoned for a genuine, documented reason at the Head of Department's discretion, for a fee of N\$ 400 per course; below sixty-five per cent there is no condonation, and the student is detained and must repeat the course. Medical leave (certificate submitted within five working days of returning) is recorded for condonation purposes but does not itself count as attendance. Approved participation in University sport, cultural, or representational activities counts as on-duty attendance with prior approval and documentation.

9. Academic Integrity

Plagiarism — using another's words, ideas, data, or one's own previously submitted work without acknowledgement — is checked with similarity-detection software on major submissions. A first minor case usually means resubmission with a capped grade; serious or repeated cases go to the Academic Integrity Committee and can mean a zero, course failure, or further action. Generative AI tools may be used only where an instructor explicitly permits it, with disclosure of how they were used — submitting undisclosed AI-generated work as one's own is academic dishonesty. Collusion (unauthorised collaboration on individual work) and contract cheating (paying someone else to do the work) are serious offences that normally result in course failure and referral for further discipline.

10. Fees and Financial Matters

Fees are charged each semester and must be cleared before course registration or sitting examinations. The table below covers the standard per-semester charges for a Master of Computer Applications student; fees for other programs are published separately.

Fee Item	Amount
Tuition (MCA)	N\$ 62,000 / semester
Examination fee	N\$ 2,500 / semester
Library fee	N\$ 1,500 / semester

Laboratory & technology fee	N\$ 3,000 / semester
Student activity fee	N\$ 1,000 / semester
Hostel accommodation	N\$ 28,000 / semester
Mess charge	N\$ 18,000 / semester
University transport (optional)	N\$ 12,000 / semester
Academic caution deposit (one-time, refundable)	N\$ 10,000
Hostel caution deposit (one-time, refundable)	N\$ 5,000

A late fee of N\$ 100 per day applies after the due date (capped at N\$ 3,000); fees unpaid for more than thirty days lead to portal suspension and possible removal from the rolls. Instalment payment may be approved case-by-case by the accounts office, which also issues documents needed for education loans. On withdrawal, tuition is refunded at ninety per cent before the semester starts, fifty per cent within the first two weeks, twenty-five per cent within the first month, and not at all after — examination, library, lab, and activity fees are non-refundable once the semester begins. Refunds and caution deposits are paid to the student's registered bank account after a no-dues certificate is obtained.

11. Scholarships and Financial Aid

The top five per cent of students by CGPA in each program automatically receive a merit scholarship worth twenty-five per cent of the next year's tuition. Need-based financial aid is available on application to the Office of Student Affairs (deadline 30 August 2026 for the Autumn Semester), and students representing the University at state or national level may be considered for a sports or cultural scholarship of up to fifteen per cent of tuition. To continue any award, a student must maintain a CGPA of at least 7.00, meet attendance requirements, and have a clean disciplinary record.

12. Hostel and Residential Life

Separate halls are provided for men and women, allotted for one year at a time based on availability and distance from campus; allotment is confirmed only once hostel/mess fees and the caution deposit are paid, and room changes need the warden's approval. Hostel costs N\$ 28,000 and mess N\$ 18,000 per semester, plus a one-time N\$ 5,000 refundable caution deposit. Gates close at 9:30 p.m. and reopen at 5:30 a.m.; quiet hours run from 10:30 p.m., and overnight absence needs prior permission recorded with the warden. Meals are served at fixed morning, afternoon, and evening times, and visitors are received only in the visitor lounge, between 4:00–7:00 p.m., never in rooms or corridors.

Alcohol, tobacco, cooking appliances, high-wattage heaters, weapons, pets, and any form of ragging are strictly prohibited in the halls and can lead to expulsion from the hostel and further disciplinary action. Residents must vacate within three days of their last exam at the end of the Spring Semester unless approved to stay, returning the room key and obtaining hostel clearance.

13. Library and Learning Resources

Library membership is automatic via the student ID. It is open 8:00 a.m.–10:00 p.m. on weekdays and 9:00 a.m.–6:00 p.m. on weekends, until midnight during exams.

Postgraduate students may borrow up to six books and undergraduates up to four, each for fourteen days, renewable once if not reserved by another reader; reference works and journals are for in-library use only. Overdue books are fined N\$ 5 per day per book, and a lost book must be replaced or paid for plus a N\$ 200 processing charge. E-journals, e-books, plagiarism-detection, and reference tools are available remotely through the library portal with a University login.

14. IT Services, IntelliCampus and Official Communication

The student portal handles course registration, attendance, results, fees, and hall tickets. Every student gets a University email — the official channel for deadlines and notices, alongside the portal and the IntelliCampus notice board. These are the University's only official communication channels; students must check them at least once each working day, and missing a deadline because they didn't is not an accepted excuse.

IntelliCampus is the platform for raising support tickets (acknowledged within 24 hours, routine issues resolved within five working days) and includes an AI assistant that answers common questions instantly from the University's knowledge base before a ticket is needed. Campus Wi-Fi, computer labs, and IT systems are for academic use only — sharing logins, unauthorised access, or distributing pirated material is a disciplinary and potentially legal offence. Report a compromised account immediately via IntelliCampus; the University will never ask for a password by email or message.

15. Code of Conduct, Anti-Ragging and Discipline

General Conduct

Every student must act with honesty, courtesy, and respect toward others, on campus and when representing the University elsewhere. Prohibited conduct includes ragging,

bullying, or harassment; possession of alcohol, tobacco, or weapons; violence or threats; damage or theft of property; disruption of classes or exams; forgery or impersonation; and discrimination or sexual harassment of any kind.

Anti-Ragging — Zero Tolerance

Ragging — any act, physical, verbal, psychological, or online, that causes harm, fear, or humiliation to a student, regardless of intent — is completely prohibited on and off campus. It can lead to suspension, expulsion, debarment from exams, and police referral, and applies equally to those who participate in, abet, or fail to report it. Report it to the warden, the Office of Student Affairs, the anti-ragging helpline, or an IntelliCampus ticket; reports may be made in confidence and are protected.

Sexual Harassment and Discrimination

Complaints of sexual harassment or discrimination are handled confidentially by the Internal Complaints Committee via the Office of Student Affairs. The complainant's identity is protected, retaliation is itself a serious offence, and upheld complaints can lead to penalties up to expulsion.

Disciplinary Procedure, Penalties and Appeals

An alleged breach goes to the Office of Student Affairs and, if serious, the Disciplinary Committee, which must give the student written notice and a fair hearing before deciding. Penalties range from a warning or fine to withdrawal of privileges, suspension, or expulsion, and may include making good any loss or damage; the most serious offences — ragging, violence, harassment, weapons, theft, forgery, repeated dishonesty — attract the strongest penalties. A penalised student may appeal in writing to the Vice-Chancellor within ten working days; that decision is final.

16. Health, Safety and Wellbeing

The University medical centre provides first aid and basic care from 9:00 a.m.–6:00 p.m. on working days, with on-call emergency cover otherwise, and issues medical certificates for short illnesses. Confidential counselling is free for all students and is never held against them — request it through the Office of Student Affairs or a confidential IntelliCampus ticket. All students are covered by group accident and health insurance up to N\$ 200,000 for hospitalisation from a covered illness or accident during study. In any emergency, contact the 24-hour campus security line first; in a fire alarm, leave calmly by the nearest exit to the assembly point and do not use lifts.

17. Grievance Redressal

A grievance — a complaint about unfair academic or administrative treatment — should first be raised through IntelliCampus, which routes it to the right office for a response within five working days. If unresolved, it can be escalated to the Grievance Redressal Committee, which decides within fifteen working days. Students are expected to raise grievances in good faith, and the University commits to handling each one impartially.

18. Placements and Career Development

The Career Development Centre runs training in communication, aptitude, and interview skills and coordinates campus recruitment. To sit for campus placement, a student needs a CGPA of at least 6.00, no active backlog, required attendance, and a clean disciplinary record (some employers set higher bars). Under the standard one-offer policy, accepting an offer normally withdraws a student from further drives so opportunities are shared fairly; misrepresentation on a resume is a disciplinary matter. Curriculum internships must be approved in advance to count for credit.

19. Student Records, Data Privacy and Convocation

A grade card is issued each semester on the portal; an official transcript costs N\$ 500 per copy from the Examinations Section and, like all certificates, is released only after dues are cleared and a no-dues certificate obtained. Records are confidential and shared outside the University only with consent, by legal requirement, or for legitimate employer or institution verification — students may request a copy of their own record at any time. A degree is awarded on completing all program requirements and dues, with the class set by final CGPA; the annual convocation is held around Founder's Day, and graduates who cannot attend may collect their certificate from the Examinations Section afterwards.

20. Important Contacts

Office	Email
Office of Student Affairs	studentaffairs@norvia.edu
Admissions Office	admissions@norvia.edu
Examinations Section	exams@norvia.edu
Accounts and Fees	accounts@norvia.edu
Central Library	library@norvia.edu
Hostel Office	hostel@norvia.edu

IT Help Desk	ithelp@norvia.edu
Career Development Centre	placements@norvia.edu

Campus security operates a 24-hour emergency line displayed in every building and residential hall. In any emergency, contact security first — they coordinate medical, fire, or other response as needed.

21. Frequently Asked Questions

Q. What is the minimum eligibility for the MCA program?

A recognised Bachelor's degree of at least three years with mathematics or statistics at the higher secondary or degree level, and at least fifty per cent aggregate marks.

Q. What should I do if I lose my identity card?

Report it via IntelliCampus immediately; a replacement card costs N\$ 300.

Q. Can I sit an exam if my attendance is below 75%?

Only if it's between 65–74% with approved condonation (N\$ 400 per course). Below 65% there is no condonation — you are detained and must repeat the course.

Q. Can I bring my phone into the exam hall?

No. Phones and smart devices are banned even if unused, and carrying one counts as use of unfair means.

Q. How do I apply for re-evaluation or a supplementary exam?

Re-evaluation: apply within 10 working days of results, N\$ 500 per course.

Supplementary exam: register before the next semester, N\$ 800 per course.

Q. What CGPA do I need for First Class?

6.50–7.49 is First Class; 7.50 and above is First Class with Distinction.

Q. When are semester fees due, and what's the late fee?

By the last working day before the semester starts. Late payment costs N\$ 100 per day, capped at N\$ 3,000.

Q. How much refund do I get if I withdraw?

90% of tuition before the semester starts, 50% within the first two weeks, 25% within the first month, and nothing after that.

Q. How much are hostel and mess charges?

N\$ 28,000 for hostel and N\$ 18,000 for mess per semester, plus a one-time refundable N\$ 5,000 caution deposit.

Q. What time do hostel gates close?

9:30 p.m., reopening at 5:30 a.m. Returning later needs prior permission from the warden.

Q. What's the library fine for a late book?

N\$ 5 per day, per book.

Q. How do I get help with a campus issue?

Raise an IntelliCampus ticket — acknowledged within 24 hours and usually resolved within five working days.

Q. What is Norvia's policy on ragging?

Zero tolerance, on or off campus — penalties range up to expulsion and police referral. Report it confidentially via the warden, Student Affairs, the helpline, or IntelliCampus.

Q. How do I report harassment or discrimination?

Through the Office of Student Affairs or an IntelliCampus ticket, or directly to the Internal Complaints Committee for sexual harassment. Reports are confidential and protected from retaliation.

Q. Can I appeal a disciplinary penalty?

Yes — in writing to the Vice-Chancellor within 10 working days. That decision is final.

Q. Am I insured as a student?

Yes. Group accident and health cover up to N\$ 200,000 for a covered illness or accident during study.

Q. What CGPA do I need for campus placement eligibility?

At least 6.00, with no active backlog, required attendance, and a clean disciplinary record.

Q. Is counselling confidential?

Yes — and it's free and never held against you. Request it via Student Affairs or a confidential IntelliCampus ticket.

By enrolling at Norvia University, students acknowledge having read this Handbook and agree to abide by its regulations and codes of conduct for the 2026-27 academic year. For the full text of any policy summarised here, contact the Office of Student Affairs or raise an IntelliCampus ticket.

Norvia University — Knowledge, Integrity, Service.