GENERAL INFORMATION & REGULATIONS

Prospectus 2016

UNAM
UNIVERSITY OF NAMIBIA

GENERAL INFORMATION
AND
REGULATIONS
PROSPECTUS
2016

CONTENTS

1A.   COAT OF ARMS

The Coat of Arms of the University of Namibia (UNAM) is a heraldic device, whose design is grounded on an academic tradition that has been in practice for many centuries. It comprises three elements: a shield, a base, and a motto contained in a scroll.

The shield is the central and most prominent feature of the Coat of Arms. It contains a symbol of the sun, based in the Namibian flag; and an open book. It, indeed, represents the link between the University and the Namibian nation. The sun and the book are joined together to form an integrated element, which is suspended in a field of crimson.

The book represents the University as an Institution of higher learning, and symbolises the academic freedom of enquiry.

The sun represents life and energy. The integrated symbol of the sun and the book carries a double meaning. Firstly, it represents the envisaged harmony between the University and the Namibian nation, as expressed in the University of Namibia Act, No. 18 of 1992, which expects UNAM to develop the highest quality education that caters for the needs, interests, and aspirations of the people of Namibia. Secondly, it represents the light and enlightenment radiating from the Institution.

The crimson colour represents the vitality and courage of the people of Namibia, whose collective vision, determination and sacrifice brought about an enabling environment that now permits Namibian citizens to acquire appropriate knowledge, ideas, and skills through University education, and to develop their full potential. It represents the organic link between the University and the Nation, whose colours also include crimson. It also reminds us of the world wide historical symbol that "**the life is in the blood, and blood is life"**

The chlorophyll-green ***Welwitschia mirabilis*** plant at the base, one of the oldest plants in the world, which is only found in the Namib Desert, symbolises endurance and continuity. In addition, its position as the base for the symbolic elements of learning and enlightenment signifies that the strength of the University is grounded in the ideals, the culture and the traditions of the people of Namibia, and has inherent qualities of creativity, endurance, and fortitude in difficulties. *Welwitschia*, indeed, survives in a hostile environment by harvesting the desert fog.

The motto of the University: **Education, Service** and **Development**, declares the mission of the Institution, and serves as a source of inspiration to both learners and teachers, and also UNAM's entire community.

1B.   UNAM LOGO

The Logo comprises **3 elements** lifted from the Coat of Arms: the sun, the book, and the colour red.

The Sun is a strong reminder of the origin of the University and is an iconic link to the country's flag.

The Book with opening pages speaks to the opening of one's mind and is a graphic reminder of the freedom of knowledge and the power of enlightenment.

The Colour Red represents the vitality and courage of the people of Namibia, the iconic Namibian dunes and the strength of the University.

1C.   VISION STATEMENT

❖   To be the beacon of excellence and innovation in teaching, research and extension services.

1D.   MISSION STATEMENT

❖   Continue to develop the University as a leading national institution and a major role model for teaching and research that significantly contributes to nation-building, and thereby to accord high priority to research across a broad spectrum of relevant fields by encouraging inter-disciplinary approaches to the resolution of real-world problems.

❖   Cultivate standards of excellence in teaching, research, community service and all the prescribed functions of UNAM, through constructive criticism, constant self-improvement, self-evaluation, and peer assessment.

❖   Make the University services, expertise, skills, scholarly leadership, and facilities accessible to all such persons as are likely to benefit from them, regardless of race, color, gender, ethnic origin, religion, creed, physical condition, social and/or economic status.

❖   Safeguard and promote principles of University autonomy, with the view of providing a conducive environment; an appropriate atmosphere and opportunities for UNAM's scholars to pursue the development of their capacities and capabilities to the highest intellectual potential.

❖   Serve as a repository for the preservation, promotion, development and articulation of national values and culture, through the promotion of Namibian history, art and languages.

❖   Undertake basic and applied research, with a view to contribute toward the social, economic, cultural and political development of Namibia.

❖   Encourage endogenous development and application of science and technology.

❖   Provide advisory, consultancy, and extension services throughout the country, with the view of promoting community education and appropriate know-how, thus enhancing society's productivity and socio-economic development to achieve national and regional cohesion and international understanding.

1E.   CORE VALUES

❖   To guide the behavior of staff members of the University of Namibia. The following Core Values listed below were identified and adopted:

- Professionalism;
- Mutual Respect;
- Integrity;
- Transparency.

2. OFFICE BEARERS AND CONTACT NUMBERS

2.1   Chancellor

His Excellency, Dr Hifikepunye Pohamba

2.2   Council Members

Presidential Appointments
Prof Filemon Amaambo (Chairperson)
Ms Sirkka Ausiku
Mr Jan Arnold
Mr Cornelius Engelbrecht
Mr Mathew Gowaseb
Ms Inge Zaamwani-Kamwi

Ministry of Finance
Ms Ericah Shafudah

Ministry of Education
Dr Alfred van Kent

Windhoek Municipality Council
Mr Gerson Kamatuka

ExternalNon-Resident
Prof Aggrey Ambali
Prof Keto Mshigeni

Alumni
Mr Inocencio Verde (Vice-Chairperson of Council)
Mr Etuna Josua

UNAM Management
Prof Lazarus Hangula (Vice Chancellor)
Prof Osmund Mwandemele (Pro-Vice Chancellor: Academic Affairs)
Dr Ellen Namhila(Pro-Vice Chancellor: Finance, Administration and Resource Mobilisation)
Prof Kenneth Matengu (Pro-Vice Chancellor: Research, Innovation and Development)
Dr Sifiso Nyathi (Registrar)
Mr Job Jansen (Bursar)
Mr Joseph Ndinoshiho (University Librarian)

Senate Members
Dr Simon Angombe
Dr Maggy Beukes-Amiss
Prof Frednard Gideon
Dr Nelago Indongo

Administrative Staff Representative
Mr Martino Olivier

SRC
SRC President
SRC Vice-President

Management Observers
Prof John Baloro (Legal Advisor)
Mr Reginald Izaks (Director: Human Resources)
Ms Margareth Mainga(Dean of Students - Acting)
Mr Kennedy Mbangu (Director: Estate Services - Acting)
Mr Edwin Tjiramba (Director: Communications and Marketing)

2.3   Administration

Main Campus
Postal address: Private Bag 13301, Windhoek, NAMIBIA
Street address: 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

Centre for External Studies
Postal address: Private Bag 13245, Windhoek, NAMIBIA
Street address: 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

Hifikepunye Pohamba Campus - Ongwediva
Postal address: Private Bag 5507, Ongwediva, NAMIBIA
Street address: Oshakati Main Road, Ongwediva

Katima Mulilo Campus
Postal address: Private Bag 1096, Katima Mulilo, NAMIBIA
Street address: Wenela Road, Katima Mulilo

Khomasdal Campus
Postal address: Private Bag 13317, Windhoek, NAMIBIA
Street address: 5 Andrew Kloppers Street, Khomasdal

Neudamm Campus
Postal address: Private Bag 13301, Windhoek, NAMIBIA
Physical address: Neudamm

Ogongo Campus
Postal address: P.O. Box 5520, Oshakati, NAMIBIA
Physical address: Ogongo

José Eduardo Dos Santos Campus – Ongwediva (Engineering & IT)
Postal address: P.O. Box 3624, Ongwediva, NAMIBIA
Street address: Nanjembo Memgela Street, Ongwediva

Oshakati Campus
Postal address: P.O. Box 3654, Oshakati, NAMIBIA
Street address: Eliader Mwatale Street, Oshakati

Rundu Campus
Postal address: P.O. Box 88, Rundu, NAMIBIA
Street address: Kaisosi Road, Rundu

Sam Nujoma Campus - Henties Bay
Postal Address: P.O. Box 462, Henties Bay, NAMIBIA
Street Address: Omaruru Street, North Dune, Henties Bay

Southern Campus - Keetmanshoop
Postal Address: P.O. Box 1727, Keetmanshoop, NAMIBIA
Street Address: Temporarily: Gordon Street, Teacher's Resource Centre, Kronlein

	TELEPHONE NUMBERS *int. (+264+61+...)*
Office of the Vice Chancellor	
Vice Chancellor (Prof Lazarus Hangula)	206 3933
Pro-Vice Chancellor: Academic Affairs (Prof Osmund Mwandemele)	206 3934
Pro-Vice Chancellor: Finance, Administration & Resource Mobilisation (Dr Ellen Namhila)	206 3082
Pro-Vice Chancellor: Research, Innovation & Development (Prof Kenneth Matengu)	206 3944
Director: Academic Affairs (Prof Erika Maass)	206 3742
Director: Communications & Marketing (Mr Edwin Tjiramba)	206 3445
Director: Estate Services (Mr Kennedy Mbangu - Acting)	206 3904
Director: External & International Relations (Vacant)	206 3944
Director: Human Resources (Mr Reginald Izaks)	206 3103
Chief Internal Auditor (Mr Raymond Vilander)	206 3250
Chief Legal Advisor (Ms Doné Brinkman)	206 3591
Office of the Registrar	
Registrar (Dr Sifiso Nyathi)	206 3044
Assistant Registrar: Academic Administration (Ms Annelie Don)	206 3832
International Student Support Officer (Ms Aune Sam)	206 3214
Senior Student Records Officer (Ms Eva Gases)	206 3786
Bursary Officer (Mr David Nuuyuni)	206 3769
Assistant Registrar: Examinations (Mr Abraham Ockhuizen)	206 3842
Senior Examination Officer (Mr Nick Gaseb)	206 3899
Senior Examination Coordinator (Ms Sanet Marthinussen)	206 4695
Student Information Enquiries	206 3666
Office of the Bursar	
Bursar (Mr Job Jansen)	206 3076
Assistant Bursar: Income and Revenue (Mr Hubert Mouton)	206 3021
Assistant Bursar: Systems and Management (Ms Eben Mutjavikua)	206 3068
Assistant Accountant: Student Debtors (Ms Katy Majiedt)	206 3045
Assistant Bursar: Procurement and Assets (Ms. Sophie Nashima)	206 3173

Financial Enquiries	206 3191

Office of the University Librarian

University Librarian (Mr Joseph Ndinoshiho)	206 3874/3873
Deputy University Librarian: Main Campus (Ms Ritva Niskala)...	206 4657
Deputy University Librarian: Northern Campuses (Vacant)	(065) 2232264
Secretary..	206 3874
Enquiries: General enquiries (Circulation)	206 3059/3878
Enquiries: Information Services………………………………………… ………………………………………	206 3878
Head: User Services (Mr Chenjerai Mabhiza)..	206 3145
Head: Archives and Special Collections (Ms Violet Matangira)	206 3692
Head: Technical Services (Ms Irmela Pfohl)	206 3870
Head: Systems (Mr Bravismore Mumanyi)...	206 3522
Librarian: Circulation Services (Ms Hazel van Rooi)…………….. ………………………………	206 3531
Information/Reference Services……………………………………. …………………………………… .	206 3878
Inter Library Loans ………………………………………………………… …………………………………	206 3881
Subject Librarian: Special Collections (Namibian); History; Languages & Literature (Mr Kahengua Kavengua)	206 3257
Subject Librarian: Sociology and Gender studies; Visual and Performing Arts; Psychology; Social Work; Geography & Religious studies (Mr Edward Kafita)	206 3883
Subject Librarian: Media, Information Studies & Records Management (Ms Linda Mbangula) ……………	206 3878
Subject Librarian: Faculty of Law/Political Science (Mr Mbenae Katjihingua)	206 4658
Subject Librarian: Faculty of Economics & Management Sciences (Ms Tertia Goagoses) ………………….	206 3255
Subject Librarian: CES / Distance students (Ms Hazel van Rooi)…………….. ………………………………	206 3531
Subject Librarian: Faculty of Education (Ms Siegfriede Karsten)…………………………………….……	206 3055
Subject Librarian -Assistant Librarian: Faculty of Health Sciences (Ms Manete Shatona)....................……	206 3066

Office of the Dean of Students

Dean of Students (Ms Margareth Mainga- Acting)	206 3765
Secretary: Enquiries (Ms Eli Hausiku)	206 3956
Office Receptionist (Ms Viola Muheua)	206 3017
Assistant Dean: Professional Services (Ms Margareth Mainga)...	206 3156
Assistant Dean: Support Services (Mr Levi Shigwedha)	206 3689
Assistant Dean: External Campuses (Mr Lazarus Shatipamba)	(065) 232 3003
Academic Counselor (Ms Eunice Gonzo)	206 3605
Psychosocial counselor (Ms Markishuana Nependa)…………………………………………………… .	206 3783
Senior Sport & Culture Officer (Mr Ben Naobeb)	206 3759
Sports Officer (Mr Werner Jeffery)..	206 3610
Assistant Sport Officer (Mr Allen Nghixilifwa)…………………………………………………………	206 3867
Head: Accommodation (Mr Eron Kuzatjike)……………………………………………… ..	206 3771
Student Support Officer (Mr Mathew Haitota)……………………………………………… ..	206 3448
Accommodation Officer (Ms Rachel Elago)	206 3349
Support, Culture and Student Leadership Officer (Vacant)	206 3448
Registered Nurse (Ms Olivia Emvula)	206 3760
Registered Nurse (Mr Leo Petrus)	206 3503

Centre for External Studies

Director: CES..	(065) 223 2270
Deputy Director : CES	206 3619
Assistant Registrar: CES (Ms Carin Slabbert)	206 3722
Administrative Coordinator: Main Campus (Ms Welma Davies)	206 3609
Administrative Coordinator: Oshakati Campus (Ms Agnes Felix)	(065) 223 2268
Secretary (Ms Irene Dieterich)	206 3676
Enquiries	206 3177

School of Postgraduate Studies

Director..	206 4662
Deputy Director	206 4662
Faculty Officer (Ms Desiree Davies)..	206 4615
Administrative Officer (Ms Sofia Itoolwa)..	206 4662
Project Coordinator (Ms Nambata Namweya)	206 3628

Namibia Business School

Director..	413 503
Assistant Director: Corporate Services (Ms Yvonne Yon)	413 502
Officer: Academic Programmes (Ms Jennifer Haihambo)...	413 506

2.4   Faculties

Faculty of Agriculture and Natural Resources

Dean…...	206 3890
Deputy Dean: Neudamm Campus	206 3890
Deputy Dean: Ogongo Campus	(065)223 5201
Secretary (Ms Else Hijarunguru)	206 3890

Faculty Officer (Mr Esau Nowaseb) 206 3895
Examination Officer (Mr Joseph Tischer) 206 4024

Faculty of Economic and Management Sciences
Dean... 206 3772
Deputy Dean.. 206 3772
Secretary (Ms Irene Gases) 206 3772
Faculty Officer (Ms Sophia Alfred) 206 3987
Assistant Faculty Officer (Ms Linda Lehmann) 206 3454
Coordinator: Income Generating Courses (Mr Martino Olivier) 206 3794
Examination Officer (Ms Agnes Shipanga) 206 3715
Examination Officer (Mr Sakaria Mbeeli) 206 4604

Faculty of Education
Dean 206 3724
Deputy Dean: Main Campus 206 3724
Deputy Dean: Hifikepunye Pohamba Campus .... (065) 232 3000
Deputy Dean: Katima Mulilo Campus .... (066) 262 6000
Deputy Dean: Khomasdal Campus 206 3051
Deputy Dean: Rundu Campus... (066) 265 6000
Secretary (Ms Emelda de Klerk) 206 3724
Faculty Officer (Mr Errol van Wyk) 206 3978
Assistant Faculty Officer (Ms Eugenie Pienaar) 206 4632
Examination Officer: Main Campus (Ms Emilia Hasheela) 206 3087
Examination Office: Khomasdal Campus (Ms Marlene Rumeta)...................................... 206 7272

Faculty of Engineering and Information Technology
Dean... (065)2324002
Deputy Dean) .... (065) 2324002
Secretary (Ms Melinda Christiaan)... (065) 2324002
Faculty Officer (Ms Paulina Kashihakumwa).. (065) 2324004
Examination Officer (Ms Tekla Ndaveshiya).. (065) 2324107
Assistant Librarian (Ms Katharina Ngandu).. (065) 232 4138
Student Support Officer (Ms Lovisa Amon) .... (065) 232 4093

Faculty of Health Sciences
Dean.. 206 5023

School of Medicine
Associate Dean 206 5023
Deputy Associate Dean 206 5023
Deputy Associate Dean: Clinical Affairs 206 5023
Secretary (Ms Lydia Murararanganda) 206 5023
Faculty Officer (Ms Florinda Mario).. 206 5015
Examination Officer (Mr Augustinus Ngwangwama) 206 5000

School of Nursing
Associate Dean 206 3827
Deputy Associate Dean: Main Campus 206 3827
Deputy Associate Dean: Oshakati Campus .... (065) 223 2000
Secretary (Ms Ina Isaacs) 206 3827
Faculty Officer (Vacant) 206 3826
Examination Officer (Ms Goldine Van Wyk) 206 3084

School of Pharmacy
Associate Dean 206 5023
Deputy Associate Dean 206 5023
Secretary (Ms Lydia Murararanganda) 206 5023
Faculty Officer (Ms Florinda Mario).. 206 5015
Examination Officer (Mr Augustinus Ngwangwama) 206 5000

Faculty of Humanities and Social Sciences
Dean.. 206 3801
Deputy Dean... 206 3801
Secretary (Ms Batseba Kangumine)... 206 3801
Faculty Officer (Ms Anna-Marie Biwa) 206 3813
Assistant Faculty Officer (Mr Nicolas Beukes).. 206 4633
Examination Officer (Mr Edwin Pretorius)... 206 3661

Faculty of Law
Dean.. 206 3622
Deputy Dean... 206 3622
Secretary (Ms Althea Husselmann).. 206 3622
Faculty Officer (Mr David Sampson) 206 3998

Examination Officer (Vacant) 206 3622

Faculty of Science
Dean.. 206 3741
Deputy Dean.. 206 3741
Secretary (Ms Maureen Matengu-Lizazi) 206 3741
Faculty Officer (Ms Tekla Tjipura) 206 3047
Assistant Faculty Officer (Ms Julia Chaka)... 206 3254
Examination Officer (Ms Merry Katjita) 206 3520

2.5   Hifikepunye Pohamba Campus - Ongwediva   *INT. (+264+65+..)*

Director... 232 3000
Deputy Dean: Faculty of Education.. 232 3000
Campus Administrator (Mr Martin Erastus) 232 3001
Assistant Librarian (Ms Maria Aipinge)... 230 135
Assistant Faculty Officer (Ms Fransiska Nuule)... 232 3048
Examination Officer (Mr Benjamin Sheehama) 232 3000
Student Records Officer (Ms Martha Tuhadeleni)... 232 3071
Secretary (Ms Ddinelao Nakale) 232 3000
Enquiries 232 3000

2.6   Katima Mulilo Campus   *INT. (+264+66+..)*

Director... 2626001
Deputy Dean: Faculty of Education.. 262 6112
Campus Administrator (Mr Charles Siyauya) 262 6003
Assistant Librarian (Mr Eric Mumbone) 262 6020
Assistant Faculty Officer (Ms Nzinza Chaka) 262 6071
Examination Officer (Ms Agnes Pelokelo) 262 6083
Student Records Officer (Ms Florence Masule) 262 6046
Regional Administrator & Student Support Officer (Mr Oswin Haludilu) 262 6021
Secretary (Ms Alter M Mutendewa) 262 6002
Enquiries 262 6000

2.7   Khomasdal Campus   *INT. (+264+61+…)*

Director... 206 7200
Deputy Dean: Faculty of Education...206 7200
Assistant Librarian (Ms Laimi Iiyambo) 206 7251
Assistant Faculty Officer (Vacant) 206 7200
Examination Officer (Ms Marlene Rumenta) 206 7272
Student Records Officer (Ms Theresa Beugger)... 262 7207
Secretary (Ms Izel van Ellewee) 206 7336

2.8   Rundu Campus   *INT. (+264+66+…)*

Director... 268 6002
Deputy Dean: Faculty of Education.. 268 6002
Campus Administrator (Ms Regina Kandjimi) 268 6038
Assistant Librarian (Mr John Shigwedha) 268 6041
Assistant Faculty Officer (Ms Necosia Kamwi) 268 6074
Examination Officer (Ms Paulina Ndjamba)... 268 6072
Student Records Officer (Mr Patrick Mushabati) 268 6043
Regional Administrator & Student Support Officer (Mr Immanuel Mundumbu) 268 6078
Secretary (Ms Mechtilde Kamwanga) 268 6002
Enquiries 265 6000

2.9   Neudamm Campus

Dean: Faculty of Agriculture & Natural Resources.. 206 3890
Deputy Dean: Faculty of Agriculture & Natural Resources 206 3890
Campus Administrator (Ms Amanda Lubbe)... 206 4036
Faculty Officer (Mr Esau Nowaseb) 206 3895
Examination Officer (Mr Joseph Tischer) 206 4024
Secretary (Ms Else Hijarunguru) 206 3890
Senior Librarian (Ms Magdalena Tjituka) 2064222
Enquiries 206 4111

2.10   Ogongo Campus   *INT. (+264+65+...)*

Deputy Dean: Faculty of Agriculture & Natural Resources 223 5000
Campus Manager (Mr Mathew Nghihangwa) 223 5203
Farm Manager (Mr Martin Samuel)…………………………………………………………………….….. 223 5307
Examination Officer (Ms Justina Amupolo) 223 5233
Assistant Librarian (Ms Charlotte Nakanduungile) 223 5418
Enquiries 223 5000

2.11   Jose Eduardo dos Santos Campus (Engineering & IT)   *INT. (+264+65+...)*

Dean: Faculty of Engineering & IT 232 4002
Deputy Dean: Faculty of Engineering & IT 232 4002
Secretary (Ms Melinda Christiaan) 232 4002
Faculty Officer (Ms Paulina Kashihakumwa) 232 4004
Examination Officer (Ms Tekla Ndevashiya) 232 4107
Assistant Librarian (Ms Katharina Ngandu) 232 4138
Student Support Officer (Ms Lovisa Amon) 232 4093
Enquiries 232 4000

2.12   Oshakati Campus   *INT. (+264+65+...)*

Campus Director 223 2278
Director: CES 223 2278
Secretary (Ms Elly Kanana) 223 2278
Deputy Associate Dean: School of Nursing 223 2247
Deputy University Librarian: Northern Campuses 223 2264
Librarian (Mrs Gregentia Shilongo) 223 2296
Administrative Officer (Nursing Science)(Mr Titus Manuel) 223 2249
Administrative Coordinator (Ms Agnes Felix) 223 2268
Regional Administrator & Student Support Officer (Mr Willem lindjembe) 223 2269
Examination Officer (Mr Paulus Ambata) 223 2263
Student Records Officer (Ms Elizabeth Shigwedha) 223 2208
Enquiries 223 2000

2.13   Sam Nujoma Campus - Henties Bay   *INT. (+264+64+...)*

Director 502 600
Deputy Director 502 600
Assistant Librarian(Ms Linea Ipinge) 502 632
Admissions & Examination Officer (Mr Mbeutara Kangootui) 502 617
Office Administrator (Ms Elizabeth Uahindua) 502 600
Enquiries 502 600

2.14   Southern Campus - Keetmanshoop   *INT. (+264+63+...)*

Director 220 2002
Campus Administrator (Ms Errolleen Poulton).. 220 2003
Assistant Faculty Officer (Mr Abel Kandjou)... 220 2016
Student Records and Examination Officer (Ms Lucinda Esterhuizen) 2202022
Librarian: Southern Campus (Selma lilonga)... 220 2023

3A.   COMMITTEES OF THE UNIVERSITY OF NAMIBIA

STANDING COMMITTEES OF COUNCIL

- Council (C)
- Executive Committee of Council (ECC)
- Disciplinary and Appeals Committee (DAC)
- Audit Committee (AC)
- Finance Committee (FC)
- Physical Planning Committee (PPC)
- Staff Remuneration Committee (RC)
- Human Resources Committee (HRC)
- Honorary Degrees Committee (HDC)

STANDING COMMITTEES OF SENATE

- Senate (SEN)
- Executive Committee of Senate (ECS)
- Academic Planning Committee (APC)
- Admissions and Examinations Committee (AEC)
- Bursaries and Awards Committee (BAC)
- Calendar and Timetable Committee (CTC)
- Deans' Committee (DC)
- Library and Information Technology Committee (LITC)
- Postgraduate Studies Committee (PGSC)
- Research and Publications Committee (RPC)

MANAGEMENT COMMITTEES AND WORKING GROUPS

- Vice Chancellor's Management Committee (VCMC)
- PVC Administration Forum (PVC:ADF)
- Tender Board (TB)
- Budget Task Force (BTF)
- Staff Disciplinary Committee (SADC)
- Student Disciplinary Committee (SUDC)
- Student Appeals Committee (SUAC)
- Faculty / School / Centre Boards

3B. LIST OF ACRONYMS, COMMITTEES & CHAIRPERSONS

ACRONYM	COMMITTEES	CHAIRPERSON & SECRETARY
AC	Audit Committee	Chairperson: (Council to appoint) Meetings Secretary: Ms Mariana Cloete
AEC	Admissions and Examination Committee	Chairperson: Prof Osmund Mwandemele Meetings Secretary: Ms Maggy van Rooi
APC	Academic Planning Committee	Chairperson: Prof Osmund Mwandemele Meetings Secretary: Ms Mariana Cloete
BAC	Bursaries and Awards Committee	Chairperson: Dr Sifiso Nyathi Meetings Secretary: Mr David Nuuyuni
BTF	Budget Task Force	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Mariana Cloete
C	Council	Chairperson: Council Chairperson Meetings Secretary: Ms Joey Matthews
CTC	Calendar and Timetable Committee	Chairperson: Dr Sifiso Nyathi Meetings Secretary: Ms Mariana Cloete
DAC	Disciplinary and Appeals Committee	Chairperson: (Council to appoint) Meetings Secretary: Ms Joey Matthews
DC	Deans' Committee	Chairperson: Prof Osmund Mwandemele Meetings Secretary: Ms Mariana Cloete
ECC	Executive Committee of Council	Chairperson: Chairperson of Council Meetings Secretary: Ms Joey Matthews
ECS	Executive Committee of Senate	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Maggy van Rooi
FC	Finance Committee	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Joey Matthews
HDC	Honorary Degrees Committee	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Maggy van Rooi
HRC	Human Resources Committee	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Maggy van Rooi Meetings Secretary: (Academic Promotions): Ms Elizabeth Hill Meetings Secretary: (Staff Development) Ms Florence Katuuo
LITC	Library and Information Technology Committee	Chairperson: Prof Osmund Mwandemele Meetings Secretary: Ms Joey Matthews
PGSC	Post-graduate Studies Committee	Chairperson: Prof Osmund Mwandemele Meetings Secretary: Ms Desiré Davies
PPC	Physical Planning Committee	Chairperson: (To be nominated) Meetings Secretary: Ms Maggy van Rooi
PVC:ADF	PVC: Administration Forum	Chairperson: Dr Ellen Namhila Meetings Secretary: Ms Maggy van Rooi
RC	Remuneration Committee	Chairperson: (Council to appoint) Meetings Secretary: Ms Mariana Cloete
RPC	Research and Publications Committee	Chairperson: PVC: RI&D Meetings Secretary: Ms Pamela Claassen
SADC	Staff Disciplinary Committee	Chairperson: (To be nominated) Meetings Secretary: Directorate: HR
SEN	Senate	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Maggy van Rooi
SUDC	Student Disciplinary Committee	Chairperson: (To be nominated) Meetings Secretary: Office of the Dean of Students
TB	Tender Board	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Marianna Cloete
VCMC	Vice Chancellor's Management Committee:	Chairperson: Prof Lazarus Hangula Meetings Secretary: Ms Joey Matthews

4. ACADEMIC CALENDAR

SEMESTER 1

11 January	University opens
18 January - 03 February	Annual Registration
21 January	Academic staff resumes office duties
01 February	Lectures commence for FIRST SEMESTER
22 March	1st Semester break starts
29 March	Lectures resume after 1st Semester break
06 May	Lectures end for FIRST SEMESTER
10 May	Regular Examinations commence (Semester I modules)
01 June	Regular Examinations end
13 June - 17 June	Supplementary/Special Examinations
17 June	End of 1st Semester
27 June - 01 July	Mid-year recess

SEMESTER 2

11 July	Lectures commence for SECOND SEMESTER
22 August	2nd Semester break starts
29 August	Lectures resume after 2nd Semester break
14 October	Lectures end for SECOND SEMESTER
18 October	Regular Examinations commence (Semester 2 & Double modules)
11 November	Regular Examinations end
21 November - 25 November	Supplementary/Special Examinations
25 November	End of 2nd Semester
16 December	Academic Year ends & University closes (until 11 January 2017)
11 January 2017	University opens (2017 academic year)
24 January 2017	Academic staff resumes office duties

5. DUE DATES FOR THE 2016 ACADEMIC YEAR

(i)   GENERAL

Last day for appeals (Sem 2 & Double modules – Reg & Supp/Spec exams of Nov 2014) ....22 Jan
Last day for application of retention of continuous assessment (CA) mark&
Last day for application for exemption(s)..05 Feb
Last day for Late Registration (*Late fee payable*)..05 Feb
Last day for approval of exemption(s) ....05 Feb
Last day for approval of module(s) & qualification changes ....05 Feb
Last day for recommendation of retention of continuous assessment mark and Promotion Exam
by Faculties ....10 Feb
Last day for approval of retention of continuous assessment mark and Promotion Exam by
Examinations Office...12 Feb
Promotion Exam ....11 Mar
Last day for change of offering types at Regional Centres (Semester 1 modules) ....28 Apr
Last day for Appeals (Semester 1 modules (Reg & Supp/ Spec Exams of June 2015) ....22 Jul
Last day to submit outstanding documentation ....19 Aug
Last day to change offering types at Regional Centres (Semester 2 modules)................................19 Sep
Last day to cancel enrolment ………………………………………………………………………… 23 Sept
Last day to submit Theses and Dissertations for examinations………… ……………………………… 28 Oct

(ii)   CANCELLATIONS

Semester 1 modules
Last day to cancel Semester 1 modules………………………………...06 May

Semester 2 modules
Last day to cancel Semester 2 modules………………………………...23 Sept

Double modules (A double module normally extends over one academic year)
Last day to cancel Double modules………………………………………………………………..23 Sept

(iii)   FINANCE

Semester 1 modules
Last day to cancel with 100 % credit………………………………………………………………...4 March
Last day to cancel with 50 % credit……………………………………………………………………15 April
Semester 2 modules
Last day to cancel with 100 % credit……………………………………………………….......05 August
Last day to cancel with 50 % credit………………………………………………………………..26 August

Double modules (a double module normally extends over one academic year)
Last day to cancel with 100 % credit…………………………………………………………………4 March
Last day to cancel with 50 % credit..……………………………………………………………………3 June

6. DEGREES, DIPLOMAS AND CERTIFICATES

Faculty of Agriculture and Natural Resources
Degrees

Bachelor of Science in Agriculture (Agricultural Economics) Honours	4
Bachelor of Science in Agriculture (Animal Science) Honours	4
Bachelor of Science in Agriculture (Crop Science) Honours	4
Bachelor of Science in Agriculture (Food Science & Technology) Honours	4
Bachelor of Science in Fisheries and Aquatic Sciences (Honours)	4
Bachelor of Science in Food Science (Honours)	4
Bachelor of Science in Integrated Environmental Science (Honours)	4
Bachelor of Veterinary Medicine	6
Bachelor of Science in Wildlife Management and Ecotourism (Honours)	4
Master of Science (Agriculture – by Thesis)	2
Master of Science (Rangeland Resources Management)	2
Master of Science in Agricultural Economics – by Thesis	2
Master of Science in Animal Science – by Thesis	2
Master of Science in Crop Science – by Thesis	2
Master of Science in Food Science & Technology – by Thesis	2
Master of Science in Soil Science – by Thesis	2
Master of Science in Fisheries and Aquatic Sciences – by Thesis	2
Master of Science in Environment & Natural Resources Management – by Thesis	2
Master of Science in Wildlife & Ecotourism – by Thesis	2
Doctor of Philosophy in Agricultural Economics	3
Doctor of Philosophy in Animal Science	3
Doctor of Philosophy in Crop Science	3
Doctor of Philosophy in Food Science & Technology	3
Doctor of Philosophy in Soil Science	3
Doctor of Philosophy in Fisheries and Aquatic Sciences	3
Doctor of Philosophy in Environment & Natural Resource Management	3
Doctor of Philosophy in Wildlife & Ecotourism	3

Diplomas

Higher Diploma in Agriculture	3
Higher Diploma in Animal Health	3
Higher Diploma in Natural Resources Management	3

Faculty of Economic and Management Sciences
Degrees

Bachelor of Accounting (Chartered Accountancy)	3
Bachelor of Accounting (Honours)	4
Bachelor of Public Management (Honours)	4
Bachelor of Business Administration (Honours)	4
Bachelor of Economics (Honours)	4
Master of Science in Accounting and Finance	2
Master of Arts in Political Studies	2
Master of Public Administration	2
Master of Science in Economics	2
Master in Business Administration in Finance	2
Master in Business Administration in Management Strategy	2
Doctor of Philosophy in Political Studies	3
Doctor of Philosophy in Public Administration	3
Doctor of Philosophy in Management Science	3
Doctor of Business Administration	3

Diplomas

Diploma in Business Administration	2
Diploma in Entrepreneurship and New Venture Management	2
Diploma in Local Government Studies	2
Advanced Diploma in Accounting and Auditing	1
Advanced Diploma in Business Administration	1
Higher Diploma in Accounting and Auditing	2
Postgraduate Diploma in Business Administration	1
Postgraduate Diploma in Internal Auditing	2

Certificates

Certificate in Accounting and Auditing	1

Postgraduate Diploma in Nursing Science (Emergency Nursing) 1
Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment) 1
Postgraduate Diploma in Nursing Science (Mental Health Nursing Care) 1
Postgraduate Diploma in Nursing Science (Operating Room Nursing Science) 1
Certificates
Postgraduate Certificate in Pharmacotherapy .... 1 (Full-time)

School of Public Health
Degrees
Bachelor of Science in Public Health (Honours).. 4

Master of Science (Applied Field Epidemiology/Laboratory Management)...................................... 2
Master of Public Health 3

Doctor of Philosophy (Public Health) 3

School of Medicine
Degrees
Bachelor of Medicine and Bachelor of Surgery (MBChB) 6

Master of Science Physiology (by Thesis).. 2

Doctor of Philosophy... 3

School of Pharmacy
Degrees
Bachelor of Pharmacy (Honours)... 4

Master of Pharmacy (by Thesis) .... 2 FT& 3 PT
Master of Pharmacy (by coursework and Thesis).. 2

Doctor of Philosophy in Pharmaceutical Chemistry 3
Doctor of Philosophy in Pharmaceutics.. 3
Doctor of Philosophy in Pharmacology 3
Doctor of Philosophy in Pharmacy Practice 3

Diploma
Diploma in Pharmacy.. 3

Faculty of Humanities and Social Sciences
Degrees
Bachelor of Arts (Honours) .... 4 (Double major)
Bachelor of Arts: English (Honours) .... 4 (Single major)
Bachelor of Arts: Media Studies (Honours) .... 4 (Double major)
Bachelor of Arts: Library and Information Science (Honours) .... 4 (Double major)
Bachelor of Arts: Records and Archives Management (Honours) .... 4 (Double major)
Bachelor of Arts: Social Work (Honours)... 4 (Single major)
Bachelor of Arts: Tourism (Honours) .... 4 (Double major)
Bachelor of Psychology (Honours)... 4 (Single major)
Bachelor of Science (Geo-Information Science) (Honours).. 4 (Double major)

Master of Arts 2
Master of Arts in Afrikaans Studies.. 2
Master of Arts in Clinical Psychology 2
Master of Arts in English Studies) 2
Master of Arts in German Studies 2
Master of Arts in Gender and Development Studies 2
Master of Arts in Industrial/Organisational Psychology 2
Master of Arts (Performing Arts} 2
Master of Arts (Visual Arts) 2

Doctor of Philosophy.. 3
Doctor of Philosophy in Arts 3
Doctor of Philosophy in English Studies 3
Doctor of Philosophy in Geography.. 3
Doctor of Philosophy in History 3
Doctor of Philosophy in Information Studies 3
Doctor of Philosophy in Library Science... 3
Doctor of Philosophy in Media Studies.. 3
Doctor of Philosophy in Psychology 3
Doctor of Philosophy in Records and Archives Management.. 3
Doctor of Philosophy in Social Work 3
Doctor of Philosophy in Sociology 3

Diplomas

Diploma in Drama	2
Diploma in Library and Information Science	2 FT / 3 PT
Diploma in Music	2
Diploma in Records and Archives Management	2 FT/ 3 PT
Higher Diploma in Visual Arts	3
Advanced Diploma in Translation	1 FT/2 PT
Postgraduate Diploma in Heritage Conservation and Management	1 FT / 3 PT

Faculty of Law
Degree

Bachelor of Laws (Honours)	4
Master of Laws (by Thesis)	2
Doctor of Philosophy in Law	3

Diplomas

Diploma in Arbitration and Dispute Resolution	2
Diploma in Law (Paralegal Studies)	2

Certificates

Specialized Certificate in Customary Law	1
Certificate in Criminal Justice, Constitutionalism and Human Rights (For Law Enforcement Agencies only)	3 months
Certificate in Parliamentarian Practice and Conduct (For Parliamentarians only)	3 months

Faculty of Science
Degrees

Bachelor of Science in Applied Biochemistry (Biomedical)(Honours)	4
Bachelor of Science in Applied Biochemistry (Environmental)(Honours)	4
Bachelor of Science in Chemistry (Environmental)(Honours)	4
Bachelor of Science in Chemistry (Geochemistry)(Honours)	4
Bachelor of Science in Chemistry (Medicinal)(Honours)	4
Bachelor of Science in Environmental Biology (Honours)	4
Bachelor of Science in Financial Mathematics (Honours)	4
Bachelor of Science in Geology (Honours)	4
Bachelor of Science in Mathematics (Computer Science)(Honours)	4
Bachelor of Science in Mathematics (Physics) (Honours)	4
Bachelor of Science in Mathematics (Statistics)(Honours)	4
Bachelor of Science in Micro Biology (Honours)	4
Bachelor of Science in Physics (Chemistry)(Honours)	4
Bachelor of Science in Physics (Computer Science)(Honours)	4
Bachelor of Science in Physics (Geology)(Honours)	4
Bachelor of Science in Physics (Mathematics)(Honours)	4
Bachelor of Science (Population Studies) (Honours)	4
Bachelor of Science in Statistics (Honours)	4
Master of Science (by Thesis)	2
Master of Science in Biodiversity Management	2
Master of Science in Microbiology	2
Master of Science in Chemistry	2
Master of Science in Industrial Biochemistry	2
Master of Science in Applied Geology	2
Master of Science in Petroleum Geology	2
Master of Science in Mathematics (Applied Mathematics)	2
Master of Science in Mathematics (Pure Mathematics)	2
Master of Science (Microbiology)	2
Master of Science (Physics)	2
Master of Science (Applied Statistics and Demography)	3
Master of Science in Nuclear Science	2
Doctor of Philosophy	3

Diplomas

Diploma in Applied Statistics	2

School of Computing
Degrees

Bachelor of Science in Computer Science (Honours)	4
Bachelor of Science in Information Technology (Honours)	4
Master of Science in Information Technology	2
Doctor of Philosophy	3

Diploma
Diploma in Computer Science... 2

<u>**School of Military Science**</u>
Degrees

Bachelor of Science in Military Science (Aeronautical) (Honours) 4
Bachelor of Science in Military Science (Army) (Honours) 4
Bachelor of Science in Military Science (Nautical) (Honours)... 4

Master of Arts in Security & Strategic Studies 2

Diploma
Postgraduate Diploma in Security & Strategic Studies.. 1

<u>**Centre for External Studies (Distance Teaching)**</u>

<u>**Under the auspices of Faculty of Economic and Management Sciences**</u>
Certificates
Certificate in Accounting and Auditing 2
Certificate in Taxation and Management 2

Diplomas
Diploma in Entrepreneurship and New Venture Management.. 3
Diploma in Local Government Studies 3
Higher Diploma in Accounting and Auditing………………………………………………….. 3

Degrees
Bachelor of Accounting (Honours) 6
Bachelor of Business Administration (Honours) 6

<u>**Under the auspices of Faculty of Education**</u>
Diplomas
Diploma in Lifelong Learning and Community Education 4
Advanced Diploma in Educational Management & Leadership... 2
Advanced Diploma in Secondary Education (Professional Training)................................... 2
Advanced Diploma in Secondary Education (Biology/English/Mathematics/Physical Science) ... 2
Professional Diploma in Education .... 2 (No new intake)

Degrees
Bachelor of Education (Secondary Education) (Honours) 4
Bachelor of Education (Lifelong Learning and Community Education) (Honours)........................... 4
Bachelor of Education (Pre- and Lower Primary) (Honours).. 4
Bachelor of Education (Upper Primary) (Honours)... 4

<u>**Under the auspices of Faculty of Humanities and Social Sciences**</u>
Certificates
Certificate in HIV/AIDS Counseling 1

Diplomas
Diploma in HIV/AIDS Management and Counseling 2
Diploma in Labour and Employment Studies.. 2
Diploma in Public Relations... 3

7. GENERAL AND EXAMINATION REGULATIONS

A. GENERAL REGULATIONS

7.1 PRE-AMBLE

7.1.1 The regulations that appear in this Prospectus are based on the University of Namibia Act, no 18 of 1992, and the statutes and regulations approved by Council and Senate in terms of the Act and Statutes.

7.1.2 These general regulations apply to all faculties unless expressly excluded by special regulations of a faculty.

7.1.3 If the special regulations of a faculty prescribe special requirements for the study of a module, such regulations also apply where the said module is offered in another faculty, unless the special regulations of the latter faculty prescribe otherwise.

7.1.4 Senate reserves the right to alter, amend, cancel or replace any of the academic regulations, and shall be the final authority for the interpretation of these regulations.

7.1.5 Subject to 7.1.4, no student who has started a programme of study following one set of regulations shall be adversely affected by a regulation subsequently adopted.

7.1.6 Senate has the power to exempt any student from any of the academic regulations.

7.1.7 Plagiarism: Plagiarism is intellectual theft in the sense that another person's creative work, composition, and ideas are appropriated by another person without permission and without proper acknowledgement of the original source. It constitutes serious academic fraud. Furthermore, it involves among other:
   (a) Copying without quotation marks or paraphrase without acknowledgement from someone else's writing;
   (b) Using someone else's facts or ideas without acknowledging them;
   (c) Submitting assignments for one course or module that the student had submitted for credit for another course or module without the express permission of both lecturers.
   The University of Namibia has strict rules to enforce the Policy. The Policy on Plagiarism is available within the respective Faculties/Centres/Library, and on the UNAM Website:**http://www.unam.na**

7.1.8 In these regulations the following terms shall be used as indicated:
   (a) **Admission**
   approval to report for registration as a student of the University;
   (b) **Full-time Student**
   A full-time student refers to a student that studies full-time, implying that such a student is not involved in work and / or other responsibilities to such an extent that will enable the student to attend his / her studies full-time.
   (c) **Part-time Student**
   A part-time student refers to a student that studies part-time, implying that such a student is also involved in work and / or other responsibilities and is thus not able to attend to his/her studies full-time.
   (d) **Study Programme/Curriculum**
   a complete plan of study, lasting over a specified period, which leads to a degree, diploma or certificate qualification;
   (e) **Academic year**
   that portion of a calendar year approved by the Calendar and Timetable Committee for the academic activities of the University;
   (f) **Semester**
   one half of the academic year (normally fourteen teaching weeks);
   (g) **Subject**
   a discipline or field of study offered by a department in which a student may take a major or other component of his/her programme;
   (h) **Module**
   a separately examinable component, normally extending over one semester at four periods per week or alternatively two periods per week extending over two semesters;
   (i) **Half Module**
   a separately examinable component, normally extending over one semester at two periods per week;
   (j) **Double Module**
   a module that extends over one academic year at four periods per week and terminates in an examination at the end of the year. (For the composition of a curriculum a double module is regarded as equal to two modules);
   (k) **Paper**
   each module, for the purposes of examination, shall be divided into one or more components called papers. A paper shall normally be a formal written, oral or practical examination of 1 to 3 hours duration;
   (l) **Syllabus**
   the contents of a module;
   (m) **Continuous Assessment Mark (CAM)**
   the accumulated numerical value, expressed as a percentage, arrived at when a student's academic performance is assessed by testing and/or other valid means of evaluation at intervals or on a continuous basis, during the course of a semester in the case of modules, or during the course of the year in the case of double modules;
   (n) **Examination**
   the written and/or oral evaluation, which may include practical work, conducted at the end of a semester or at the end of the academic year; it includes re-evaluation;

(o) **Examination Mark**
   the mark obtained in an examination;
(p) **Final Mark**
   a combination of the continuous assessment mark and examination mark.
(q) **Pre-requisite**
   A module that is listed as a pre-requisite for another module, should first be successfully completed before a student is allowed to register for the next module level. Such a module is usually offered in the consecutive year.
(r) **Co-requisite**
   If module A is a co-requisite for module B, it implies that a student must have achieved a CA mark of at least 40% in module A (i.e. examination admission) before such a student will be allowed to continue with module B. A student must have achieved a CA mark of at least 40% (i.e. examination admission) in a module to be allowed to continue with any module for which the first one is a co-requisite.
(s) **Diploma**
   In order to carry the name of "Diploma" such a diploma must conform to the following:
   Basic entry requirements: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better) OR
   a relevant UNAM Certificate with 5 years of appropriate experience.
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 5
   Minimum number of credits: 240 – typically 2 years of full time study
   At most, such a diploma may provide entrance into the second year of study of a relevant degree programme as specified in its articulation regulations.
(t) **Higher Diploma**
   In order to carry the name of "Higher Diploma" such a diploma must conform to the following:
   Basic entry requirement: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better)
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 6
   Minimum number of credits: 360 – typically 3 years of full time study
   At most, such a diploma may provide entrance into the third year of study of a relevant degree programme as specified in its articulation regulations.
(u) **Further Diploma** (Post-diploma Diplomas)
   In order to carry the name of "Further / Specialized Diploma" such a diploma must conform to the following:
   Basic entry requirement: UNAM diploma at Level 5 (2 year Diploma) or equivalent
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 6
   Minimum number of credits: 120 – typically 1 year of full time study
   At most, such a diploma may provide entrance into the third year of study (level 6 Diploma) of a relevant degree programme as specified in its articulation regulations.
(v) **Advanced Diploma**
   In order to carry the name of "Advanced Diploma" such a diploma must conform to the following:
   Basic entry requirement: UNAM diploma at Level 6 (3 year Diploma) or equivalent
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 7
   Minimum number of credits: 120 – typically 1 year of full time study
(w) **Professional Diploma**
   In order to carry the name of "Professional Diploma", such a diploma must conform to the following:
   Basic entry requirement: Bachelor degree (at least at Level 7)
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 7
   Minimum number of credits: 120 – typically 1 year of full time study
(x) **Postgraduate Diploma**
   In order to carry the name of "Postgraduate Diploma", such a diploma must conform to the following:
   Basic entry requirement: Bachelor degree (at least at Level 7)
   (Faculty specific entry requirements may exceed the basic entry requirements.)
   NQF Level   : 8
   Minimum number of credits: 120 – typically 1 year of full time study
(y) **Undergraduate Degree**
   In order to carry the name of "Undergraduate Degree", such a degree must conform to the following:
   Basic entry requirement: NSSC with a minimum of 25 points in 5 subjects (one of the five subjects must be English with a grade C or better) OR a relevant Diploma
   NQF Level   : 8
   Minimum number of credits: 480 – typically 4 years of full time study
(z) **Masters**
   In order to carry the name of "Masters", such a degree must conform to the following:
   Basic entry requirement: Bachelor degree (at least at Level 8)
   NQF Level   : 9
   Minimum number of credits: 240 – typically 2 years of full time study
(zi) **Doctorate**
   In order to carry the name of "Doctorate", such a degree must conform to the following:
   Basic entry requirement: Master's degree (at least at Level9)
   NQF Level   : 10
   Minimum number of credits: 360 – typically 3 years of full time study and 5 years part-time

7.2 APPLICATION FOR ADMISSION

7.2.1 (1) All prospective students must apply for admission to the University of Namibia on the prescribed form. Application forms are available on request from the University of Namibia as well as online at:
http://www.unam.na/prospective/application_forms.html

(2) Completed application forms, accompanied by application fees and relevant documentation as prescribed, must be returned to: **The Office of the Registrar;** University of Namibia; Private Bag 13301; Windhoek; NAMIBIA, or delivered to any UNAM Campus, Attention: Office of the Registrar.

(3) Applications will not be considered until the University has received the application form accompanied by the prescribed application fees and relevant documentation.

(4) The closing date for all applications will annually be determined by the Calendar & Timetable Committee.

(5) All applications are subject to a selection process.

(6) Applicants will be notified as soon as possible after the closing date whether or not their applications for provisional admission were successful.

(7) According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective, first and senior students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy.

Only persons with permanent Namibian Residence, Refugees or Asylum Seekers and Diplomatic representatives are exempted from applying for a Study Permit and Visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. Permanent Residence Permit, approved and endorsed Refugee/ Political Asylum Seekers status, a Courtesy Visa which confirms diplomatic status) to the University of Namibia.

Study Permits, Work Permits and Tourist Visas are not interchangeable. Candidates in possession of a work permitstill need to apply for a study permit if offered provisional admission to the University of Namibia.

The University of Namibia and the Ministry of Home Affairs and Immigration (Namibia) have a temporary arrangement that students may apply for their Study Permits during the duration of the scheduled registration period.

7.3 GENERAL ADMISSION CRITERIA FOR UNDERGRADUATE PROGRAMMES

7.3.1 (1) *Undergraduate Degree Programmes*
Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **25 points** on the UNAM Evaluation Scale, or passed the UNAM Foundation programme with at a minimum of 60% average. In addition to the 60% average, the students need to pass all five subjects with a minimum of 50%.

The following will be taken into consideration when computing the point scores:
(i) the score will be calculated by adding together the points of the best five subjects only;
(ii) one of the five subjects must be English;
(iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

Candidates with a 2 year diploma (equivalent to 240 NQA credits) from a recognized institution may be granted admission to an undergraduate degree programme, provided that the minimum entry requirement to the diploma was at least 22 points in five subjects on the UNAM Evaluation Scale with English as a Second Language grade D or better.

Undergraduate Diploma Programmes
Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate diploma programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **22 points** on the UNAM Evaluation Scale or passed the UNAM Foundation programme with at a minimum of 55% average. In addition to the 55% average, the students need to pass all five subjects with a minimum of 50%.

The following will be taken into consideration when computing the point scores:
(i) the score will be calculated by adding together the points of the best five subjects only;
(ii) one of the five subjects must be English;
(iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

Undergraduate Certificate Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate certificate programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **17 points** on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:
(i)   the score will be calculated by adding together the points of the best five subjects only;
(ii) one of the five subjects must be English;
(iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

(2)   *Undergraduate Degree Programmes*
English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade C or better, or at NSSC (English as a First Language) grade D or better. Candidates with a score of at least **27 points** on the UNAM Evaluation Scale, with grade D obtained at NSSC (English as a Second Language), will be considered for admission.

Undergraduate Diploma Programmes
English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade D or better.

Undergraduate Certificate Programmes
English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade E or better.

(3)   Other school-leaving qualifications may be accepted on their own merit as alternatives, and will be evaluated according to 7.3.1 (1)&(2).

(4)   Places will be awarded on the basis of merit. Therefore the possession of a Certificate with the minimum score does not necessarily guarantee admission. Entrance is based upon places available within the faculties.

(5)   Faculty admission requirements are prescribed by each faculty. Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective Faculty Special Regulations. Such requirements may include an admission test.

(6)   The University of Namibia reserves the right to interview candidates before admission.

(7)   **UNAM Evaluation Scale:**

	NSSC	NSSC	CAMBRIDGE	CAMBRIDGE	SENIOR CERTIFICATE	SENIOR CERTIFICATE	NSC	IB	GCE	GCE
POINTS	Higher Level	Ordinary Level	HIGCSE	IGCSE	HG	SG			A-LEVEL	O-LEVEL
10								7	A	
9	1		1		A		7	6	B	
8	2	A*	2	A*	B		6	5	C	
7	3	A	3	A	C	A	5	4	D	A
6	4	B	4	B	D	B	4	3	E	B
5		C		C	E	C	3	2	'N' OR 'O' OR 'SUBSIDIARY'	C
4		D		D	F	D	2	1		D
3		E		E		E				E
2		F		F		F				F
1		G		G						G

7.4   MATURE AGE ENTRY SCHEME

7.4.1   (1)   Candidates aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:
(a) They should be at least 25 years old on the first day of the academic year in which admission is sought;
(b) They should preferably have successfully completed junior secondary education (senior secondary education for School of Medicine, School of Pharmacy, Faculty of Engineering and Information Technology, Bachelor of Accounting (Chartered Accountancy), Bachelor of Law (Honours)); and
(c) They should normally have proof of at least five years relevant work experience relating to the proposed study programme.

(2)   The applicants will be required to complete Mature Age Entry Application Forms, and return them to the Office of the Registrar, University of Namibia, accompanied by a processing fee as well as relevant documentation (as

stipulated in the Application Form). They will then sit for the Mature Age Entry Test, which will consist of three / four papers:
(a) Paper 1: An English Test;
(b) Paper 2: A General Knowledge Test;
(c) Paper 3: A Numerical Ability Test;
(d) Paper 4: A Faculty Specific Test (where applicable).

(3) Candidates who, in the opinion of the relevant Faculty, merit further consideration may be called for an interview before the final selection is made.

7.5   REGISTRATION

7.5.1   (1)   Students must abide by the registration programme and relevant deadlines.

(2) A student shall, prior to the commencement of his/her studies, register annually as a student of the University of Namibia, thereby binding him/herself to the rules of the University of Namibia and undertaking to pay the prescribed fees. A student is provisionally registered until s/he submits his/her original certificates serving as requirements for admission to a particular course of study. Such certificates must be submitted before the last day as annually approved by the Calendar & Timetable Committee in the year in which s/he first registers as a student, unless the Registrar allows him/her extension of time.

(3) Students must provide the Office of the Registrar with a postal and residential address as well as an address for the receipt of University of Namibia correspondence/accounts. Any **change** in this address must be submitted to the Office of the Registrar **without delay** but not later than 7 days after such a change. Official correspondence/accounts sent to the addresses thus provided by the student will be deemed to have been received by him/her.

(4) The Calendar & Timetable Committee will annually determine the closing date for registration.

(5) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.

(6) Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.

(7) On **first registration** an original certificate serving as admission qualification must be submitted together with an original identity document or any other documents needed to establish the identity of the student, plus such other documents as specified per faculty or in the letters of admission.

(8) International students must submit their Namibian School Leaving Certificate (Grade 12) if they attended a Secondary School in Namibia.

(9) International students should note that only original School Leaving Certificates or an Advice of Results with a confirmation from the relevant Examination Authority stating that certificates will be issued during the first year of registration, will be accepted. No student will be allowed a second registration without their original School Leaving Certificate.

(10) Students should ensure that they are registered for the correct course of study and module(s) (e.g. verify course/module codes and correct semester). No additional registration will be allowed after the deadline as annually determined by the Calendar & Timetable Committee.

7.6   REGISTRATION FOR NON-DEGREE / NON-DIPLOMA PURPOSES

7.6.1   (1)   A student who does not wish to register for a degree or diploma, but is only interested in (a) particular module(s) may register for non-degree/non-diploma purposes if s/he meets the admission requirements for the particular module(s).

(2) Modules followed for non-degree/non-diploma purposes are subject to the same conditions and other stipulations as those applicable to students following these for degree or diploma purposes.

(3) Modules in which a student has passed will not necessarily be recognized as credits for a future degree or diploma. The granting of such credit may be considered only if the student has **qualified for admission to study** for the relevant degree or diploma.

7.7   REGISTRATION AS A GUEST STUDENT

7.7.1   (1)   Any person who does not want to follow an approved degree, diploma or certificate course of study but who wants to attend lectures in one or two modules may be admitted as a guest student, if s/he:
(a) completes the prescribed application form;
(b) obtains the written permission from the relevant lecturer(s) to attend the lecture(s);

(c) registers as **guest student** (including payment of the prescribed fees and submit relevant admission documents) and submits such proof of registration to the relevant lecturer(s).

(2) A guest student is **not entitled** to formal evaluation and certification, i.e., s/he will write no tests or examinations and receive no credit for attending lectures in (a) specific module(s).

(3) A guest student is **entitled** to certain rights/privileges as determined by the Office of the Registrar.

7.8   TIMETABLE

7.8.1   Students are responsible for selecting their modules within the framework of the UNAM timetable. Students will not be allowed to register for more than one module in the same timeslot.

7.9   SEQUENCE OF MODULES

7.9.1   A student must have a continuous assessment (CA) mark of at least 40% (i.e. examination admission) in a module to be allowed to continue with any module for which the first one is a co-requisite.

7.10   CHOICE OF MAJOR(S)

7.10.1   A candidate shall not offer as a major for a degree/diploma subjects which were majors of a degree/diploma already conferred upon him/her, but shall offer alternative subjects approved by Senate.

7.11   AMENDMENT OF STUDY PROGRAMME/CURRICULUM/MODULE(S)

7.11.1   A student may only amend his/her study programme/curriculum/modules(s) until the last day as annually approved by the Calendar & Timetable Committee.
In respect of each amendment:
(a)   the written approval of the Head of the Department and the consent of the Faculty Dean must be obtained; and
(b)   the Office of the Dean of the relevant Faculty must be notified on the prescribed form within the prescribed period; and
(c)   the written approval from the Office of the Registrar must be obtained if a student wishes to transfer from a Diploma to a Degree course of study.

7.12   TERMINATION OF STUDIES/CANCELLATION OF MODULE(S)

7.12.1   (1)   Where a student wishes to terminate a course of study or cancel module(s), the Office of the Dean of the relevant Faculty must be notified in writing on the prescribed form. The **date** on which such written notification is **received** on the prescribed form will be deemed as the **official date** for the cancellation of the module(s) and/or study course. (For financial obligations arising from cancellations refer to the **Student Fees Prospectus**.)

(2)   If it becomes clear that a student follows a study programme and/or a module for which s/he does not qualify, the student's participation in such a study programme and/or module will be terminated with immediate effect and all the modules passed will be declared null and void.

(3)   Notwithstanding the above, if it becomes clear that a student has altered and/or forged his/her advice of results and/or admission certificate, the student's participation in a study programme will be terminated with immediate effect and all the modules passed will be declared null and void.

7.13   EXEMPTION FROM MODULES

7.13.1   (1)   Students who wish to apply for recognition of modules successfully completed at academic institutions other than the University of Namibia, must direct such applications to the Office of the Dean of the specific Faculty before 30 September of the year preceding the intended year of registration. The Office of the Dean may accept applications after this closing date, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student.

(2)   Exemption from (a) module(s) will be considered if a student has passed an examination conducted by any other recognized examining body in (a) corresponding or similar module(s) on the same level.

(3)   An application for exemption from (a) module(s) must be accompanied by documentary proof issued by the examining body concerned that the student has passed the relevant module (not older than 5 years).

(4)   A student who has **not completed** a degree / diploma / certificate programme at the University of Namibia, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia, will be entitled to recognition of **all corresponding modules passed** on condition that the original course of study is no longer pursued. However, a student from another institution who has not completed a degree / diploma / certificate, and who wants to enroll for a study course at the University of Namibia, will only be entitled to exemption of a maximum of 50% of the modules contained in the curriculum of a UNAM study course.

(5)   A student who has **completed** a degree / diploma / certificate programme at the University of Namibia or another institution, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia is entitled to exemption of a maximum of 50% of the modules contained in the envisaged curriculum, **excluding** the final (major) modules.

(6) Exemption **will not be granted** for a major subject passed at another institution.

(7) If an existing degree / diploma / certificate programme has been revised so that the structure of the programme and the name of the degree / diploma / certificate changes, degrees / diplomas / certificates will not be interchangeable and recognition of completed modules will be refused.

(8) If a student holds a degree / diploma / certificate of a phased out programme, and wishes to obtain the new degree / diploma / certificate, s/he will receive exemption for a maximum of 50% of the number of relevant prescribed modules.

(9) On application for exemption(s), an original advice of results and a certificate of conduct must accompany the application as well as syllabi of the modules for which exemption is requested.

(10) Where approval has been granted, an exemption fee will be charged.

(11) In the case of an unsuccessful application for exemption(s), the student remains fully liable for the academic and financial consequences pertaining to the relevant module(s).

7.14 ABSENCE FROM LECTURES AND TESTS

7.14.1 In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark.
Students who are unable to attend classes/tests for any reason, must complete the necessary application form (obtainable from the Office of the Registrar), and supply the necessary documentation. The application must be seen by all lecturers concerned, who will provide their comments and signatures. Final approval rests with the Registrar's Office. It will be the responsibility of the student to make up for missed events/complete the relevant requirements (including tests).

7.15 ABSENCE DUE TO MATERNITY

7.15.1 Students who request absence from classes/tests for the purpose of delivery, must apply beforehand (application form obtainable from the Office of the Registrar), and provide a medical certificate, signed by a Medical Practitioner, indicating the expected date of delivery. Students will be expected to attend classes **two weeks prior to and after the date of delivery**. Should the date of delivery differ from the expected date students, on resumption of classes, will be expected to furnish a medical certificate stating the new date. A new, late application for absence from classes must be completed by the student in such cases.

7.16 ABSENCE DUE TO FUNERALS

7.16.1 Students who miss classes/tests due to funeral attendance must, prior to departure, apply for absence from classes (application form obtainable from the Office of the Registrar). On return, the student must supply satisfactory proof which confirms that the student attended the funeral. On receipt of the above mentioned, the application will be processed further. Students should note that absence from classes/tests should normally not exceed one week.

7.17 ABSENCE DUE TO ILLNESS & OTHER REASONS

7.17.1 Students who miss classes/tests due to illness, must produce a valid medical certificate, signed by a Medical Practitioner, stating the period of absence and nature of the illness. An application for absence from classes must be completed by all students before or not later than five days after the illness, depending on the circumstances (application form obtainable from the Office of the Registrar). Students who are in possession of surgery dates, etc. will be expected to apply for absence from classes prior to their leave of absence. Permission will only be granted for emergency cases. The Registrar's Office reserves the right to reject such applications if the illness does not warrant absence from classes/tests.

7.17.2 Students should note that reasons such as over-sleeping, car trouble, transport problems, misreading the examination timetable, etc. will not be considered as valid reasons for missing tests / classes / examinations.

7.18 FULL-TIME/PART-TIME STUDIES

7.18.1 APPLICATIONS / REGISTRATIONS

(1) Part-time students, who commit themselves to studies at the University of Namibia, will be expected to attend the classes, tests and examinations set down for the relevant study course. Such students should not engage in other commitments during this period, which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.

(2) The indication given by the student on their application form on whether or not they wish to register part-time or full-time, will be regarded as consent given by the student to apply the relevant regulations (i.e. part-time or full-time regulations).

(3) Any student wishing to change from one type of registration to another, needs to formally apply for this change in offering type.

(4) A part-time student can only register for a maximum of 75% of the modules of the full curriculum in any given academic year.

7.18.2 EMPLOYMENT

(1) Full-time students should note that they are registered at the University of Namibia on a full-time basis.

(2)   The University of Namibia reserves the right to request proof of study leave, written permission from an employer, etc. from a student before admitting him/her to a full-time study course. In the case where study courses are offered both full-time and part-time, employed persons are expected to make use of the part-time offering type.

(3)   No exemption from class attendance shall be given to a student because of employment. If a student is employed and intends to study, an official letter from the employer should be submitted. This letter should indicate the fact that the employer is aware that the student will study full-time; how many hours per week the student will be absent from work to attend classes, and that the student will be absent from work during test/examination periods.

7.19   CELLULAR PHONES

7.19.1   Cellular phones must be switched off before lectures and practicals commence, failing which the student will be expelled from the particular lecture or practical. Cellular phones are not allowed into a test or an examination venue.

7.20   ASSESSMENT

7.20.1   (1)   Assessment of a student's performance in a study programme shall be based on continuous assessment and/or examinations.

(2)   The continuous assessment component of each module shall be supervised by the Head of Department.

(3)   Students are required to submit work for continuous assessment by due dates. Failure to do so will normally incur penalties as prescribed in Faculty Special Regulations.

B.   GENERAL EXAMINATION REGULATIONS

7.21   GENERAL REGULATIONS

Pre-amble

When considering the general examination regulations, it should be noted that any exceptions to any of these regulations can only be approved by the Admissions and Examinations Committee (AEC).

7.21.1   Eligibility for Admission to Examinations

Admission to UNAM's final Examinations will only be granted to students who:

(a)   have satisfied the requirements of UNAM Regulations and any other Special Regulations as stipulated by Faculty Special Regulations; if such a candidate who does not qualify for admission enters the examination and sits for the paper(s), his/her results in that paper(s) will be declared null and void;

(b)   have conformed with Council Resolutions with regard to the payment of the required registration, tuition and other relevant fees, as certified by the Bursar's and the Registrar's Office;

(c)   have attained at least 40% in the continuous assessment component, unless otherwise approved by Senate. Students registered in the Faculty of Health Sciences (School of Medicine& School of Pharmacy) should have attained at least 50% in the continuous assessment component.

7.21.2   Dates of Examinations

(1)   The examination of the various modules taught in UNAM's Departments, Faculties and Centres, will take place on completion of each module (i.e. at the end of the semester when the module is completed).

7.21.3   Continuous Assessment and Final Examination

(1)   The academic performance of students enrolled for various modules at UNAM will be assessed on a continuous basis through written tests, seminars, research reports, practical work, etc. The continuous assessment mark will, unless otherwise approved by Senate and specified by Faculty Special Regulations, constitute a weighting of 60% of the Final Mark.

(2)   Continuous assessment marks will be announced on the date as annually determined by the Calendar and Timetable Committee. A minimum of two(2) tests/ assignments per semester is required for each module to calculate the continuous assessment mark. If a student disagrees with the continuous assessment mark allocated, he/she has the right to enquire about the result and consult the relevant lecturer. This should be done before the scheduled examination date of the particular module.

(3)   The final examination at the end of the module will comprise a written examination paper of at least1to 3 hours, which will be given a weighting of 40% of the total, unless approved otherwise by Senate, and specified by Faculty Special Regulations. In addition, an oral/practical examination may also be given.

(4)   In order to pass a module, a student must obtain a **Final Mark** of at least 50%, which consists of the continuous assessment and examination mark. A candidate must obtain a sub-minimum of 40% in the examination to pass a module. Where the examination in a module consists of two or more papers, a sub-minimum of 35% is required in each paper, unless otherwise approved by Senate and stipulated in Special Faculty Regulations.

7.21.4   Compilation and Content of Examination Papers

Examination papers for the various modules shall be set in accordance with approved syllabi, and focus on testing understanding, synthesis, and application, rather than simple recall of memorized facts.

7.21.5   Moderation of Examination Question Papers

(1)   It is the responsibility of the Head of Department to ensure that the examination papers are set by a specified date. The Head of Department will, through the relevant Examinations Official, forward the question papers to the Internal or External Moderator, as prescribed for the particular module, for comments and advice. It is the responsibility of the Head of Department to ensure that Papers are returned timeously from the relevant Moderator in order to complete revisions. After final revision, the Examinations Official will safely keep the Examination Paper, until the date of the examination.

(2)   UNAM will adhere to the system of using Moderators, in order to sustain academic quality assurance. As prescribed by Senate, there shall be External Moderators for all modules of the second and fourth year, and for all first and third year modules an Internal Moderator will be appointed, except for the School of Medicine. The Moderators will be nominated by the relevant Department with supporting documentation, and recommended through the relevant Faculty Board for appointment by Senate. Normally, there will not be reciprocity of Moderators; nor will External Moderators be appointed within three years of the time at which they were students or members of staff of the department concerned.

7.21.6 Procedures during Examinations

(1) The UNAM Examinations Office shall arrange and announce the examinations for the sessions. The Examinations Office shall announce the examination dates at least two weeks before the commencement of the examination period. The condition of the examination room shall be suitable for conducting the examination in terms of cleanliness, lighting and ventilation. The Examinations Office will also ensure that adequate seating arrangements, answer books, and other relevant examination materials are provided, in good time.

(2) Before the examinations commence, the Examinations Office will ensure that the desks at the examination venues are devoid of notes, maps, drawings, writings, and any materials relating to the modules(s) being examined. The desks will be sufficiently far apart to avoid possible examination irregularities.

(3) Students are not allowed to carry any unauthorized material (e.g., lecture notes, maps, diagrams, certain programmable devices, cellular telephones etc.) into the examination venue. A candidate's examination will be declared null and void if he/she is in possession of such material.

(4) Before the examinations commence, the Invigilators shall verify the identity of the students admitted. The Chief Invigilator will emphasize that the students must read the instructions carefully, take note of the number of questions to be answered, and the time limits.

(5) A student who arrives up to 30 minutes late for an examination, shall be admitted, but shall not be allowed additional time. Candidates arriving later than 30 minutes after the commencement of the examination shall not be admitted. No student shall be allowed to leave the examination venue within 45 minutes of the beginning of the examination.

(6) Once a student entered an examination venue for a particular examination, (s)he will be regarded as have taken the examination with all the rules pertaining to it.

(7) A student who absents him/herself from the examination without compelling reasons as determined by the Office of the Registrar shall be deemed to have failed the examination.

(8) Students with proven certified challenges/difficulties may be granted appropriate extra time, subject to professional advice and approval from the Office of the Registrar.

(9) At the end of the examination, each student must hand in all answer books.

(10) If a candidate is unable to write an examination paper due to ill health, death in the family or other unforeseen circumstances, s/he must present a valid medical certificate, signed by a medical practitioner, or any other relevant documentation to the Head of Department and complete the relevant application form for a Special Examination not later than three calendar days after the relevant examination date.

(11) Alternatively, if a candidate is unable to write an examination paper on account of being scheduled to write a paper in more than 2 consecutive examination sessions, s/he must present her/his Examination Timetable to the Head of Department and complete the relevant application form for a Special Examination not later than seven calendar days prior to the start of the examination period.

(12) The Head of Department may recommend a Special Examination to take place during the supplementary examination period as scheduled annually by the Calendar and Timetable Committee, to the Deputy Dean for approval {refer 7.21.6 (10) & (11)}.

(13) No Supplementary Examination will be allowed on a Special Examination.

(14) No Special Examination will be allowed on a Special Examination.

7.21.7 Examination Irregularities

(1) A student who is suspected of committing an examination irregularity in the examination venues shall be treated as follows:
(a) the relevant invigilator shall call in the Chief Invigilator, or another invigilator as an additional witness to attend the irregularity;
(b) the student's answer book and any unauthorized examination material shall be confiscated and handed over to the relevant Examinations Officer;
(c) the student will be provided with a new answer book to complete the rest of the examinations (without any additional time);
(d) the student will be requested to submit a written statement, to put his/her case;
(e) the invigilators will submit statements and particulars of the alleged irregularity;
(f) the statements and the confiscated material shall be referred to the Examinations Office;
(g) a sub-committee of the Disciplinary Committee shall examine the case within a reasonable period and submit decisions to Senate for noting.

(2) A student found guilty of an examination irregularity shall be deemed to have failed the relevant module and may be subjected to further penalties on the recommendation of the sub-committee of the Disciplinary Committee.

(3)   A student found not guilty of the alleged irregularities shall have the right to special examination, in the relevant paper(s).

7.21.8   Marking and Grading

(1)   Lecturers of a given module will normally serve as internal examiners for that module. They will be responsible for the scripts from the time of collection of the scripts.

(2)   The following grading system will be used in all cases:

Grade	Interpretation	% Equivalence
A	Distinction	80 and above
B	Very Good	70 - 79
C	Good	60 - 69
D	Satisfactory	50 - 59
E	Fail	49 and below

(3)   The examiners must strive towards ensuring that marking is fair, objective, and carefully done. After completing the grading of the scripts, the lecturer (examiner) must submit the scripts, with his/her assessment, to either the internal or the external moderator, as prescribed for the particular module.

7.21.9   Use of External Moderators

In addition to moderating examination question papers and scripts, External Moderators may also hold consultative meetings with the relevant Departments and advise on curriculum reviews.

7.21.10   Faculty Examination Boards

(1)   At the end of each examination period, the Department will discuss the overall performance of each student in the various modules offered and make recommendations to the relevant Faculty Examination Boards on re-evaluations,discuss the identified problems and make appropriate recommendations to improve the situation(Refer 7.21.16).

(2)   The Faculty Examination Board shall meet as and when required to take decisions on re-evaluations (refer 7.21.16), and at the end of the academic year to discuss whether the candidates - qualify for graduation; have passed with distinction; determine the Diploma/Degree classification; have passed/failed the specific academic year; or should be excluded from the Faculty.

(3)   The Faculty Examination Board must meet before the release of final examination marks to discuss the performance of students and make recommendations to the Faculty Examinations Board on borderline cases, at risk students and at risk modules as identified through a critically discussion of the outcome of the examination.

7.21.11   Final Approval and Release of Examination Results

(1)   The final approving authority for the various examination results submitted by UNAM Faculties is the Admissions and Examinations Committee.

(2)   Final results may only be officially announced after approval by the Admissions and Examination Committee.

7.21.12   External Moderator's Reports

(1)   After completing the task of moderating the examination question papers, marking the scripts, and discussing the students' performance with the Department, the External Moderator will submit a Report to the relevant Head of Department, in line with the directives as indicated on the prescribed form.

(2)   The Head of Department will acknowledge receipt of the Report, and after critical study and discussion by the Departmental Board, submit copies of all Reports as well as a summary of recommendations by the Board, to the Deputy Dean.

7.21.13   Retention of Continuous Assessment (CA) Mark& Promotion Examination

(1)   A final-year student who lacks a pass mark in only one module in order to obtain his/her qualification, may retain credit for the continuous assessment(CA) mark already allocated in the outstanding module for a period of two consecutive examination sittings within the subsequent academic year, if the continuous assessment (CA) mark is 45% or higher.

(2)   The continuous assessment (CA) mark of a module which is only evaluated by means of continuous assessment, without a terminal examination, cannot be retained. Such a module must be repeated in full, if it has not been passed, unless otherwise approved by Senate.

(3)   The provisions of (1) are not applicable in cases where a module has been failed due to examination irregularities.

(4)   A final-year student who qualifies for retention of the continuous assessment (CA) mark in terms of (7.21.13 (1))will not be able to attend classes and other activities or improve the CA mark. Such students may apply for exemption from class attendance, following the procedures below:

   (a) registering for the module during the prescribed period;
   (b) paying the prescribed examination fee;
   (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment (CA) mark.

(5)   A final-year student who qualifies for retention of the continuous assessment (CA) mark in terms of (7.21.13 (1)), may also apply for a Promotion Examination, following the procedures below:
   (a) registering for the module during the prescribed period;
   (b) paying the prescribed examination fee;
   (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment (CA) mark;
   (d) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to be allowed to write a Promotion Examination.

(6)   No Supplementary and / or Special Examination will be granted on a Promotion Examination.

(7)   A final year student who opted for the Promotion Examination (7.21.13 (5)) for a **First Semester or Year Modules**, and **failed** the Promotion Examination will have two options:

   (a) Register during the **same** academic year **without any additional payment** to retain the CA mark. Such students will not be able to attend classes and other activities or improve their CA mark.

   (b) Register for the module during the **next** academic year. In this case the **full module fee is payable** and the student must attend classes and other academic activities to accumulate a new CA mark.

(8)   A final year student who opted for the Promotion Examination (7.21.13 (5)) for a **Second Semester Module**, and **failed** the Promotion Examination will have two options:

   (a) Register during the **same** academic year **without any additional payment** to retain the CA mark. Such students will not be able to attend classes and other activities or improve their CA mark.

   (b) Register for the module during the **same** academic year (normally during the first week of classes of the second semester as indicated in the UNAM calendar). In this case, the **full module fee is payable** and the student must attend classes and other academic activities to accumulate a new CA mark.

7.21.14   Preservation of Examination Scripts

(1)   An examination script shall be the property of the University and shall be put at the disposal of a student only during the period determined for the examination paper concerned.

(2)   Examination scripts shall be kept by the University for a period of two years after the results of the examination concerned were made available.

7.21.15   Provision for Student Appeals

(1)   A student recommended for failure in a module, or any other reason, may lodge an appeal against the relevant Faculty Board's ruling, if s/he genuinely thinks that there are sound facts in support of his/her appeal.

(2)   Appeals must be lodged, to the relevant Examination Official, within 14 days of the announcement of the examination results (30 days for end-of-year examinations).

(3)   Where there is an appeal, the Faculty shall set up a sub-committee of the Faculty Examination Board to handle the appeal, and submit appropriate recommendations (including re-checking and re-marking) to the relevant Department for action.

(4)   A non-refundable fee will be charged for processing such appeals, as will be determined by Senate from time to time.

7.21.16   Re-Evaluation

(1)   A student who obtains a borderline mark between two grade bands may be given an oral / practical examination to determine into which grade band s/he falls.

A borderline mark is defined by 49% (Pass or Fail) as well as the transition (X9%) for all grade bands.

(2)   Admission to and the final results of a re-evaluation is entirely at the discretion of the relevant Faculty Examination Board.

(3)   The re-evaluation shall be conducted by at least two examiners.

7.21.17   Supplementary Examinations

(1)   A Supplementary Examination may be conducted in cases where a student has obtained a fail mark of 45-49% (hereinafter referred to as marginal fail) in the Regular Examinations, subject to the sub-minimum rule 7.21.3 (4). This examination shall take place as annually determined by the Calendar and Timetable Committee.

(2)   A student who qualifies for a Supplementary Examination in a module consisting of more than one paper may be allowed to re-write the failed paper(s) only, subject to the sub-minimum rule (7.21.3 (4)). If this is unlikely to raise the overall result to above 50%, the student may be requested to re-write all the papers.

(3)   The Supplementary Examination will be equivalent to the Regular Examination, and the candidate shall be examined on the same content.

(4)   A student will not be allowed to sit for more than three Supplementary Examinations in any given examination period.

(5)   Where Supplementary Examinations have been conducted, the maximum Final Mark shall be 50% (i.e., grade of D).

(6)   No Special Examinations will be granted on a Supplementary Examination.

7.21.18   Special Examinations

(1)   The following circumstances may be considered for admission to a Special Examination:
(a)   Illness or injury immediately preceding, or on the day of the examination, provided that a medical certificate, specifying the nature and duration of the illness or injury, is submitted to the satisfaction of the Deputy Dean of the relevant Faculty. (The Deputy Dean may, on his / her discretion, reject any medical certificate);
(b)   Domestic circumstances, such as serious illness, or death of a close relative at the time of, or immediately preceding the examination, and which, in the opinion of the Deputy Dean, could adversely influence the achievement of the student concerned, provided that satisfactory proof of such circumstances shall be provided;
(c)   An examination schedule that requires a candidate to write a paper in more than 2 consecutive examination sessions;
(d)   Any other circumstances which, in the opinion of the Deputy Dean, justify the examination.

(2)   Applications from students for a Special Examination should reach the Office of the relevant Head of Department not later than the deadlines indicated in 7.21.6 (10) and (11).

(3)   If a student is able, or permitted to write only a part of the Regular Examination, the part of the examination written prior to the illness or relevant circumstances, shall be valid.

(4)   The Final mark of the Special Examination shall be calculated as for the Regular Examination.

(5)   No Supplementary Examination will be granted on a Special Examination.

(6)   Once a student has sat for a Regular Examination, (s)he may not afterwards apply for a Special Examination on the basis of illness or any other circumstances.

8. GENERAL REGULATIONS FOR CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES

8.1 GENERAL REGULATIONS FOR CERTIFICATE PROGRAMMES

8.1.1 CERTIFICATE PROGRAMMES OFFERED

(1) All Certificates offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates."

8.1.2 ADMISSION TO CERTIFICATE PROGRAMMES

(1) Unless otherwise specified in the appropriate Faculty Special Regulations), admission requirements for the Certificate programmes shall normally be as specified in Regulation 7.3.

8.1.3 CERTIFICATE PROGRAMME STRUCTURE

(1) Normally, the duration of full-time study for Certificates shall be three months to one year as specified in the appropriate Faculty Special Regulations.

(2) The curricula for Certificate programmes shall be specified in the appropriate Faculty Special Regulations.

(3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.

8.2 GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES

8.2.1 DIPLOMA PROGRAMMES OFFERED

(1) All Diplomas offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates".

8.2.2 ADMISSION TO DIPLOMA PROGRAMMES

(1) Unless otherwise specified in the appropriate Faculty Special Regulations, admission requirements for the Diploma programmes shall normally be as specified in Regulation 7.3.

(2) The normal requirement for admission to an Advanced Diploma shall be an appropriate Diploma as specified in the Faculty Special Regulations.

8.2.3 DIPLOMA PROGRAMME STRUCTURE

(1) Normally, the duration of full-time study for Diplomas shall be one to three years as specified in the appropriate Faculty Special Regulations.

(2) The curricula for Diploma programmes shall be specified in the appropriate Faculty Special Regulations.

(3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.

(4) A student's academic programme shall normally entail 15-21 lecture hours or equivalent per week, and must be approved by Senate.

8.2.4 ACADEMIC ADVANCEMENT OF DIPLOMA PROGRAMMES

(1) Normally, a student may not proceed to a subsequent year of study unless s/he has passed, or has been exempted from the previous year of study.

(2) The criteria for a student's progression from year to year in a Diploma programme shall be prescribed by Faculty Special Regulations.

(3) The overall performance in Diploma programmes shall be assessed on the basis of the average results in all the years of study.

(4) The overall result of the Diploma shall be classified according to Faculty Special Regulations.

8.2.5 AWARDING OF DIPLOMAS

(1) To qualify for a Diploma a candidate must:
- pass all the approved modules as prescribed by Faculty Special Regulations.

(2)   The diplomas awarded by UNAM are classified as follows:

Grade	Interpretation	Mean % Score	Degree Classification
A	Distinction	80 and above	First Class
B	Very Good	70 - 79	Upper Second
C	Good	60 - 69	Lower Second
D	Satisfactory	50 - 59	Pass

(3)   The computation of the final mean percentage score will take Faculty Special Regulations into consideration.

8.3   GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

8.3.1   BACHELOR'S DEGREE PROGRAMMES OFFERED

(1)   All Degrees offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates."

8.3.2   ADMISSION TO BACHELOR DEGREE PROGRAMMES

(1)   Unless otherwise specified in the appropriate Faculty Special Regulations, admission requirements for the Bachelor's Degree programmes shall normally be as specified in Regulation 7.3.

8.3.3   ADVANCED PLACEMENT CREDIT FOR BACHELOR DEGREE PROGRAMMES

The University of Namibia encourages applicants to seek Advanced Placement Credit so that the academically successful students may move forward in their programmes at an appropriate pace. Credits are accepted, and modules are exempted, based on departmental approval, according to the kind and nature of an applicant's qualification. In particular:

(a)   Subject to Special Faculty Regulations, and without prejudice to the provisions of Regulation 7.3, credits may be granted on the basis of the subjects passed on NSSC (Higher level) and intended majors.
(b)   An applicant for the Bachelor's Degree may be granted advanced placement, provided s/he is in possession of a good credit diploma from a recognized Tertiary Institution. Credits will however be granted on the basis of majors passed.
(c)   On the recommendation of the relevant Faculty, a student who obtained a pass in a two-year Diploma of UNAM may be allowed by Senate to enter Year 2 of a related Bachelor's Degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.
(d)   On the recommendation of the relevant Faculty, a student who obtained a pass in a three-year full-time Diploma programme of UNAM may be allowed by Senate to enter Year 3 of a related Bachelor's Degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.
(e)   On the recommendation of the relevant Faculty, a student who obtained a credit in a 4-year diploma programme of the University may be allowed by Senate to enter Year 3 of a 4-year degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.

8.3.4   DURATION OF BACHELOR'S DEGREE PROGRAMMES

(1)   Subject to the provisions of Faculty Special Regulations, the duration of full-time study for a Bachelor's Degree shall normally be four years, and six years for the MBChB, excluding the Student Internship period.

(2)   The maximum period of full-time study for a Bachelor's Degree is the minimum period of study for that Degree plus two years, unless otherwise described in Faculty Special Regulations.

8.3.5   AWARDING OF DEGREES

(1)   To qualify for a Bachelor's Degree a candidate must:
-          pass all the approved modules as prescribed by Faculty Special Regulations.

(2)   The degrees awarded by UNAM are classified as follows:

Grade	Interpretation	Mean % Score	Degree Classification
A	Distinction	80 and above	First Class
B	Very Good	70 – 79	Upper Second
C	Good	60 - 69	Lower Second
D	Satisfactory	50 - 59	Pass

(3)   The computation of the final mean percentage score will take Faculty Special Regulations into consideration.

(4)   Total minimum credits will be 480 with a maximum of 584 (excluding School of Medicine).

9.   REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

9.1   PRE-AMBLE

(1)   The complete regulations and guidelines for postgraduate programmes are available in the Postgraduate Prospectus and on the UNAM website: **http://www.unam.na**

9.2   POSTGRADUATE TRAINING PROGRAMMES AT UNAM

9.2.1   POSTGRADUATE DIPLOMA COURSES

(1)   UNAM makes provision for Postgraduate Diploma programmes in selected fields as approved by Senate.

(2)   Postgraduate Diploma programmes offer specialized training, which is career-oriented.

(3)   Postgraduate Diploma programmes normally have a minimum of one year duration for full-time students, and two years for part-time students; are taught programmes (i.e. involve lectures, seminars, practicals, written tests and examinations, etc.); and also include a small independent research component.

9.2.2   MASTER'S DEGREE COURSES

(1)   Postgraduate training programmes at Master's degree level are of two types:
   (a)   Master's degree by research culminating in a thesis.
   (b)   Taught Master's degree involving at least one academic year of coursework followed by a mini thesis/thesis.
(2)   Students admitted to Master's degree programmes may enrol on either a full time or part time basis. Master's degree programmes normally have a minimum duration of two academic years while part-time programmes normally have a minimum duration of three academic years, unless otherwise stipulated by programme specific regulations.

9.2.3   DOCTORAL COURSES

(1)   Doctoral programmes at UNAM are normally undertaken by research and the writing of a dissertation unless otherwise approved by Senate. The duration of a doctoral programme is normally a minimum of three (3) years for full-time studies, and four (4) years for part-time studies.

(2)   Doctoral study opportunities at UNAM are offered to candidates who have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.

(3)   Heads of Academic Departments at UNAM are requested to propose names of experienced academic members of staff in their fields who can effectively supervise postgraduate candidates, and also academically qualified persons, who could be appointed as co-supervisors of prospective doctoral candidates applying for admission in their Departments.

9.2.4   HIGHER DOCTORATES

(1)   UNAM also makes provision for the award of Higher Doctorate Degrees. These are awarded to scholars who have made original contribution of international standard in their respective fields of specialization.

(2)   UNAM scholars who consider themselves qualified for Higher Doctorate awards must submit their applications for their candidacy to the Dean of their respective Faculty through Heads of the relevant Departments.

(3)   The respective Faculty concerned screens the application and recommends to the UNAM Postgraduate Studies Committee whether or not, in the opinion of the Faculty, the applicant qualifies as a candidate for UNAM's Higher Doctorate.

(4)   The following Higher Doctorate degrees may be awarded:
   (a)   Doctor of Education (D.Ed.): for successful candidates in the field of Education;
   (b)   Doctor of Literature (D.Lit.): for successful candidates in the Humanities, Economic and Social Sciences, and in the Visual and Performing Arts;
   (c)   Doctor of Laws (LL.D.): for successful candidates in the field of Law;
   (d)   Doctor of Science (D.Sc.): for successful candidates in the Agricultural, Engineering, Health and the Natural Sciences.

9.2.5   APPROVAL OF POSTGRADUATE PROGRAMMES

Before any postgraduate programmes are recommended by the Academic Planning Committee (APC), to Senate for approval, they should be considered by the UNAM Postgraduate Studies Committee to ensure that they adhere to UNAM regulations and standards of quality.

9.3. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE APPLICATIONS

9.3.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

9.3.1.1 Eligibility for admission

UNAM welcomes students with a range of qualifications from all over the world. Applicants are advised to fulfil the minimum admission requirements for entry as well as English Language requirement (if relevant) as indicated. Competition for places in some programmes is extremely high, and the minimum requirement given may not be sufficient to secure an offer. **Due to this, applicants may be requested to sit for a selection test.**

Applications for Master's by thesis only and Doctoral programmes will be considered on the basis of the availability of supervisor(s) with relevant expertise as determined by the concept note submitted by the applicant.

9.3.1.2 Application forms for Postgraduate qualifications:

Applications for postgraduate studies should be made on a University **postgraduate** application form which is available on request from the Office of the Registrar, Student Records Section, and can also be downloaded from the UNAM Webpage: http://www.unam.na

Before completing the application form, applicants must familiarise themselves with all aspects pertaining to postgraduate studies as set out in this prospectus. Applicants must also acquaint themselves with the different modes of the programmes offered (e.g. taught programmes or by thesis/dissertation only). Applicants must ensure that all relevant documentation is submitted with the application form, together with a non-refundable application fee. Receipt of the application will be acknowledged by mail. It is a requirement to submit a Namibia Qualifications Authority (NQA) evaluation for Bachelor's/Master's degree obtained from an institution other than the University of Namibia. Incomplete applications will not be considered.

Students applying for Master's and Doctoral programmes by thesis/dissertation only, must attach a **one page concept note** to the application form consisting of an outline of a research proposal, indicating the suggested research topic, stating the research problem to be tackled and the proposed research methods.

The closing date for taught Master's and Doctoral applications is **31 July** of each year **(No late applications will be accepted).**

Applications for Master's and Doctoral programmes by thesis/dissertation only, will be accepted throughout the year.

9.3.1.3 Processing of applications

The completed application forms will be processed and forwarded by the Student Records Section to the School of Postgraduate Studies which will in turn forward the applications to the relevant Faculty Admission Committees, which may require the applicant to be interviewed and/or write a screening test.

9.3.1.4 Allocation of supervisors

For Master's by thesis only and Doctoral students, the relevant Faculty PGSC will recommend a Supervisor/Supervisors according to the applicant's area of study to the UNAM PGSC.

9.3.1.5 Admission of students

The Faculty PGSC recommends admission to the School of Postgraduate Studies taking into account the applicant's fulfilment of the minimum admission requirements, identification of prospective supervisor(s) (where applicable) and availability of space.

Master's by Thesis and Doctoral programmes
Upon approval of the supervisor by the UNAM Postgraduate Studies Committee a provisional admission letter will be issued by the School of Postgraduate Studies where after the student should approach the School for registration during the next available registration period (**normally February and July**).
Students enrolling for a Master's and doctoral programmes by thesis/dissertation only must sign an agreement with the supervisor before the proof of registration is issued.

Master's by coursework and research
For Master's by coursework and research, the relevant Department will allocate a Supervisor/Supervisors, according to the applicant's area of study, **six months** before the start of the research component.

9.3.1.6 Offer on acceptance of admission
Applicants offered admission shall be notified in writing by the Faculty Officer: Postgraduate Studies on the outcome of their application.

9.3.1.7 Deferment of admission
If for any reason a student is unable to take up studies in the year of admission, he/she must apply to the School of Postgraduate Studies, through the relevant Faculty, for deferment of admission to the subsequent academic year **only**. Deferment of admission will normally not be allowed beyond the subsequent academic year.

9.3.2   STUDY PERMIT REQUIREMENTS

According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) should be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective, first and senior students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in their country or the nearest Namibian Embassy.

Only persons with permanent Namibian residence, refugees or asylum seekers and diplomatic representatives are exempted from applying for a study permit and visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. permanent residence permit, approved and endorsed refugee/ political asylum seekers status, a courtesy visa which confirms diplomatic status) to the University of Namibia.

9.4.   ELIGIBILITY FOR ADMISSION

9.4.1   POSTGRADUATE DIPLOMA

(1)   Prospective students must be in possession of a Bachelor's degree from UNAM or any other accredited institution.

(2)   Students who do not comply with (1) above, but whose field experience and work accomplishments have been certified by the relevant Faculty to be equivalent to a Bachelor's degree, may, under special circumstances, also be considered for admission.

9.4.2   MASTER'S DEGREE

(1)   Prospective students must be in possession of a level 8, Honours Bachelor's degree with at least an overall lower second grade average (i.e., 60-69% average), or a lower second Postgraduate Diploma, based on a first degree, from UNAM or any other accredited institution.

(2)   Students without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an accredited institution of higher learning, deemed to be equivalent to a lower second level 8, Honours Bachelor's degree or a lower second Postgraduate Diploma, based on a first degree from UNAM, may also be considered for admission.

(3)   Prospective students must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience and a screening test for M.Ed. admission.)

9.4.3   DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES

(1)   Candidates for admission to doctoral programmes of UNAM must be in possession of a level 9 Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study.

(2)   Candidates who enrolled for a Master's degree by thesis only may be considered for upgrading into the Doctoral Programme if, during the first year of research they demonstrate exceptional abilities.

9.4.4   HIGHER DOCTORATES

(1)   To qualify for a Higher Doctorate candidacy of UNAM, the scholars should be:
(a)   graduates from the University of Namibia with the following minimum qualifications:
    * Bachelor's degree of at least 15 years standing; or
    * Master's degree of at least 10 years standing; or
    * Doctoral degree of at least 8 years standing; or
(b)   graduates from any other recognized institution of higher learning, who have served at UNAM for at least five years in teaching, research or other approved academic roles, and who satisfy the criteria equivalent to those set under (1) (a) above.

(2)   Only outstanding scholars whose contributions have attained national and international recognition will be considered for Higher Doctorate awards.

9.5.   REGULATIONS AND GUIDELINES GOVERNING REGISTRATION OF ADMITTED STUDENTS

9.5.1   REGISTRATION FOR MASTER'S/DOCTORAL BY THESIS/DISSERTATION ONLY

9.5.1.1   Registration of admitted students

(1)   All postgraduate students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.

(2)   All Postgraduate Students shall be required to register for the **compulsory module on "Academic Writing for Postgraduate Students".**

(3)   Students who apply for Master's by thesis only may be required to enroll in selected modules, which will help to bridge any gaps in their earlier training or expose them to new developments in their study disciplines, if recommended by

relevant Faculties and approved by the School of Postgraduate Studies. Students must pass these modules before they qualify for graduation.

9.5.1.2 Approval of Research Proposal

(1) Within six (6) months of registration for a Master's and within nine (9) months of registration for a Doctoral programme, the research proposal must be presented to the Faculty PGSC. The Faculty PGSC makes one of three recommendations:

1. Approves the research proposal and its summary and forward the approved summary as well as the Ethical Clearance Certificate obtained from the RPO to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies;
2. Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC.
3. An extension period of three (3) months for re-submission after which the Faculty PGSC makes one of the following recommendations:
3.1 Approves the research proposal and its summary and forward the approved summary as well as the Ethical Clearance Certificate obtained from the RPO to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies;
3.2 Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC;
3.3 Recommends registration at a lower level for a PhD candidate (Master's by Thesis only);

(2) Subject to paragraph 2. above, all Postgraduate Students shall be required to register **every year** for the duration of the specific programme. Students who fail to register for any particular academic year, will have to apply for re-admission to the programme and provide valid reasons why he/she could not register for the particular academic year.

(3) Students who are unable to register for a specific year are expected to apply before **31 October** for leave of absence for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee. Valid reasons for the application for leave of absence should be provided.

(4) When a student is on approved leave of absence, the year of non-registration will not count as part of the duration of the study.

(5) **A registered student may be allowed to transfer to or from the University of Namibia subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing body. In the case of a transfer to the University of Namibia, registration is subject to the availability of suitable supervisors and all relevant processes and regulations of the University of Namibia.**

9.5.2 REGISTRATION FOR TAUGHT MASTER'S/DOCTORAL PROGRAMMES

(1) All postgraduate students are expected to adhere to the deadline dates for registration/addition of modules as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.

(2) Students who are registered in programmes involving coursework and a thesis/dissertation will be required to enrol for **core** and **elective** (optional) modules, as prescribed in the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus under the relevant Faculty.

(3) Before registering for the research component, students must sign an agreement with the supervisor **not later than six (6) months** before the scheduled start of the research project, as reflected in the curriculum.

9.5.3 PUBLICATION FROM A THESIS/DISSERTATION

The Faculty may prescribe publication requirements for a student to graduate for a Master's/Doctoral degree. Students are encouraged to publish work from their thesis/dissertation in accredited journals, and acknowledge that their work was carried out at UNAM and forms part of their studies.

9.5.4 SANDWICH POSTGRADUATE TRAINING

(1) Through sandwich arrangements, students may undertake part of their training with other institutions of higher learning that the University is collaborating with.

(2) Registration of students on sandwich programmes will be guided by the particular Memorandum of Understanding.

(3) The implementation of sandwich/collaborative programmes should adhere to terms and conditions stipulated in the Memorandum of Understanding.

9.5.5 HIGHER DOCTORATES

(1) Candidates for Higher Doctorates must submit to the relevant Faculty Dean, through the respective Head of Department:
(a) a complete Curriculum Vitae, showing their academic, research, and publication experience and records;
(b) a unifying statement (in their fields of specialization) of not more than 5000 words, which sums up their contributions to knowledge and scholarship;
(c) a sample of reprints (or copies) of their important and original works.

(2) The candidates must supply the unifying statement and copies of publications in four sets. Published works shall mean what is printed as a book, or papers published in accredited journals, or work already accepted as being equivalent to a publication. Emphasis on published work ensures that the work submitted for assessment has already benefited from criticism and evaluation by peers.

9.5.6 CONFERMENT OF HIGHER DOCTORATE DEGREES

(1) The final approval on the degree awarded to prospective candidates shall be granted by UNAM Senate on recommendation by the UNAM Postgraduate Studies Committee, (after assessing the recommendations by the external examiners).

(2) The successful Higher Doctorate candidates shall each be required to deliver a public lecture in their respective fields of specialization within a year of the degree award.

(3) Unsuccessful candidates may not be allowed to re-apply for the same degree within at least three (3) years of the previous application.

9.5.7 CANCELLATION AND EXEMPTION OF MODULES

(1) All postgraduate students are expected to acquaint themselves with the deadline dates for cancellation and exemption of modules as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.

(2) No module cancellations or cancellation of studies will be effected without the completion of the required cancellation form signed by the student and Faculty Officer: Postgraduate Studies.

(3) Students have to submit a complete exemption application form before the stipulated due dates (Refer to "Due dates for the 2016 academic year") to the School of Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.

9.5.8 APPLICATION FOR LEAVE OF ABSENCE/ BREAK IN STUDIES

(1) All postgraduate students shall be required to register **every year** for the duration of the specific programme. Students who fail to register for any particular academic year, will have to apply for re-admission to the programme and provide reasonable justifications why he/she could not register for the particular academic year.

(2) Students who are unable to register for a specific year are expected to apply before **31 October** for leave of absence for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Head of Department and Faculty Postgraduate Studies Committee for a maximum period of one academic year. Reasonable justifications for the leave of absence should be provided.

(3) When a student is on approved leave of absence, the year of non-registration will not count as part of the duration of the study. However, students must re-apply for registration for the subsequent academic year after the leave of absence before the closing date of applications for admission.

9.5.9 COURSEWORK EVALUATION AND GRADING

(1) Students who are registered for taught postgraduate programmes will be examined according to procedures approved by Senate.

(2) In all Faculties, the meaning attached to letter grades awarded by examiners is as follows:

Grade	Interpretation	% Equivalence
A	Distinction	80 and above
B	Very Good	70 – 79
C	Good	60 - 69
D	Satisfactory	50 - 59
E	Fail	49 and below

(3) Before a student can proceed to the thesis/dissertation research phase (in the case of taught programmes), s/he must first successfully pass the coursework examinations. Successful completion of the coursework phase shall mean attaining at least a D-grade average in each module. However, a Faculty may allow a student to proceed with the research proposal writing with one module of not more than 24 credits outstanding in the coursework component, provided that the outstanding module is not Research Methodology.

(4) Supplementary examinations as contained in the General Information and Regulations Prospectus will apply to postgraduate students.

9.5.10 THESIS/DISSERTATION RESEARCH

(1) Students who successfully complete the coursework phase, or who are registered for postgraduate studies by thesis/dissertation alone, undertake research in an approved research topic, and write a thesis/dissertation. This shall normally be after a specified period set by the relevant Committees and approved by Senate.

(2) **Thesis** and **Dissertation** research may include an artistic/aesthetic component, presented in the form of a composition, a theatre/musical performance, and/or an exhibition of original works, as a partial fulfilment of the requirements for a **Master's** or **Doctoral** degree, respectively.

(3) As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university (Refer to Annex 11).

(4) The thesis must contain a concise and comprehensive abstract of between 200-300 words and 300-400 words for the dissertation, indicating the main findings and major conclusions of the research.

9.6. REGULATIONS ON THE TEACHING AT POSTGRADUATE LEVEL

(1) To teach and supervise students at the master's and doctoral programme levels, a member of staff shall have a doctoral degree in the discipline of the postgraduate programme being offered.

(2) Members of staff with lower qualifications but with specialized expertise can co-teach with members of staff holding doctoral degrees.

9.7. GUIDELINES ON THE RESEARCH SUPERVISION OF POSTGRADUATE STUDENTS

9.7.1 ASSIGNMENT OF SUPERVISORS

(1) Every postgraduate student shall be assigned a supervisor/supervisors (at least **one** (1) supervisor for Master's students and **two (2)** supervisors for Doctoral candidates) nominated by the relevant Department and approved by the UNAM Postgraduate Studies Committee on recommendation of the Faculty Postgraduate Studies Committee.

(2) Where the student's research topic is multidisciplinary in nature, or where there is need for additional expert supervision in the same discipline, or where the student's postgraduate training programme involves sandwich arrangements, one or more additional supervisors may be appointed.

(3) Postgraduate student supervisors will be appointed from amongst suitably qualified members of the Faculties/Centres.

(4) A supervisor for Master's and Doctoral students must have a doctoral degree and expertise in the field of study that he/she is expected to supervise. In addition, the supervisor must have relevant research and publication experience.

(5) In exceptional cases a supervisor without a doctoral degree will be considered to supervise Master's students (normally as a co-supervisor) subject to a motivation by the Faculty PGSC.

9.7.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

(1) The supervisor must have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the student towards attaining the stipulated standards.

(2) The supervisor has the responsibility of ensuring that their students make progress in their studies. Where there are problems affecting the student's research progress, these shall be communicated to the UNAM Postgraduate Studies Committee through the Head of the relevant Department and the Faculty Postgraduate Studies Committee.

(3) Supervisors should understand that:
(a) The Master's thesis research programme is designed as a **training** course, whereby it is intended that the student will:
   * be exposed to the fundamentals of research,
   * acquire certain new techniques and methods of research,
   * learn how to present the results of research in a scholarly manner, and
   * make some contribution to knowledge.

(b) Master's students require close and careful supervision because they usually lack previous research experience, especially during the early stages of their theses (when learning about research methodology, experimental design and research technique) and also when preparing the initial drafts of their theses.

(4) The supervisor of a Doctoral candidate should recognize that the candidates, in most cases, will have acquired some research experience when they were Master's degree students. What is expected of the Doctoral candidate is thus qualitatively and quantitatively more than outlined above for Master's degree students. Here the supervisor expects the candidate to:
   * make a **distinct and original contribution** to **knowledge**, of fact and/or theory;
   * produce a considerable amount of **original work**;
   * undertake a more critical and extensive review of the relevant literature than is the case for Master's students, and
   * exercise considerable initiative in conducting the research.

(5) After completion of a research proposal, the doctoral candidate should be able to work **independently** and be **guided** rather than be directed by his/her supervisor. It is, nevertheless, the supervisor's responsibility to guide the candidate in the right direction.

(6) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects.

(7) Supervisors should be able to determine, through their previous research experience, potential impediments to the research problem and advise the students on what can be achieved meaningfully, within the time allocated for the study.

(8) The supervisors have the responsibility of monitoring the student's research progress throughout the research period:

(a) Both the supervisor and the student must submit **compulsory** written reports on the progress of the student to the Faculty Postgraduate Studies Committee before the end of each semester (refer to Annex 7). The Faculty PGSC will study the reports and take the necessary steps to resolve problems (where necessary).

(b) At the end of each semester, the supervisor shall provide an evaluation of the student's progress, presenting his/her assessment as to whether the student has the potential to produce an acceptable master's thesis or doctoral

dissertation, or whether he/she should be advised to withdraw (refer to Annex 7 for the format of the progress report).

(c) A summary report of all progress reports received and recommendations from the Faculty PGSC on problems identified and actions taken must be tabled during the **July and November** UNAM PGSC meetings.

(d) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate programmes shall, in consultation with the supervisors, arrange **compulsory** research seminar series, which will enable the candidates to refine and improve the research proposal and learn from the experiences of others.

(e) Participation in the research seminar series suggested above, where the student should present any progress s/he may have made in the research, and benefit from other scholars' inputs during the discussions.

(9) The supervisor has the ultimate responsibility of assisting the student to give an appropriate title to the thesis/dissertation, and to guide him/her on the presentation of the research results in the form of a scholarly thesis/ dissertation, in accordance with the set guidelines.

(10) Holding regular discussions where modifications to the original research methods should be made, in view of the research findings and on areas which require new emphasis.

(11) Although the writing of the postgraduate thesis/dissertation is the responsibility of the student, it is the supervisor's role to ensure that the standards set by the University are adhered to. The supervisor should:
(a) be accessible to the student during the critical stage of thesis/dissertation writing;
(b) discuss the drafts of the thesis/ dissertation with the student throughout the process;
(c) read the student's thesis/ dissertation carefully and critically, indicating where improvements are needed, e.g., where there is paucity of information, and where the important findings could be published, , etc.;
(d) at the conclusion of the work, read the entire thesis/ dissertation, and advise whether or not it is in a form suitable for presentation to examiners; but
(e) should not be responsible for personally editing language usage in the thesis, or correcting typographical errors. He/she should however, point out language errors.

(12) If the student has two or more supervisors, one of these should be appointed as main supervisor and the rest as co-supervisor(s). Should the main supervisor be away from the University for more than three consecutive months, an acting main supervisor should be appointed to guide the student during the period of absence.

(13) Where a supervisor retires or resigns from the University, he/she shall cease from supervising any student(s) under his charge, unless there is an agreement in writing for the continued supervision of the student(s).

(14) Should the supervisor be away on sabbatical or extended research leave, the Head of Department must ensure that the conditions of the supervisor's leave are adhered to.

(15) If, in the course of the student's research, a situation develops whereby:
(a) there is a breakdown in communication between the student and the supervisor;
(b) there are personal clashes and conflicts between the two;
(c) the student refuses to follow the supervisor's advice,
the case should be reported in writing to the Head of the relevant Department by either the supervisor or the student. The Head of Department has the responsibility to hear both sides of the case (that is, from the supervisor and the student) with a written report and recommendation to the Faculty Postgraduate Studies Committee for possible action. The Faculty Postgraduate Studies Committee will study the report and take action or make a recommendation (where applicable) to the UNAM Postgraduate Studies Committee.

(16) To ensure adequate supervision, a single staff member shall not supervise more than five (5) postgraduate students at any given time. Staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned.

9.7.3   REMUNERATION OF SUPERVISORS

All supervisors will be remunerated upon approval of the graduation of the student by AEC, according to the tariffs determined by the University from time to time.

9.8.   REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS FOR EXAMINATION

9.8.1   NOTICE OF INTENT TO SUBMIT THE THESIS/DISSERTATION FOR EXAMINATION

(1) At least **three (3) months** prior to the scheduled date for the submission of the **thesis** and **six (6) months** prior to the scheduled date for the submission of the **dissertation**, the respective postgraduate students shall, through their supervisors, Departments and Faculty Postgraduate Studies Committees, submit a notice, in writing, to the Chairperson of the UNAM Postgraduate Studies Committee, declaring their intention to submit their theses/dissertations. (see Annex 8, Part A) in order to allow sufficient time to organise the appointment of examiners before the submission of the thesis/dissertation.

(2) Students who submit a notice of intent within a shorter period than specified in paragraph 1 above, should note that the examination will be delayed.

(3) Students who fail to submit their theses/dissertations within the time period indicated in the notice of intent should note that the examination of their thesis/dissertation may be delayed as new examiners may be appointed.

(4) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty Postgraduate Committees and Annex 8, Part B shall be submitted together with the notice as per Annex 8, Part A for approval by the UNAM Postgraduate Studies Committee (see Annex 1 for the format of the abridged curriculum vitae).

(5) Students shall submit **three** ring bound copies of the Master's thesis and **four** ring bound copies of the dissertation **directly** to the School of Postgraduate Studies for examination before the deadline date as stipulated under "Due dates for the 2016 academic year".

(6) Students submitting the thesis/dissertation after the due date may not graduate and must re-register and **pay the required fees** for the subsequent academic year (See Postgraduate Fees).

(7) Students with no re-admission statuses must appeal for re-admission for the subsequent academic year, irrespective of the fact that the thesis/dissertation was submitted for examination.

9.8.2   APPOINTMENT OF EXAMINERS

(1) Every Master's thesis submitted shall be examined by at least two examiners approved by the UNAM Postgraduate Studies Committee on recommendation by the Faculty Postgraduate Studies Committee. At least one of the examiners in each case must be external to the University of Namibia, except when the student is a staff member in which case **all** examiners must be external.

(2) Upon receipt of the notice of intent from the student, the Head of the Department should present to the UNAM Postgraduate Studies Committee, through the Faculty Postgraduate Committee names and addresses, as well as abridged curriculum vitae, of experts in the student's research topic, who could be nominated by the relevant Faculty Postgraduate Committee as internal and external examiners for the student's thesis or candidate's dissertation. Heads of Departments must declare any potential conflict of interest in the nomination and appointment of examiners. **Examiners may not be selected from the pool of examiners already approved for modules in the specific taught programme.**

(3) In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University except when the student is a staff member in which case **all** examiners must be external. **The supervisor should not be one of the examiners.**

(4) Internal and External Examiners will be appointed on the basis of their expertise independent from appointment of external examiners already approved for modules in the specific programme.

(5) The examiner should not have any direct involvement in the research project of the student and must declare any past or present (personal or professional) connections with the student.

(6) An examiner for Master's students and Doctoral candidates must have a doctoral degree and expertise in the field of study that he/she is expected to examine. In addition, the examiner must have relevant research and publication experience.

(7) The Director: School of Postgraduate Studies shall issue a letter of appointment to the thesis/ dissertation examiners (see Annex 9).

9.9.   REGULATIONS AND GUIDELINES GOVERNING THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS

9.9.1   EXAMINATION OF MASTER'S THESES AND DOCTORAL DISSERTATIONS

(1) All examination reports must be submitted to the Director: School of Postgraduate Studies to serve at the **Examinations Subcommittee of the UNAMPGSC** before the reports are forwarded to the respective Faculty PGSC Chairpersons who will be responsible for distributing the reports to the relevant Head of Department.

(2) The comprehensive and typed reports about the theses/dissertations must be submittedwithin a period of two months from the date of receipt of the documents. If the assessments are not received within two months, new examiners may be appointed.

(3) Each examiner shall be required to examine the thesis/dissertation in detail and submit his/her assessment under the following headings:
(a) **Appropriateness of the thesis/ dissertation title.** The title should be a true reflection of the content of the thesis/ dissertation.

(b) **Completeness of the Literature Review**. The literature review should lead the reader to a good understanding of what is already known about the research topic, what gaps of knowledge exist, what the study was intended to contribute, and what hypotheses guided the study. The examiners should comment on the candidate's familiarity with the literature.

(c) **Research Methods**: The examiners should also comment on the appropriateness of the research methods (and instruments, where relevant) employed in the study.

(d) **Presentation of the Results**: The examiners should comment on the manner in which the findings of the study are presented. If tables of data are provided, are they reduced statistically? Are the statistical analyses appropriate? If illustrations are provided, are they of publishable quality? Is the description of the research results of adequate clarity and scholarship?

(e) **Discussions and Conclusions**: Are the conclusions clearly presented? Are they logical and supported by data? Has the candidate sufficiently indicated how his/her results compare with those of others, as cited in the literature? From the thesis/dissertation, is his/her contribution to new knowledge clearly brought out? In the case of Doctoral dissertations, is there evidence of sufficient originality? If there are weaknesses in the thesis/ dissertation, what are the shortcomings?

(f) **Summary**: The examiner should present a summary indicating whether s/he recommends the thesis/ dissertation for a postgraduate degree award, by completing the Summary Form (attached as Annex 13).

(4) (a) Where a Master's thesis is recommended for re-writing, it must be re-submitted within 6 months.
(b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

(5) Upon evaluation of the thesis, the examiner will recommend one of the following:
1. Pass as is ($\geq$ 50%)
2. Pass subject to corrections ($\geq$ 50%)
3. Re-submit for re-examination (no mark allocated)
4. Fail (< 50%)

(6) A thesis re-submitted for re-examination shall be awarded a maximum mark of 50%.

(7) Upon evaluation of the dissertation, the examiner will recommend one of the following:
1. Pass as is
2. Pass subject to corrections
3. Re-submit for re-examination
4. Fail
No marks should be allocated for the dissertation.

(8) Where a thesis/dissertation is submitted for re-examination, the examiner should indicate whether the student has satisfactory addressed the identified shortcomings in the first submission.

(9) In cases where the examiners of the thesis/dissertation disagree in their recommendations (fail versus pass), the School of Postgraduate Studies shall study the case and appoint an independent external examiner to serve as arbiter on the thesis/ dissertation.

(10) A copy of the first version of the thesis/dissertation submitted for examination, will be sent to the arbiter.

(11) All examination reports, including any reports that recommended a fail must be submitted to the UNAM Postgraduate Studies Committee for consideration.

(12) In cases where the difference in the pass marks allocated for a thesis, by the internal and external examiner, is 20% and more, the Head of Department shall study the case and recommend a mark for the thesis and provide a motivation for his/her decision to the UNAM Postgraduate Studies Committee, through the Faculty Postgraduate Studies Committee. Where the HOD is the supervisor or the examiner, the Dean shall appoint an independent person tostudy the case and recommend a mark for the thesis and provide a motivation for his/her decision to the UNAM Postgraduate Studies Committee.

(13) A postgraduate student, who disagrees with the results of the examination as approved by AEC, may appeal, giving reasons and evidence to support the appeal.

9.9.2   ASSESSMENT OF PUBLISHED WORK FOR HIGHER DOCTORATES

(1) The work submitted to UNAM for a Higher Doctorate candidate shall be evaluated by at least three examiners appointed by Senate on recommendation of the relevant Faculty Postgraduate Studies Committee.

(2) The job of examiners shall be to critically examine the candidate's contribution, to ascertain that:
(a) the work shows outstanding originality;
(b) the candidate's contribution to new knowledge has been substantial;
(c) the quality of the candidate's **unifying statement** is truly excellent.

(3) Examiners for Higher Doctorates shall be selected from amongst the most highly distinguished international scholars on the subject, preferably holders of Higher Doctorates themselves.

(4) The examiners shall be required to report on the candidate's works, recommending in definite terms, whether or not the Higher Doctorate should be awarded.

(5) For a candidate to merit a higher doctorate award, the examiners must unanimously approve the award. In case of disagreement among the examiners, similar guidelines to those applicable to Master's and Doctoral candidates shall be followed.

9.9.3   *VIVA VOCE EXAMINATION FOR STUDENTS REGISTERED BY THESIS/DISSERTATION RESEARCH ONLY*

(1) In addition to writing a thesis/dissertation, the postgraduate students who are registered for Mater's/Doctoral by Thesis/Dissertation only, shall appear for a *viva voce* examination, to defend the submitted work before a panel of specialists on the subject.

(2) The School of Postgraduate Studies is responsible for administering the *viva voce* examinations for doctoral students while the respective Faculties are responsible for administering the *viva voce* examinations for master's students.

(3) The *viva voce* examination shall take place only after the UNAM Postgraduate Studies Committee is satisfied that the thesis/dissertation submitted by the student is considered by the examiners to be of an acceptable standard.

(4) The questions to be asked in the *viva voce* examination shall primarily be focused on the student's thesis/dissertation research area.

(5) The members of the ***viva voce panel*** shall be so selected as to ensure that the student is examined by scholars who are sufficiently qualified and experienced in the research field.

(6) The Examiners and the Supervisor(s) of the thesis/dissertation shall be members of the *viva voce* panel. The public may attend but are not permitted to ask questions.

(7) The Chairperson of the *viva voce* panel shall be a senior academic and shall not be one of the supervisors or examiners. The Chairperson shall be appointed by Senate on recommendation of relevant academic Boards.

(8) All members of the *viva voce* panel must acquaint themselves with the postgraduate processes and procedures.

(9) The student must provide the main supervisor with an appropriate number of copies of his/her loose bound thesis/dissertation according to the number of the *viva voce* panelists. In turn, the relevant Faculty Examination Officer must provide the *viva voce* panelists with copies of the theses/dissertations, and also of the examiners' reports, at least two weeks before the date scheduled for the oral examination.

(10) The function of the *viva voce* panel shall be:
    (a)   to ascertain that:
        *   the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the student;
        *   the broader subject area in which the study is based is fully grasped by the student, and
        *   any weaknesses in the thesis/dissertation can be adequately clarified by the student, and
    (b)   to make a definite recommendation to the UNAM Postgraduate Studies Committee and AEC, as to whether the student be deemed to have **passed** or **failed.**

(11) The *viva voce* panel shall, as far as possible, endeavor to reach a unanimous decision on the student's performance. Where the panelists are unable to reach a consensus as to whether the student passes or fails, a vote may be taken to arrive at a reasonable decision. A majority vote shall be required for passing the *viva voce* examination.

(12)   (a)   At the end of the oral examination, the panel shall sign a *viva voce* Examination Results Form (Annex 15) making a specific recommendation to the UNAM Postgraduate Studies Committee on the student's performance.
    (b)   The Chairperson of the panel shall also submit to the UNAM Postgraduate Studies Committee a comprehensive report, approved by the *viva voce* panelists. This should be done within one week of the examination. The report should include, an attendance register, challenges faced with the *viva voce* examination, a summary of the presentation, the discussion during the *viva voce* examination, any strong/weak points identified during the presentation and discussions, including any specific recommendations to the student.

(13) In cases of disagreement amongst the *viva voce* panelists, the UNAM Postgraduate Studies Committee shall carefully study the case and recommend to Senate one of the following actions:
    (a)   the student should revise and re-submit the thesis/ dissertation, and subsequently re-appear for a further oral examination, within a specified time (but not exceeding 12 months from the date of the decision by Senate); or
    (b)   the student shall be deemed to have failed outright.

(14) The duration of the *viva voce* shall normally not exceed **three** hours.

(15) The Chairperson of the *Viva voce* examination Panel **shall not** announce the recommended results to the student immediately after the examination without having served at any Committee yet.

9.9.4   SUBMISSION OF THESES/DISSERTATIONS

After approval of the thesis/dissertation, by the examiners, and after all the corrections recommended by the examiners have been made to the satisfaction of the supervisor(s), **five** fully bound copies of the theses/dissertations shall be submitted to the Faculty Postgraduate Studies Committee for inspection (refer to Annex 10 for prescribed colour) before submission to the School of Postgraduate Studies. In addition, an electronic version (CD) of the thesis/dissertation, in **pdf** format, shall be submitted.

9.9.5   REMUNERATION OF EXAMINERS

All examiners will be remunerated upon receipt of the examination report, according to the tariffs determined by the University from time to time.

9.9.6   AWARDING OF A QUALIFICATION AT A LOWER LEVEL

(1) A student who is de-registered for a taught Masters programme due to failure to successfully complete the research component, may be awarded a relevant PGD in the field provided that all the taught modules are passed and the research component is rewritten and passed as a research project/paper. Award of this PGD is subject to approval by AEC on recommendation of the UNAM PGSC.

(2) A student who fails a Masters by research, may be allowed to re-apply for re-registration on a completely different topic or a taught Masters programme.

(3) A student who fails a PhD, may be allowed to re-write the dissertation in the format of a thesis incorporating all the recommended amendments and corrections of the examiners within a period of 12 months after the release of the results. The re-submitted thesis will be examined according to the regulations of Masters degrees.

(4) Students who were awarded a Master's degree according to paragraph (3) above, and wish to apply for a PhD at a later stage, will have to choose a different topic.

9.9.7   SUBMISSIONS OF POSTGRADUATE STUDENTS TO PGSC/AEC FOR GRADUATION

The Faculty Officer: Postgraduate Studies will only submit the names of students for graduation approval by the PGSC and AEC when the following conditions have been met:

(1) All signed examination reports (including, where applicable, arbiter/failed examination report);

(2) Completed checklists confirming, amongst others, that corrections have been effected after receipt of examiners reports and *viva voce* examinations, where applicable (including, where applicable, a table of corrections);

(3) Five (5) bound copies and one (1) electronic copy (CD in pdf format) of the Thesis/Dissertation as per Regulation A.9.4.

(4) Updated academic record reflecting the eligibility of the student for graduation.

9.10.   POSTGRADUATE FEES

(1) All registered students shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM (Refer to Student Fees booklet and PG Studies Fees brochure).

(2) The work of students whose fees are in arrears will not be assessed until the arrears have been cleared.

**   IMPORTANT NOTICE: The School of Postgraduate Studies Prospectus must be consulted for information regarding the detailed rules and regulations pertaining postgraduate studies, not totally covered in this General Prospectus.**

10.   DISTANCE EDUCATION

10.1   GENERAL REGULATIONS

Conducting of examinations

The duration of the examinations for the different modules shall be determined by Senate, and be conducted under supervision at such place, date and time as Senate may determine. A disabled candidate (e g, blindness, physical handicap) shall be accommodated after the necessary arrangements have been made beforehand, and with the approval of the Office of the Registrar.

10.2   EXAMINATION ADMISSION

A student who is registered for a degree, diploma or certificate course of study, has paid the prescribed fees and obtained a minimum examination admission mark of 40 %, shall be admitted to the examination unless Senate determines otherwise. All relevant students shall be furnished with departmental stipulations for the obtainment of the examination admission mark (at the commencement of the academic year).

Determination of examination admission mark

The examination admission mark is determined by continuous evaluation of a student's achievement via assignments and/or practicals/seminars/tutorials, and tests during vacation schools, etc.

10.3   EXAMINING

On completion of (a) prescribed syllabus (syllabi), unless otherwise determined, examinations shall be conducted in all modules. Unless otherwise determined, the examination in a module shall consist of a written examination.

Examiners and Moderators

Senate shall, on recommendation of the Faculty Boards, appoint internal and external moderators.

(i)   Senate shall, on recommendation of the Faculty Boards, appoint at least two examiners for each examination in a qualifying module.
(ii)   Except in exceptional circumstances such as in the case of death, resignation, absence, illness or other inability of the lecturer concerned, at least one examiner shall be a lecturer who has been involved in the internal teaching of the particular module.

10.4   DETERMINATION OF EXAMINATION - AND FINAL MARKS

Determination of examination marks

(i)   Unless otherwise stated in the respective regulations, the examination mark shall comprise the average mark of the marks obtained for each paper in a module.
(ii)   If the marks of the first and second/external examiner differ by less than 10 %, the average mark shall be taken as examination mark for that paper.
(iii)   If the marks of the first and second/external examiner differ by more than 10 %, an arbiter examiner shall be appointed.

Determination of final mark

(i)   In determining the final mark, the year mark and the examination mark shall be considered. The weight ratio between year mark and examination mark shall be as determined from time to time by Senate on request of Faculties.
(ii)   The final decision regarding examination results shall rest with Senate. Results shall be announced to students.

Passing a module

In order to pass a module, a student shall obtain a final mark of at least 50 %, unless otherwise determined by Senate, provided that:
(i)   A sub-minimum of 40% has been achieved in the examination, and
(ii)   A sub-minimum of 35% has been achieved per paper where an examination consists of more than one paper.

Passing a module with distinction

A student shall pass a module with distinction if he/she has obtained a final mark of 80 % or more for the module and a sub-minimum of 60 % per paper.

Obtaining a degree or diploma cum laude

A student shall pass a degree or diploma cum laude if his/her average mark for all the modules in his/her course of study is 80 % or more.

10.5   RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS

In certain circumstances, the University of Namibia may recognize up to a maximum of 50 % of the modules for a qualification, except major subjects, which a student has passed at another institution. The recognition of such modules shall in each case be considered on merit and may be granted as follows:

Recognition
A module of the relevant student shall be recognized and form part of his/her curriculum. The student shall not need to sit for any further examinations or meet further requirements, but the module may not be taken on a higher level.

Crediting
A student shall be exempted from following the relevant module at the University of Namibia and obtain credit for the module. The module shall form part of his/her curriculum and may be taken on a higher level. Supplementary work may be required by a department in order to obtain full credit.

Exemption
A student may be exempted from taking a module which serves as prerequisite for registration for another module, but the exempted module shall not form part of the student's curriculum.

11.1   GENERAL INFORMATION ON SCHOLARSHIPS

Prospective students are advised to apply for financial assistance at various donor institutions as advertised in the local newspapers or other media. Applicants should address enquiries directly to these institutions. At registration, bursary holders must submit written proof of bursaries awarded.

11.2   SCHOLARSHIPS

This information is applicable only to scholarships managed and awarded by the university. The university reserves the right to amend the regulations and conditions applicable to the awarding of scholarships without prior notice.

A limited number of University-managed scholarships are available in the following categories:

A)   <u>Full Scholarships,</u> which will partially cover tuition fees, book fees and accommodation in UNAM hostels, as well as meal fees. Residents of towns where UNAM Residences are available are normally not eligible for these scholarships, except in special circumstances.

B)   <u>Supportive scholarships,</u> which will partially cover tuition fees and book fees and are normally for students who are domiciled in the towns where UNAM Residences are available.

C)   <u>Book fund scholarships</u> that are for the purchase of books to a specified amount. This fund is only available to students lacking financial assistance.

Application forms and further details regarding University scholarships are available from:

The Office of the Registrar: Bursaries Administration
University of Namibia
Private Bag 13301
Windhoek
NAMIBIA

OR

Alternatively download application form from the UNAM website:
http://www.unam.na/applying_unam/application_forms.html

Closing date for applications: Applications for scholarships awarded by the University must reach the UNAM Bursaries Administration not later than **30 September of each academic year**.

11.3   APPLICATION PROCEDURES AND CONDITIONS OF AWARDING THE SCHOLARSHIP

❖   Every applicant must complete only ONE application form for the relevant scholarship.
❖   Incomplete application forms will not be considered.
❖   The University of Namibia will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes.(No copies will be returned to the applicants.)
❖   Current UNAM scholarship holders must re-apply annually.
❖   Applications for the scholarships and renewal will be considered annually in December, and the outcome will be announced as soon as possible thereafter.
❖   Only students admitted to the University of Namibia shall be eligible for financial support.
❖   International students are not eligible for financial support.
❖   Scholarships may be subject to contractual obligations.
❖   A qualifying student shall be considered for assistance in any year of study.
❖   Preference will be given to undergraduate candidates, followed by post graduate candidates.
❖   A student, who did not perform satisfactorily in the academic year for which financial support was granted, shall not be eligible for financial assistance in the following year.
❖   Where a financially supported student discontinues before completion, such student shall become liable for the payment of all financial assistance disbursed, as provided for in the rules and regulations laid down from time to time by the Bursaries and Awards Committee.

- ❖ No student who has been allocated a full scholarship shall accept full-time employment during the period of the award, except for students enrolled for part-time courses of study.
- ❖ The scholarship is awarded to students that do not hold any financial assistance. If a student accepts another full financial assistance, the scholarship will be cancelled and amount paid will be claimed in full.

11.4 PAYMENT OF SCHOLARSHIPS MANAGED BY THE UNIVERSITY

If a scholarship is awarded to a student and he/she accepts it in writing, his/her account will be credited with the amount. The University will only pay actual costs and **NO** money will be paid to students. Funds are payable in two installments i.e. half in First semester and other half in the Second semester. Any remains of funds from the book fees, meal fees or if (a) module(s) has been cancelled, will revert to the University scholarship budget.

11.5 MERIT AWARDS

The following categories of Merit Awards will be considered by the University of Namibia:

Undergraduate degree qualifications:
* **Best first year student**
   A certificate of achievement shall be awarded.
* **Best second year student**
   A certificate of achievement shall be awarded.
* **Best third year student**
   A certificate of achievement shall be awarded.
* **Best graduate per Faculty/School (Final year students)**
   The Vice Chancellor's Medal and a certificate of achievement shall be awarded.

Postgraduate qualifications (Final year students):
* **Best Postgraduate Diploma (Level 8) student**
   The Vice Chancellor's Medal and a certificate of achievement shall be awarded.
* **Best Masters by course work and thesis student**
   The Vice Chancellor's Medal and a certificate of achievement shall be awarded.
* **Best Masters by research student**
   The Vice Chancellor's Medal and a certificate of achievement shall be awarded.

Best student of the University of Namibia (Final year students):
* **Best undergraduate degree student of the University of Namibia**
   The Chancellor's Medal and a certificate of achievement shall be awarded.
* **Best postgraduate student of the University of Namibia**
   The Chancellor's Medal and a certificate of achievement shall be awarded.

11.5.1 THE CRITERIA FOR THE EVALUATION OF MERIT AWARDS

11.5.1.1 Best undergraduate degree student per year of study per Faculty/School (Non-final year students)

(a) The best (undergraduate) student per year of study per Faculty/School should have obtained an average of not less than 70% for his/her course of study. Students who have repeated any modules(s) at any level are normally not eligible for a merit award.

11.5.1.2 Vice Chancellor's medal (Best undergraduate degree student per Faculty/School) (Final year students)

(a) In order to qualify for the Vice Chancellor's Medal per Faculty/School, a candidate must have passed each module throughout his/her years of study with an average of not less than 65%, with major(s) passed with an average of not less than 75% at **final year level**.

(b) The overall mark (average) achieved by the candidate may not be less than 70%.

(c) Should a candidate be exempted from (a) modules(s), that module(s) will be ignored in calculating the overall mark (average).

(d) Candidates who had to repeat any modules(s) at any level due to examination failure will not be eligible for selection.

(e) A suitable candidate for the Vice Chancellor's Medal should be nominated annually by each Faculty/School to the Admissions and Examinations Committee (AEC) for approval, and be awarded to undergraduate degree students within each Faculty/School.

(f) The nominated candidate must have completed the course of study within the minimum prescribed time.

(g) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Vice Chancellor's Medal will be shared by the candidates.

(h) The approved candidate per Faculty/School will, apart from receiving the Vice Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N$ 1000-00.

11.5.1.3 Vice Chancellor's medal (Best postgraduate student) (Final year students)

(a) **Best Student: Postgraduate Diploma (Level 8)**
   (i) Candidates shall be required to have achieved an average of not less than 70% in the final year, and a minimum of 60% for each module.
   (ii) Candidates must have completed their postgraduate diploma in the minimum prescribed time.

(b) **Best Student: Masters by course work and thesis**
   (i) Candidates shall be required to have achieved an average of not less than 70% at the end of the course work, and a minimum of 60% for each module.
   (ii) Candidates shall be required to have achieved an average of not less than 75% in the thesis.
   (iii) Candidates must have completed their Masters by course work and thesis in the minimum prescribed time.

(c) **Best Student: Masters by research**
   (i) Candidates shall be required to have achieved an average of not less than 80% in the thesis.
   (ii) Candidates must have completed their Masters by thesis in the minimum prescribed time.

(d) **Nominations**
   Qualifying nominations and recommendations in the various categories will annually be done by each Faculty/School to the Admissions and Examinations Committee (AEC).

(e) **Selection**
   Approval of the best postgraduate student in each category shall be made by the Admissions and Examinations Committee (AEC), on recommendation of the various Faculties/Schools.

11.5.1.4 Chancellor's medal (Best undergraduate degree student of the University of Namibia) (Final year students)

In order for a candidate to qualify for the Chancellor's Medal, he/she should, in addition to the guidelines as set out for the Vice Chancellor's Medal, also meet the following criteria:

(a) A candidate must have passed each module with an average of not less than 70% throughout his/her years of study, with major(s) passed with an average of not less than 80% at final year level.

(b) The overall mark (average) achieved by the candidate may not be less than 80%.

(c) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Chancellor's Medal will be shared by the candidates.

(d) The approved candidate will, apart from receiving the Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N$ 2 500-00.

11.5.1.5 Chancellor's medal (Best postgraduate student of the University of Namibia)

In order for a candidate to qualify for the Chancellor's Medal, he/she should, in addition to the guidelines as set out for the Vice Chancellor's Medal, also meet the following criteria:

(a) For candidates who have completed their Masters by course work and thesis, the following shall apply:
   (i.) Candidates shall be required to have achieved an average of not less than 75% at the end of the course work, and a minimum of 70% for each module.
   (ii.) Candidates shall be required to have achieved an average of not less than 80% in the thesis.
   (iii.) The overall mark (average) achieved by the candidate may not be less than 80%.

(b) For candidates who have completed their Masters by research, the following shall apply:
   (i.) Candidates shall be required to have achieved an average of not less than 85% in the thesis.

(c) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Chancellor's Medal will be shared by the candidates.

(d) The approved candidate will, apart from receiving the Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N$ 2 500-00.

12. LIBRARY AND INFORMATION SERVICES

12.1   GENERAL

Functioning as an integral part of the Information and Learning Resource Centre (ILRC), the University Library primarily serves the needs and meets the demands of the University's staff and students. However given the national mandate of the ILRC and the University's unique position in the wider community, services are extended to all. The information below is based on the physical collections and electronic resources remotely accessible through the Library website (http://library.unam.na), services and facilities at the ILRC building at the Windhoek Campus. Users of the branch libraries at all satellite campuses, and the library service outlets in the UNAM Regional Centres are advised to consult staff members at the various locations regarding local facilities.

12.2   OPENING HOURS

UNAM Libraries

Semester	Monday – Thursday	08:00 - 22:00
	Friday	08:00 - 18:00
	Saturday	12:00 - 16:00
	Sunday	14:00 - 20:00

| Vacations | Monday – Friday | 08:00 - 16:30 |
| | Saturday & Sunday | CLOSED |

Archives

| | Monday– Friday | 08:00 - 16:30 |
| | Saturday & Sunday | CLOSED |

Sam Nujoma Campus

Semester	Monday - Thursday	08:00 – 18:00
	Friday	08:00 – 16:30
	Saturday & Sunday	14:00 – 18:00

| Vacations | Monday – Friday | 08:00 - 16:30 |
| | Saturday & Sunday | CLOSED |

Southern Campus

	Monday–Thursday	08:00– 18:00
	Friday	08:00– 16:30
	Saturday	09:00 – 13:00
	Sunday	14:00 – 20:00

All Libraries are closed on Public Holidays. Changes will be posted at service points and on the library web spaces.

12.3   MEMBERSHIP

Library registration and renewal of membership is done on an annual basis for both old and new members. Renewal of UNAM staff library membership could be done over the phone by Circulation or Reference Desk staff OR by email directed to staff at the above service points at the beginning of each academic year. Due to lack of a guarantee whether students will successfully complete 1st , 2nd or 3rd year programmes, etc., all students are required to produce a valid and current academic year student card or proof of registration in order to have their library membership be renewed. External Individuals and institutions will only be registered upon full completion of an application form and presentation of the required documentation as indicated below.

CATEGORIES	REQUIREMENTS	PATRON TYPE	BORROWING PRIVILEGES
UNAM Undergraduate	Student Card for Current Academic Year or Proof of registration	UNAM Undergraduate	6 items 14 days
UNAM Post Graduate	Student Card for Current Academic Year or Proof of registration	UNAM Post Graduate	10 items 30 days
Prospective UNAM Master and Doctoral Students	Signed and dated letter from relevant Head of Department, Positive identification, Two passport photographs	UNAM Post Graduate	10 items 30 days
UNAM Academic Staff	Staff Card	UNAM Academic Staff	20 items 90 days
UNAM Admin Staff	Staff Card	UNAM Administration Staff	10 items 30 days
Visiting Staff	Letter of introduction from relevant Head of Department, Positive identification, Two passport photographs	UNAM Administration/Academic Staff	Arranged with Head: User Services
Retired UNAM Staff	Positive identification, Proof of retirement, two passport photographs	Retired UNAM Staff	3 items 14 days
Polytechnic / Namibia University of Science and Technology (NUST), IUM and Welwitchia University Staff	Current staff card	Polytechnic / NUST, IUM and Welwitchia Staff	3 items, from the Open Shelf Collections for 14 days

Polytechnic / NUST Post Graduate Students	Student card for current Academic Year or student card and proof of registration Reference letter from the Polytechnic / NUST Library	Polytechnic / NUST Post Graduate	3 items, from the Open Shelf Collections for 14 days
Polytechnic/ NUST Under graduate	Student Card for Current Academic Year or student card and proof of registration. Payment of the refundable annual fee of N$300 for 1 item, N$400 for 2 items, or N$600 for 3 items. A valid receipt must be presented for the annual refund.	Polytechnic/ NUST Under Graduate	1-3 items, from the Open Shelf Collections for 14 days
Namibian higher education and research institutions and government ministries	Reference letter from the institution and filled application form Positive identification Two passport photographs	Institutional Membership	3 items, from the Open Shelf Collections for 14 days per registered Individual
Private individuals (including UNISA and Under Graduate IUM and Welwitchia students.)	Positive identification, two passport photographs, Proof of postal and residential address, Non-refundable annual fee of N$300 for 1 item, N$400 for 2 items, or N$600 for 3 items.	Outside Borrower 1-3	1-3 items, from the Open Shelf Collections for 14 days

12.3.1   Additional notes on special categories of users

(i)   **Namibian higher education and research institutions and government ministries** - Staff members from any of these institutions are required to apply for membership with a reference letter from the institution. Reference letter should be addressed to the University Librarian.

(ii)   **Private individuals**
Individuals may apply basis for membership and borrowing privileges by paying the annual fee.

(iii)   **Group/School Visits**
Groups/schools should make prior arrangements at all campuses by contacting the Library.

12.4   COLLECTIONS

Books and other library materials are located in different collections. Items within most of these collections are organized and shelved according to the Dewey Decimal Classification System (DDC).

12.4.1   Open Shelf Collections

Library materials that constitute core collections that support all disciplines offered by UNAM are located in the open shelf collection in all libraries. Material from this collection may be borrowed for the normal loan periods.

12.4.2   Short Loan Collections

Literature for which usage is expected to be high is placed in the Short Loan Section on the recommendation of the lecturers. Two items may be borrowed simultaneously for a period of **four** hours only. Items may be taken out overnight from 20:00 but must be returned by 09:00 the next day. Reservations may be made for overnight loans.

12.4.3   General Reference Collection(s)

The above mentioned collection includes atlases, encyclopedias, dictionaries and directories. Items from this collection must be used in the University Library and preferably within the General Reference area.

12.4.4   Law Reference Collection

This collection comprises of Namibian and South African Law Reports and Core Law Textbooks, among other materials. The above physical collections are part of the Short Loan Section located on the First Floor. Print law reference collection is only available at the main campus library Short loan section. However the Library also subscribes to electronic editions of the Namibian and South African Law reports and Statutes which are accessible through the library website (http://library.unam.na) - **See Juta Online Publications under E-Journal Databases**).

12.4.5   Serial Collections (Periodicals)

This is a collection of periodic materials that are usually published on a daily, weekly, monthly or quarterly basis, such as journals and magazines etc. Periodicals are sometimes referred to as serials. The collection is located at first floor on the eastern side of the library. The single and current issues of serial collection should be used within the library but the bound volumes can be borrowed out on the normal borrowing period. More periodicals are available in electronic format through different electronic databases.

12.4.6   Electronic Resources Collections

The library provides access to journals, books and references materials in electronic format through databases such as: EBSCO, Emerald, Britannica Academic Edition, Sage, Science Direct, Springer link, IEEE etc. The e-resources can be

accessed both on campus and off campus from the library webpage, http://www.unam.edu.na/library/e-resources/. Library access available for library users. Remote access to the e-resources is restricted to currently registered UNAM students and staff only. Students should use their portal login details to log onto the off campus access to e-resources and staff should use their login details that they use to access their regular office computer OR the UNAM Web Mail (via the Internet).

12.4.7   Special Collections

Located on the Lower Ground Floor at the Windhoek Campus and on the ground floor of the Oshakati Campus contains items about Namibia, government publications and theses. These are closed collections and items must be requested from the Special Collections staff. Material is for use in the Special Collections area only.

- Items that may be brought into the Special Collections Section:
    - Note paper
    - Pencil case with writing stationery
    - Relevant digital devices

- Items not allowed into the Special Collections Section
    - Personal publications
    - Publications from other sections of the library
    - No bulky items such as folders, files and notebooks

- Seating is reserved for persons consulting Special Collections Section items

- Copies can be made adhering to the provisions of The Copyright and Neighboring Rights Protection Act, (Act 6 of 1994)

12.4.8   Institutional repository

The institutional repository is an online database for collecting, preserving, and providing open access to the research output of the University of Namibia. The repository consists of research articles, book chapters, conference proceedings, technical reports, thesis and dissertations produced by UNAM students and staff. The institutional repository can be accessed through the URL: http://repository.unam.na

12.4.9   Theses and Dissertations Online

The Library provides remote access to electronic copies of full-text theses and dissertations produced by UNAM postgraduate students as well links to full-text thesis and dissertation by UNAM staff completed in other institutions of higher education through the Institutional Repository: http://repository.unam.na/

12.4.10 UNAM Digital Collections

The Digital collections provide access to few selected undergraduate research projects produced by UNAM 4th and 5th year students. The database also provide access to past exam papers. The digital collection can be accessed through this link:
http://digital.unam.edu.na/

12.4.11 Archival Collections

Archival Collections
The UNAM Archives only exists at the Windhoek campus; it is located on the Lower Ground Floor and contains historical and other items about Namibia, UNAM publications and theses. Enquiries on open collections must be made through Archives staff but can be accessed through the OPAC at http://archives.unam.edu.na. Materials are for use within the Archives Unit area only. Further inquiries can be made through telephone +264 61 2063692 or vmatangira@unam.na

12.4.12 Audio-Visual Materials

Viewing and listening facilities for audio-visual materials are available at each campus. Users may request these materials from short loan / circulation/ reference staff.

12.4.13 Newspapers

The Library subscribes to most Namibian newspapers. These are available at Short Loan and Special Collection sections at the Windhoek campus and Circulation desks of all other campuses. Back copies of six months are available at the Special Collections.

12.4.14 Sheet Music

A small collection of sheet music is available at the Short loan section.

12.5   LIBRARY MATERIALS NOT AVAILABLE ON LOAN

The following materials are available for in-house use:

- Reference materials (e.g. dictionaries, atlases, encyclopedias, etc.)
- Special Collection materials
- Archival materials

12.6 SERVICES

12.6.1 Subject Information Services

Library users are encouraged to approach Librarians for professional information services. For in-person subject consultations and telephonic advice, see the list of contact details at the **beginning** of this document.

12.6.2 Inter-lending and Document Delivery Service

The purpose of this service is to obtain material not available in the University Library and UNAM`s E-Resources Subscriptions. Due to costs and the institution's responsibility for this material, the service is normally restricted to academic staff, researchers and postgraduate students of UNAM. Transactions for UNAM undergraduates will be undertaken on the recommendation of the relevant lecturer. Inter-library lending services among UNAM campus branch libraries are available to undergraduate students and all library users daily. See contact details of Inter-Library Lending Coordinator at the end of the document if you need these services.

12.6.3 Online Public Access Catalogue (OPAC)

The public access catalogue is web based and may be accessed at the following URL's**: http://www.unam.edu.na/libraryhttp://millennium.unam.na/** and **http://archives.unam.edu.na**

12.6.4 Access for Users with Special Needs

Users with special needs at the Main Campus library should make arrangements for accessing the ILRC building and the internal lift through Ext: 3217/ 3059 / 3740. Users at other campuses should make arrangements with library staff. See contact details/list below.

12.6.5 Photocopying and Printing

Photocopying and printing facilities with multifunction devices are available at all UNAM Libraries and users are required to go in with their domain username and password. Please note that this service is provided in keeping with the requirements of the Copyright and Neighboring Rights Protection Act, Act no 6 of 1994.

12.6.6 After-Hours Return Slot

During non-operational hours, users may return borrowed items   through the slot provided to the right-hand side of the entrance at the Windhoek Campus Library. Users at other campuses should ask for overnight arrangements pertaining to their own campus. The after-hours return box is emptied daily.

12.7 FACILITIES

12.7.1 Discussion Rooms

The Windhoek campus Library has two discussion rooms, on the First and Second Floors, respectively. Users at other campuses should ask library staff on duty if such services are available at their campus. Prior booking is necessary. Conditions of use apply.

Enquiries:	Short Loan, Ext. 3538 / 3536
Seating capacity:	16 people each
Equipment:	Reading tables, 16 chairs, White-board, Power outlets.

Regulations for the use of these venues:
- The Discussion Room may be utilized by registered UNAM students, Postgraduate students, lecturers and facilitators.
- Booking, collection and return of keys can be done at the Short Loan Section, Ext. 3536/ 3538.
- A MINIMUM of 5 and MAXIMUM of 16 persons are allowed.
- Access is during normal operational hours of the Library, as follows:
  Monday – Friday: 08:00 - 16:30, **CLOSED ON PUBLIC HOLIDAYS**
- Bookings must be made preferably at least 2 days prior to actual booking.
- The Discussion Room may <u>NOT</u> be used for TEACHING.
- Purpose of the Discussion Room is ONLY for discussions, meetings, seminars, presentations, workshops, training or other group activities of an academic / administrative nature.
- No BLOCK bookings may be made.
- The General Rules of conduct within the Library also apply to the use of the Discussion Rooms, i.e. no smoking; no eating or drinking; no disturbance to other library users; no use of cell phones; no littering or damage to property.
- Future use may be prohibited in the event of keys being returned late, deface to property or leaving the room in an untidy manner.

12.7.2 Wireless Internet

Wireless Internet access is available at all campus libraries.

12.7.3   Study Carrels
There are sixteen (16) individual lockable units available for Post Graduate and Undergraduate students at the Main campus for single person use. Prior booking is necessary. Conditions of use apply. A fine will be levied for lost keys. Enquiries: Ext. 3525/3538/3536.

12.7.4   Display Facilities

At the Main Campus Library display panels are available for indoor exhibitions, and posting of public notices. The University Librarian must approve all notices posted within the Library. Enquiries: Ext. 3531

12.7.5   Foyer

The Foyer at the Main Campus Library may be used for events such as displays and book launches. Enquiries: Ext. 3531.

12.8   GENERAL RULES

12.8.1   Cellular phones must be on silent when entering UNAM Libraries.

12.8.2   All visitors to the Library are required to leave bags at the security counter and to familiarize them with conditions that apply.

12.8.3   No person should cause a disturbance or inconvenience to users.

12.8.4   Silence must be maintained in the Library at all times.

12.8.5   It is prohibited to smoke, eat or drink in all areas of the building.

12.8.6   Persons who damage or tamper with University Library property will be held responsible. It is strictly prohibited to move around or rearrange Library furniture.

12.8.7   Users must carry their Student, Staff or User Card at all times, and must show the same when requested to identify themselves to staff and / or security personnel on duty.

12.8.8   Users must report loss of cards immediately at the Circulation Desk to prevent unauthorized transactions.

12.8.9   A valid student, staff or user card must be produced before items will be issued. User cards are not transferable. The owner of each card will be held responsible for items issued on that card.

12.8.10 Renewals of loan period may be granted on request for two further periods of two weeks for undergraduate students and special users, thirty days for postgraduate students, administrative, academic and research staff, provided the item has not been reserved by another user. Renewals can be done telephonically or via e-mail (See contact details/list below.) An item may be renewed twice without being brought to the University Library. Requests for extensions must be made before the loan period lapses.

12.8.11 Laptops may be brought into the Libraries

12.8.12 Reservations may be made for items on loan to other users. The prospective user will be notified when the item is returned. However, reserved items will be returned to the shelf if not collected within five days of the user being notified.

12.8.13 To ensure the availability of information sources, users must return material urgently required by the University Library within five days.

12.8.14 A user is held responsible for the loss or damage of all items issued to him/her and is obliged to reimburse the University Library at the prevailing replacement cost. Where the price cannot be established, the user must pay a **minimum** replacement cost of N$800.00. The user also has the option to replace the item with an identical copy.

12.8.15 Fines and administrative fees are charged for late returns of material. Overdue reminders are sent daily. After a third and final reminder, the replacement costs of the item will be claimed from the user. Failing to settle accounts, the user's borrowing privileges will be suspended. Student fines accrued on the Library system and billed items will be transferred to the Office of the Bursar for payment at the end of each semester. Staff defaulters will be referred to the Human Resource Director for all outstanding amounts to be deducted from their salaries and / or other benefits once a year.

12.8.16 Electronic security systems and security staff are in place to detect unauthorized removal or mutilation of University property. Anyone found attempting to remove or mutilate University Library material not correctly issued will be blacklisted and charged an on the spot fine of N$800.00, and steps for further disciplinary action will be instituted.

12.8.17 Persons under 16 must either be accompanied by an adult or make prior arrangements through the Reference Desk, ext. 3878.

12.8.18 Visiting groups must make prior arrangements with the Reference Desk, Ext: 3878 OR Circulation Librarian, Ext: 3531.

12.8.19 No notices should be displayed anywhere inside the building without the prior approval of the University Librarian.

12.8.20 Unless otherwise stipulated, a person who violates any of the rules above will be charged an on the spot fine of N$50.00 in addition to any other penalty/penalties that may be imposed on such offender.

12.8.21 Violations outside the jurisdiction of the University Librarian, will be referred to the relevant authorities for appropriate action.

13. STUDENT LIFE

A. SPORT AND CULTURE

13.1 SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS

UNAM aims to offer all registered students (hostel as well as non-hostel students) an opportunity to realize individual and/or group interests and needs in the sports and cultural areas.

The procedures and guidelines for the establishment of new sports clubs and societies as well as information pertaining to existing clubs/societies are obtainable from the Sports Office within the Support Services Department of the Office of the Dean of Student. All student clubs and societies fall under the Support Services Department.

13.2 SPORT CLUBS AND THEIR OVERALL OBJECTIVES

All the sports codes offered by the sport office within the office of the dean of students, some of which are outlined, below seek to avail opportunities to students to:

a) Explore, awaken and develop their dormant talents / skills
b) Build students' confidence, self-respect and character
c) Develop, improve and maintain good mental and physical health
d) Release, diffuse and handle negative energy and pressures (be they personal, social or academic)

Athletics	Basketball	Body-building	Boxing	Cricket
Judo	Karate	Netball	Snooker	Soccer
Rugby	Gym	Aerobics	Swimming	Table Tennis
Squash	Volleyball	Tennis	Mountaineering & hiking	
Chess				

13.3 SOCIETIES – THERE ARE BASICALLY FOUR (4) TYPES OF STUDENT SOCIETIES, WHOSE BROAD OBJECTIVES WILL BE OUTLINED BELOW WITH FEW EXAMPLES, WHILE SOCIETIES' SPECIFIC OBJECTIVES WILL FOLLOW THEREAFTER

<u>ACADEMIC</u> – THESE SOCIETIES ARE LEARNING PLATFORMS FOR SPECIFIC ACADEMIC PROGRAMS, FIELDS OF STUDY OR SPECIALTIES.

Law Student Society	Agricultural Society	Economics & Marketing Society
History Society	Accounting Society	UNAM Science Society
Social Work Society	Education Society	UNAM Environmental Society, etc

a) **Social welfare** – the overall aim of these societies is prepare students for their social responsibility and nation building, tackle social problems head-on, through volunteering, sacrificing, giving to the needy and finding meaning in life by working for the less fortunate in society.

UNAM Violence Prevention Group	Cancer Awareness Network	Peer educators support group
Leaders at Work Group	Students against Drugs	AIDS Club, etc.

b) **Development** - these societies are effective avenues for students with inclinations towards any given field to explore their passion or interests, develop and refine that further and become well - grounded and talented people in those trades

Campus Vision	Pan African Movement	Debating Society
UNAM Choir	UNAM Radio	Malcolm X, etc, etc

c) **Spiritual care** – these are religious societies which are targeted at spiritual care, growth and development.

Fellowship for Christian Movements (FCM)	ERLCIN	Christ Embassy
Muslim Students' Society	His People	In Your Face
Baha'i Students' Association	7th Adventist Church, etc.	

13.4 AIMS AND OBJECTIVES OF SOCIETIES

13.4.1 UNAM DEBATING SOCIETY

This society aims at inter alia, stimulating students' command of language, power of conviction and elocution talent.

13.4.2 CAMPUS VISION

This society is responsible for the publication of the Campus Newspaper, "The Campus Vision". This paper enables students to express their creative abilities by means of literacy, art and journalism.

13.4.3 FELLOWSHIP FOR CHRISTIAN MOVEMENTS (FCM)

This is an umbrella body for all Christian Societies serving the church of Christ who is preaching the gospel and in-depth bible study and community service. All registered Christian Societies resort under the movement and their activities are coordinated by FCM.

13.4.4 PAN AFRICAN STUDENTS SOCIETY

It aims at receiving and upholding the African ideology, advocated by Kwame Krumah. It advocates African Unity. It aims to unite students, on National and African days. It holds public lectures and tours to destinations of National and African importance.

13.4.5 HISTORY SOCIETY

Their aim is to create interest in archeological and historical sites in Namibia, to improve the accessibility of history communities, schools and other interested parties and to bring Historians together. They want to preserve important archeological sites and promote historical research on Namibian History. This it is trying to achieve through the newly introduced web page on the Internet. It tries to support and promote the collection, storage and usage of data, documentation and any other materials relevant to such research.

13.4.6 CAMPUS RADIO

It aims at serving the student community, as a platform for talented members of the student community to develop artistic skills, and enjoy their love for music and journalism. It serves as a medium through which students can express their views, opinions, requests, sentiments, etc. It acts as catalyst enabling students to communicate and socialize freely.

13.4.7 UNAM CHOIR

Its main aim is to bring together students that have a common interest in music. It provides entertainment for both formal and informal functions for the University and also aims at polishing the singing talents of students.

13.4.8 ECONOMIC & MARKETING SOCIETY

This society aims at increasing student's participation in the process of economic development planning through interaction with all stakeholders, such as the Government, parastatals etc. This society engages students in programmes and activities that broaden their economic understanding by conducting seminars, public lectures and educational tours.

13.4.9 UNAM ENVIRONMENTAL SOCIETY

UNAM Environmental Society aims at sensitizing students and the community at large on national environmental concerns. It also aims at creating respect and appreciation of nature and the conservation and sustainable utilization of our scares resources.

13.4.10 MALCOLM X

They strive for both national and international justice, peace, freedom and harmony. They believe in the development of human resources, the education of the youth equality between men and women and economic harmony.

13.4.11 UNAM SCIENCE SOCIETY

To enhance and create respect and appreciation of science and to articulate and act on issues of scientific concern. To create awareness amongst students and the society at large of the importance of scientific research and to promote the development of science, technology and environmental studies.

13.4.12 UNAM AGRICULTURE SOCIETY

To create awareness amongst students on issues such as research conducted and aimed at extending frontiers of knowledge relevant to Namibia's environment, natural resources, ecological processes, agricultural and livestock technology.

13.4.13 UNAM LAW SOCIETY

To promote a culture of awareness amongst students, of human rights in Namibia and the Region. To conduct research which identifies the relationship between Namibian Law and other elements in society.To play a meaningful role in the development and adaptation of the law to the rapidly changing socio-economic conditions in the Region.

B. COUNSELING SERVICES

The overall well-being of (the) students depends on the support systems availed through the Office of the Dean of Students' diverse programmes. Different types of counselling services are offered under the Professional Services Department of the Office of the Dean of Students. Counselling services include but is not limited to the following programmes, Academic counselling; Career Counselling; Psychosocial Counseling,

How can counseling help?

Counseling is not about giving advice, telling people what to do or passing judgments. It does, however, offer the chance to reflect on a situation and explore, with a Professional Counselor, the thoughts and feelings one might have about oneself, particularly within the context of the university life.

Why do people need counseling?

Students are faced with different types of problems during their university life. Typical problems are stress, uncertainty or depression which can interfere with their academic life.

Common scenarios that are presented to Counselors are:
* Career Guidance
* Difficulties in coping academically
* A desire to know themselves better
* A vague sense of loneliness, 'rootless-ness', isolation or disconnectedness, perhaps because of cultural differences
* Moods or unaccountable feelings (e.g. of sadness, depression, fear, anger or thoughts of suicide / self-harm)
* Sexual/racial or other harassment, violence
* Preoccupation with body image, perhaps leading to eating disorders, anorexia, obesity
* Issues to do with self-esteem, self-confidence, under achievement
* Bereavement and loss
* Concerns about relationships with partners, parents and other family members
* Sexual issues, for example sexual abuse, unplanned pregnancies, uncertainty over sexual orientation
* Addictions, for example to alcohol, drugs, gambling, non-stop video or computer games
* HIV/AIDS – Peer counseling (training available to students who want to assist friends with problems.

Counseling at UNAM is always treated with the utmost confidentiality and professionalism.

C.   PRIMARY HEALTH CARE

The on-campus primary health care clinic provides preventative and curative services and gives Family Planning. It also provides health education on diseases such as sexual transmitted diseases, AIDS/HIV, Hypertension and Diabetes.
VCT – Voluntary Counseling and Testing are available at the clinic and results are available immediately. All these services are free of charge.

D.   CHAPLAINCY

The role of the Chaplain at the University of Namibia is to help students and to encourage the spiritual well-being of the University community both collectively and individually.

An important part of this is represented by the spiritual and pastoral care which is offered on a personal and confidential basis to students. Social events also feature in the Chaplaincy and it involves itself and members of the Fellowship of Christian Movements (FCM) in supporting a variety of charities in the Namibian society.

The Chaplaincy also forms part of the student counseling services in the Office of the Dean of Students. This service provides support for students and works closely with student organizations and colleagues in related fields.

The Chaplaincy places high values on reporting on its work in a variety of ways to all of its stakeholders.

E.   RESIDENCE FACILITIES

The University of Namibia offers extensive accommodation services on all the campuses. Details regarding accommodation should be obtained from the Office of the Dean of Students. Being admitted academically at the University of Namibia does not mean that applicants are admitted in the campus accommodation facilities, therefore applicants need to apply for campus accommodation on the prescribed form.