



# **Postgraduate Studies**

*Prospectus 2015*



**UNAM**  
UNIVERSITY OF NAMIBIA

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# PROSPECTUS 2015

## **SCHOOL OF POSTGRADUATE STUDIES**



**UNAM**  
UNIVERSITY OF NAMIBIA

## NOTE

Regulations and curricula for 2015 may be amended. General regulations and information appear in the **General Information and Regulations Prospectus**.

Although the information contained in this Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions which may occur. The University retains the right to amend any regulation or condition without prior notice.

The information is correct up to 31 October 2014.

**The fact that particulars of a specific programme or field of study have been included in this Prospectus does not necessarily mean that such programme or field of study will be offered in 2015 or any consecutive year.**

This Prospectus must be read in conjunction with the **General Information and Regulations Prospectus**.

## IMPORTANT NOTE

**Please consult the relevant Faculty Prospectus for detailed information regarding the course descriptors of all qualifications offered in the specific Faculty**

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## **PREAMBLE– SCHOOL OF POSTGRADUATE STUDIES**

The mission of the School of Postgraduate Studies is to promote excellence amongst postgraduate staff and students through responsive teaching, Postgraduate Studies research and supervision, scholarship and instructional pastoral support.

The main objective of the School of Postgraduate Studies is to become a PGS School of repute that effectively enables UNAM to fulfil its national Postgraduate education and training mandate.

The School of Postgraduate Studies has the mandate to coordinate the University of Namibia's Postgraduate Programmes in a manner that uniform quality control regulations and procedures are strictly adhered to and high academic standards are maintained. In addition to providing postgraduate students with high quality academic, ICT, psychosocial and social-emotional support services. The School is mandated to build capacity for the expression of excellence in teaching, student research supervision and innovation amongst postgraduate staff.

The roles and responsibilities of the School of Postgraduate Studies are to:

- Coordinate and monitor the running of University of Namibia postgraduate programmes; including externally supported postgraduate training programmes to ensure quality control and the maintenance of high academic standards;
- Coordinate the consideration and processing of postgraduate student research proposals, theses and dissertations;
- Coordinate and administer viva voce examinations;
- Review all postgraduate programmes offered either by the University of Namibia or through the University of Namibia;
- Provide academic support services to postgraduate students such as those of study programme information dissemination, supervision, academic Counselling and pastoral care, enrolment, registration, examination, compensatory capacity enhancement, postgraduate level ICT empowerment and access to electronic resources for study purposes, postgraduate study resource mobilization and any other services germane to the optimal provision of postgraduate studies;
- Provide postgraduate students with opportunities to interact and determine their own welfare through the envisaged postgraduate students association and the postgraduate students newsletter;
- Enforce common regulations on PGS programme structures, admissions, enrolment, registration, assessment, PGS progression rules and termination of registration rules;
- Operate administrative and academic structures for applying research ethics in postgraduate training and in the use of human and animal subjects in research conducted by postgraduate students;
- Empower academic staff, through short courses, workshops and seminars, to teach at the postgraduate level, conduct effective student supervision and lead viable collaborative staff/student research teams;
- Consider and assess the viability, quality and accreditation issues of new postgraduate programmes;
- Initiate, formulate, interpret, and review postgraduate studies regulations.

# ACADEMIC CALENDAR 2015

## **FIRST SEMESTER**

08 January	University opens
19 January	Registration commences: Senior undergraduate and Postgraduate students: On-line (until 4 Feb)
19 January – 04 February	Registration (Last day for Late Registration: 11 February)
20 January	Academic staff resumes office duties
23 January	Registration: 1 <sup>st</sup> Year Postgraduate students
26 January	Registration commences: 1 <sup>st</sup> Year undergraduate students
04 February	Registration ends: All students
<b>09 February</b>	<b>Lectures commence for FIRST SEMESTER</b>
30 March	1 <sup>st</sup> Semester break starts
07 April	Lectures resume after 1 <sup>st</sup> Semester break
<b>13 May</b>	<b>Lectures end for FIRST SEMESTER</b>
19 May	Regular Examinations commence (Semester I courses)
10 June	Regular Examinations end
15 June – 19 June	Supplementary/Special Examinations
19 June	End of 1 <sup>st</sup> Semester
29 June – 03 July	Mid-year recess

## **SECOND SEMESTER**

<b>13 July</b>	<b>Lectures commence for SECOND SEMESTER</b>
24 August	2 <sup>ND</sup> SEMESTER break starts
31 August	Lectures resume after 2 <sup>ND</sup> SEMESTER Break
<b>16 October</b>	<b>Lectures end for SECOND SEMESTER</b>
22 October	Regular Examinations commence (Semester 2 & Double courses)
12 November	Regular Examinations end
17 November – 23 Nov	Supplementary/Special Examinations
<b>23 November</b>	<b>End of SECOND SEMESTER</b>
15 December	Academic Year ends & University closes (until 11 January 2016)
11 January 2016	University opens (2016 academic year)
21 January 2016	Academic staff resumes office duties

## **DUE DATES FOR THE 2014 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 mark & Promotion Exam .....	06 Feb
Last day for application for exemption(s) .....	06 Feb
Last day for Late Registration (Late fee payable) .....	11 Feb
Last day for approval of exemption(s) .....	11 Feb
Last day for approval of retention of continuous assessment mark & Promotion Exam .....	11 Feb
Last day for approval of course(s) & qualification changes .....	11 Feb
Last day for change of Offering Types at Regional Centres (Semester 1 modules) .....	28 Apr
Rectification of Semester 2 modules starts (until 17 July) .....	13 July
Rectification of Semester 2 modules ends .....	17 July
Last day for Appeals (Semester 1 modules (Reg & Supp/ Spec Exams of June 2015) .....	24 Jul
Last day to submit outstanding documentation .....	21 Aug
Last day to cancel enrolment .....	24 Sept
Last day to submit Theses and Dissertations for examinations .....	30 Oct

### **(ii) CANCELLATIONS**

#### **Semester 1 courses**

Last day to cancel Semester 1 courses .....	08 May
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#### **Semester 2 courses**

Last day to cancel Semester 2 courses .....	24 Sept
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#### **Double courses** (A double course normally extends over one academic year)

Last day to cancel Double courses .....	24 Sept
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### **(iii) FINANCE**

#### **Semester 1 courses**

Last day to cancel with 100 % credit .....	06 March
Last day to cancel with 50 % credit .....	17 April

#### **Semester 2 courses**

Last day to cancel with 100 % credit .....	07 August
Last day to cancel with 50 % credit .....	28 August

#### **Double courses** (a double course normally extends over one academic year)

Last day to cancel with 100 % credit .....	06 March
Last day to cancel with 50 % credit .....	05 June

## **STRUCTURE AND PERSONNEL**

### **OFFICE OF THE DIRECTOR**

☎ (+264 61) 206 4662    📠 (+264 61) 206 3290    ✉ sitoolwa@unam.na    📮 Private Bag 13301, Windhoek, Namibia

**Director:** Dr CN Shimwooshili-Shaimemanya: B.A. Ed (NUL), MEd (Howard), Cert. Dist. Ed (UNISA);  
PhD Science Ed (Florida Tech)

**Deputy Director:** Assoc. Prof P Chimwamurombe: BSc.Biochemistry, MSc. Biotechnology (UZ), PhD Plant  
Biotechnology (Univ of Pretoria, RSA)

**Faculty Officer:** Ms D Davies

**Project Coordinator:** Ms N Namweya

**Administrative Officer:** Ms S Itoolwa

**Secretary:** Vacant

General enquiries regarding the School of Postgraduate Studies and the postgraduate qualifications offered by the respective Faculties should be directed to:

The Faculty Officer  
School of Postgraduate Studies  
University of Namibia  
Private Bag 13301  
Windhoek,  
NAMIBIA

Telephone: (+264 61) 206 4615

Fax: (+264 61) 206 3290

E-mail: ddavies@unam.na

## **A. POSTGRADUATE TRAINING PROGRAMMES AT UNAM**

### **A.1 Faculty of Agriculture and Natural Resources**

- Master of Science (Rangeland and Resources Management)
- Master of Science (Agriculture – by Thesis)
- Master of Science (Fisheries and Aquatic Sciences – by Thesis)
- Doctor of Philosophy (Agriculture – by Dissertation)
- Doctor of Philosophy (Fisheries and Aquatic Sciences – by Dissertation)

### **A.2 Faculty of Economics and Management Sciences**

- Postgraduate Diploma in Internal Auditing
- Master of Arts in Political Studies
- Master of Public Administration
- Master of Science in Accounting and Finance
- Master of Science in Economics
- Doctor of Philosophy in Political Studies
- Doctor of Philosophy in Public Administration
- Doctor of Philosophy in Management Science **(NO INTAKE FOR 2015)**

#### **NAMIBIA BUSINESS SCHOOL (NBS)**

Please consult directly with the NBS

### **A.3 Faculty of Education**

- Master of Education (by Research)
- Master of Education (Adult Education)
- Master of Education (Curriculum and Assessment Studies)
- Master of Education (Educational Technology)
- Master of Education (Early Childhood Development)
- Master of Education (Inclusive Education)
- Master of Educational Psychology (Guidance and Counselling)
- Master of Education (Leadership, Management and Policy Studies)
- Master of Education (Literacy and Learning)
- Master of Education (Mathematics Education)
- Master of Education (Science Education)
- Master of Education (Sports Education)
- Doctor of Philosophy (Adult Education)
- Doctor of Philosophy in Education (Comparative and History of Education)
- Doctor of Philosophy in Education (Curriculum, Instruction and Assessment Studies)
- Doctor of Philosophy in Education (Early Childhood Education)
- Doctor of Philosophy in Education (Educational Law and Policy Studies)
- Doctor of Philosophy in Education (Educational Management and Administration)
- Doctor of Philosophy in Education (Inclusive Education)
- Doctor of Philosophy in Education (Philosophy and Sociology of Education)
- Doctor of Philosophy in Education (Mathematics Education)
- Doctor of Philosophy in Education (Science Education)
- Doctor of Philosophy in Education (School Guidance and Counselling)
- Doctor of Philosophy in Education (Sport Education)

### **A.4 Faculty of Engineering and Information Technology**

- Master of Science in Civil Engineering with specialisations: Water, Transport and Structures)
- Doctor of Philosophy in Engineering

### **A.5 Faculty of Health Sciences**

#### **A.5.1 School of Medicine**

None

#### **A.5.2 School of Nursing and Public Health**

- Postgraduate Certificate in Advanced Nursing Skills
- Postgraduate Certificate in Pharmacotherapy
- Postgraduate Diploma in Nursing Science (Operating Room)
- Postgraduate Diploma in Nursing Science (Critical Care)

- Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)
- Postgraduate Diploma in Nursing Science (Clinical Instruction)
- Postgraduate Diploma in Nursing Science (Emergency Nursing)
- Postgraduate Diploma in Nursing Science (Mental Health Nursing Care) **NEW**
- Master of Public Health **(NO INTAKE FOR 2015)**
- Master of Science (Applied Field Epidemiology/Laboratory Management)
- Master of Nursing Science **(NO INTAKE FOR 2015)**
- Doctor of Nursing Science **(NO INTAKE FOR 2015)**
- Doctor of Philosophy in Public Health **(NO INTAKE FOR 2015)**

### **A.5.3 School of Pharmacy**

- Master of Pharmacy – by Thesis
- Doctor of Philosophy in Pharmaceutical Chemistry
- Doctor of Philosophy in Pharmaceutics
- Doctor of Philosophy in Pharmacology
- Doctor of Philosophy in Pharmacy Practice

### **A.6 Faculty of Humanities and Social Sciences**

- Postgraduate Diploma in Heritage Conservation and Management
- Master of Arts
- Master of Arts (Afrikaans Studies)
- Master of Arts (Clinical/Counselling Psychology) **(NO INTAKE FOR 2015)**
- Master of Arts (English Studies)
- Master of Arts in Gender Studies
- Master of Arts (German Studies)
- Master of Arts (Industrial Psychology) **(NO INTAKE FOR 2015)**
- Master of Arts (Performing Arts)
- Master of Arts (Social Work) **(NO INTAKE FOR 2015)**
- Doctor of Philosophy in Arts
- Doctor of Philosophy in History
- Doctor of Philosophy in English Studies
- Doctor of Philosophy in Social Work **(NO INTAKE FOR 2015)**
- Doctor of Philosophy in Information Studies
- Doctor of Philosophy in Sociology
- Doctor of Philosophy in Psychology **(NO INTAKE FOR 2015)**
- Doctor of Philosophy in Geography

### **A.7 Faculty of Law**

- Master of Laws (by Thesis)
- Doctor of Philosophy in Law

### **A.8 Faculty of Science**

- Master of Science (by Thesis)
- Master of Science in Applied Geology
- Master of Science in Petroleum Geology
- Master of Science Biodiversity Management
- Master of Science in Microbiology
- Master of Science in Chemistry
- Master of Science in Industrial Biochemistry
- Master of Science in Information Technology
- Master of Science in Mathematics (Applied Mathematics)
- Master of Science in Mathematics (Pure Mathematics)
- Master of Science in Nuclear Science
- Master of Science in Physics
- Master of Science in Statistics and Demography
- Doctor of Philosophy

#### **A.8.1 School of Computing**

- Master of Science Information Technology
- Doctor of Philosophy

#### **A.8.2 School of Military Science**

- Postgraduate Diploma in Security and Strategic Studies
- Master of Arts in Security & Strategic Studies

## **B. FACULTY OF AGRICULTURE AND NATURAL RESOURCES**

### **OFFICE OF THE EXECUTIVE DEAN**

☎ (+264 61) 206 3890 ☎ (+264 61) 206 3013 ✉ [mtcloete@unam.na](mailto:mtcloete@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### **Executive Dean:**

Prof F Mause: BSC, MSC, PHD (RUSSIA)

#### **Deputy Dean (Neudamm Campus):**

Dr N P Petrus: B.Agric Animal Science Hons, University of Nigeria Nsukka (Nigeria); M.Sc. (CIRAD- Montpellier (France); PhD Agric (UNAM)

#### **Deputy Dean (Ogongo Campus):**

Dr J Njunge: B.Sc. Forestry (Moi University); M.Sc. Plant and Fungal Taxonomy (Reading Univ); PhD Forest Ecology (University of Wales)

### **ACADEMIC DEPARTMENTS**

#### **DEPARTMENT OF AGRICULTURAL ECONOMICS (Neudamm Campus)**

Head of Department: Ms M M Hangula: Nat Dip Agric (Ogongo); B.Sc. Agric (UNAM); M. Sc. Agric & Resource Econ (Alberta, Canada)

☎ (+264 61) 206 4015 ☎ (+264 61) 206 3013 ✉ [mhangula@unam.na](mailto:mhangula@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF ANIMAL SCIENCE (Neudamm Campus)**

Head of Department: Mr S P Muteka; B.Sc. (Concordia), M.Sc. (Pretoria)

☎ (+264 61) 206 3930 ☎ (+264 61) 206 3013 ✉ [spmuteka@unam.na](mailto:spmuteka@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF CROP SCIENCE (Ogongo Agricultural Campus)**

Head of Department: Dr C Gwanama: B.AgricSc; M Sc (University of Zambia); PhD (Univ Orange Free State)

☎ (+264 65) 223 5000 ☎ (+264 65) 223 5302 ✉ [cghanama@unam.na](mailto:cghanama@unam.na) ✉ Private Bag 5520 Oshakati, Namibia

#### **DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY (Neudamm Campus)**

Head of Department: Dr M NNN Shikongo-Nambabi: B.Sc. Hons Biochemistry (Kent); M.Sc. Applied Immunology (Brunel); Ph.D Microbiology (Pretoria)

☎ (+264 61) 206 3241 ☎ (+264 61) 206 3013 ✉ [mshikongo@unam.na](mailto:mshikongo@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF FISHERIES & AQUATIC SCIENCES (Neudamm Campus)**

Head of Department: Mr L Kandjengo: B.Sc. (UNAM); B.Sc. Hons (UCT), M.Sc. (UCT)

☎ (+264 61) 206 3171 ☎ (+264 61) 206 3462 ✉ [omoregie@unam.na](mailto:omoregie@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF INTEGRATED ENVIRONMENTAL SCIENCE (Ogongo Agricultural Campus)**

Head of Department: Vacant

☎ (+264 65) 223 5000 ☎ (+264 65) 223 5302 ✉ [ikaholongongo@unam.na](mailto:ikaholongongo@unam.na) ✉ Private Bag 5520 Oshakati, Namibia

## **B.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF AGRICULTURE AND NATURAL RESOURCES**

The Faculty of Agriculture and Natural Resources may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
17MSRR	Master of Science (Rangeland and Resources Management)	2
17MSAE	Master of Science in Agricultural Economics – by Thesis	2
17MSAS	Master of Science in Animal Science – by Thesis	2
17MSCS	Master of Science in Crop Science – by Thesis	2
17MSFS	Master of Science in Food Science & Technology – by Thesis	2
17MSSS	Master of Science in Soil Science – by Thesis	2
17MSFA	Master of Science in Fisheries and Aquatic Sciences – by Thesis	2
17MSER	Master of Science in Environment & Natural Resources Management – by Thesis	2
17MSWE	Master of Science in Wildlife & Ecotourism – by Thesis	2
17DPAE	Doctor of Philosophy in Agricultural Economics	3

17DPAS	Doctor of Philosophy in Animal Science	3
17DPCS	Doctor of Philosophy in Crop Science	3
17DPFS	Doctor of Philosophy in Food Science & Technology	3
17DPSS	Doctor of Philosophy in Soil Science	3
17DPFA	Doctor of Philosophy in Fisheries and Aquatic Sciences	3
17DPER	Doctor of Philosophy in Environment & Natural Resource Management	3
17DPWE	Doctor of Philosophy in Wildlife & Ecotourism	3

## **B.2 M. SC. RANGELAND AND RESOURCES MANAGEMENT [17MSRR]**

### **B.2.1 ADMISSION REQUIREMENTS**

- B.2.1.1 The University of Namibia general regulations regarding admission of students to Master's Degree programmes shall apply.
- B.2.1.2 Notwithstanding the above, students wishing to enrol for this programme must be in possession of a good undergraduate Bachelor of Science degree in Agriculture, Biology, Life Sciences, or related field from a recognized and accredited institution of higher learning.

### **B.2.2 ASSESSMENT**

The following were adopted to ensure high standards and competitive degree quality:

- B.2.2.1 A 3-hour theory examination at the end of each course;
- B.2.2.2 A pass mark of 60% for all courses, including the thesis;
- B.2.2.3 A weighting of 50:50 for continuous assessment (CA) and the final examination;
- B.2.2.4 At least 3 different continuous assessments for each course for core courses and 5 for generic courses;
- B.2.2.5 Only students with an attendance record of 80% of all course activities (excluding continuous assessment activities) and a minimum continuous assessment grade of 40% can write the final examination;
- B.2.2.6 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. A student who fails to get the required passing marks after the supplementary examination will have to repeat the failed course in the subsequent year.
- B.2.2.7 A student can remain registered for a maximum of 4 years.
- B.2.2.8 Student will only be awarded M.Sc. degree in Rangeland Resources Management upon completion of all required courses with a pass mark of 60% or higher, including the thesis component.

### **B.2.3 DEGREE STRUCTURE**

The following will be the structure of the degree.

- B.2.3.1 The degree name will be MSc. Rangeland Resources Management and will be housed and taught in the Department of Animal Science at the University of Namibia.
- B.2.3.2 It will be a two-year fulltime program with a 50:50 weighting of course work to research. The program is based at Neudamm Campus. Classes/Lecturing will take place during daytime.
- B.2.3.3 Coursework will be covered over two semesters in the first year while research and thesis work will be done in the second year.
- B.2.3.4 There will be a maximum of 15 students per intake (minimum 5 students) and new intakes will be done once in two years.
- B.2.3.5 The degree course work will comprise of: 8 compulsory core courses, 2 (out of 7) elective core courses and 2 compulsory generic courses. Graduation requires the completion of minimum 240 credits in line with NQA guidelines.

- B.2.3.6 Core courses, both compulsory and elective will be equally weighted at 12 credits each, equivalent to 40 hours, while generic courses will each be weighted at 16 credits, equivalent to 64 hours.
- B.2.3.7 Each core course will run over a 4-week block, while the generic courses will run over 28 weeks, across the two semesters.
- B.2.3.8 Six core courses will be taught each semester with a week's break between the core teaching blocks.
- B.2.3.9 Core course examinations will be written immediately after the course, during the inter-block break.
- B.2.3.10 To counter the anticipated time-tabling problem regarding the 7 elective courses, there will be restricted possible course combinations and sequencing in the student's degree plan.

#### **B.2.4 TEACHING MODE**

This will include; lectures, field work, discussion seminars, case studies, group projects etc.

#### **B.2.5 THESIS COMPONENT**

Only students who have successfully passed all coursework shall be allowed to undertake research in Range Resource Management. Each student is required to propose a topic and write a proposal for research before the end of the first year. The official registration for the thesis will depend upon acceptance of her/ his proposal by Postgraduate Students Committee.

Two (2) supervisors are recommended per student and the main supervisor must be from UNAM and must be a PhD holder. All theses must be externally examined.

#### **B.2.6 PROGRAMME SCHEDULE**

##### **FIRST YEAR**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>NQF LEVEL</b>	<b>L</b>	<b>P</b>	<b>CREDITS</b>	<b>COMPULSORY/ ELECTIVE</b>
<b>Semester 1</b>						
UAE 5819	Academic Writing for Postgraduate Students	8	04/56	0		Compulsory
ASC 5900	Research/ Exp Design & Analysis	9	2	0.3	8	Compulsory
ASC 5920	Geographic Info Systems & Remote Sensing	9	1.1	1.2	8	Compulsory
ASC 5981	Intro Integrated Resource Management	9	7/w	3/w	12	Compulsory
ASC 5991	Rangeland Ecosystem Structure & Function	9	7/w	3/w	12	Compulsory
ASD 5981	Soil Dynamics	9	7/w	3/w	12	Elective
ASW 5981	Water Dynamics	9	7/w	3/w	12	Elective
ASE 5981	Environmental Physiology	9	7/w	3/w	12	Elective
ASL 5981	Land Use Planning	9	7/w	3/w	12	Elective
ASF 5981`	Fodder Flow	9	7/w	3/w	12	Elective
ASR 5981	Rangeland Management	9	7/w	3/w	12	Compulsory
<b>TOTAL SEMESTER 1 CREDITS</b>					<b>128</b>	
<b>Semester 2</b>						
ASC 5900	Research/ Exp Design & Analysis	9	2	0.3	8	Compulsory
ASC 5920	Geographic Info Systems & Remote Sensing	9	1.1	1.2	8	Compulsory
ASC 5992	Rangeland Degradation and Its Mitigation	9	7/w	3/w	12	Compulsory
ASN 5982	Nutrition of Foraging Animals	9	7/w	3/w	12	Compulsory
ASS 5982	Sustainable Livelihoods	9	7/w	3/w	12	Compulsory
ASR 5982	Range Biodiversity and Conservation	9	7/w	3/w	12	Compulsory
ASC 5982	Wildlife Ecology & Management	9	7/w	3/w	12	Elective
ASE 5982	Natural Resource Economics	9	7/w	3/w	12	Elective
ASP 5982	Natural Resource Policies	9	7/w	3/w	12	Elective
<b>TOTAL SEMESTER 2 CREDITS</b>					<b>116</b>	
<b>TOTAL FIRST YEAR CREDITS</b>					<b>244</b>	

SECOND YEAR				
COURSE CODE	COURSE TITLE	NQF LEVEL	CREDITS	COMPULSORY/ ELECTIVE
Semester 1				
ASC 5910	Research Project / Thesis	9		Compulsory
Semester 2				
ASC 5910	Research Project / Thesis	9		Compulsory
TOTAL SECOND YEAR CREDITS			128	
TOTALS			340	

### **B.3 M. SC. IN AGRICULTURE – BY THESIS**

The Master of Science in Agriculture – by Thesis in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia. Refer to **Regulations and Guidelines for Post Graduate Programmes** in this Prospectus. Refer to B.1 for list of Master by Thesis programmes offered.

### **B.4 M. SC. IN FISHERIES AND AQUATIC SCIENCES – BY THESIS [17MSFA]**

The Master of Science (Fisheries and Aquatic Sciences – by Thesis) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia. Refer to **Regulations and Guidelines for Post Graduate Programmes** in this Prospectus

### **B.5 DOCTOR OF PHILOSOPHY**

The Doctor of Philosophy in Agriculture (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia. Refer to **Regulations and Guidelines for Post Graduate Programmes** in this Prospectus. . Refer to B.1 for list of doctorate programmes offered.

### **B.6 DOCTOR OF PHILOSOPHY IN FISHERIES AND AQUATIC SCIENCES [17DPFA]**

The Doctor of Philosophy in Fisheries and Aquatic Sciences (PhD) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia. Refer to **Regulations and Guidelines for Post Graduate Programmes** in this Prospectus

### **IMPORTANT NOTE**

**Please consult the Faculty of Agriculture & Natural Resources Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## C. FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

### OFFICE OF THE DEAN

☎ (+264 61) 206 3771 ☎ (+264 61) 206 3914 ✉ [igases@unam.na](mailto:igases@unam.na) ✉ Private Bag 13301, Windhoek, Namibia

#### Dean:

Assoc. Prof U Paliwal: PhD; M Com – Accountancy, B Com. (MLS University India); NET (UGC, India)

#### Deputy Dean:

Dr. E Kaakunga: B.Com (University of Namibia), M.Phil (Economics) University of Ghana; PhD. (Economics) University of Natal

### ACADEMIC DEPARTMENTS

#### DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

Head of Department: Ms T Chata: BBA (Acc & Management) (ZIM), MSc Engineering Management (USA), PGDE-Accounting (UNAM), MSc Accounting and Finance (UNAM)

☎ (+26461) 206-3810 ☎ (+264 61) 206-3914 ✉ [tchata@unam.na](mailto:tchata@unam.na) ✉ Private Bag 13301, Windhoek, Namibia, Office Location @ X-Block, 2nd Floor

#### DEPARTMENT OF ECONOMICS

Head of Department: Dr. E Kaakunga: B.Com (University of Namibia), M.Phil (Economics) University of Ghana; PhD. (Economics) University of Natal

☎ (+ 264 61) 206-3757 ☎ (+264 61) 206-3914 ✉ [ekaakunga@unam.na](mailto:ekaakunga@unam.na) ✉ Private Bag 13301, Windhoek, Namibia, Office Location @ X-Block, Ground Floor

#### DEPARTMENT OF MANAGEMENT SCIENCE

Acting Head of Department: Mr M Tjueza: Diploma Development Administration (South Devon College, UK), B-Tech Public Administration (Brighton University, UK), PGD. Human Resources (Curtin University, UK), MBA (Edithwan University, Australia).

☎ (+264 61) 206-3345 ☎ (+ 264 61) 206-3914 ✉ [mtjueza@unam.na](mailto:mtjueza@unam.na) ✉ Private Bag 13301, Windhoek, Namibia Office Location @ X-Block, 2nd Floor

#### DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

Head of Department: Mr V Tonchi: B.A. (UCLA), MPA (Montana)

☎ (+ 264 61) 206-3780 ☎ (+264 61) 206-3914 ✉ [vtonchi@unam.na](mailto:vtonchi@unam.na) ✉ Private Bag 13301, Windhoek, Namibia, Office Location @ X-Block, Ground Floor

## C.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

The Faculty of Economics and Management Sciences may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
12PDIA	Postgraduate Diploma in Internal Auditing	2
12MSAF	Master of Science in Accounting and Finance	2
12MPST	Master of Arts in Political Studies	2
12MPAN	Master of Public Administration	2
12MSEC	Master of Science in Economics	2
12DPST	Doctor of Philosophy in Political Studies	3
12DPAN	Doctor of Philosophy in Public Administration	3
12DMAN	Doctor of Philosophy in Management Science	3

#### PLEASE NOTE THE FOLLOWING:

All enquiries related to Programmes offered through the Namibia Business School must be addressed directly to the Programme Officers and the Assistant Directors at the School.

Telephone & Contacts: Tel (+264 61) 413 500

E-mail : [busschool@edu.na](mailto:busschool@edu.na)

**C.2.1 OBJECTIVES AND RATIONALE OF THE PROGRAMME**

- To train senior and middle level officers in current methods and practices of Internal Auditing.
- To update knowledge of senior and middle level officers on international trends in Internal Auditing.
- To empower senior and middle level officers who have B-degrees or equivalent qualifications and working experience.
- To provide practical tutorials using existing reports, financial statements and other legislative documents which staff use on a day-to-day basis.
- To expose various officers (who may have spent several years working in only one section of their workplaces without knowing the entire process of their results) to the overall structure of Accounting.
- To provide an interface between the theory and practice of Internal Auditing
- To open up avenues of further training and development to pursue careers as Professional in Internal Auditing.
- To provide an opportunity to enter masters programmes for those who do not have a level 8 honours first degree with at least C grade average (lower second).

**C.2.2 TARGET GROUP**

The target group is Senior and Middle level Accountants, Auditors, Managers, Administrators and persons interested in becoming Certified Internal Auditors (CIA). Fresh graduates interested to pursue careers in accounting and auditing areas, especially internal audit function may also apply for admission.

**C.2.3 CRITERIA FOR ADMISSION**

- An applicant should be a holder of Bachelor degree in Accounting or equivalent qualification in related disciplines offered by University of Namibia or its equivalent. Preference will be given to persons employed in public service in the areas of accounting, auditing and finance, and holding a Bachelor's degree in Accounting or related disciplines.
- The students applying for admission may be interviewed and assessed by the Department of Accounting, Auditing and Income Tax before recommendation of their admissions to the School of Postgraduate Studies.

**C.2.4 MODE OF DELIVERY**

The mode of delivery will be a full time, face to face interaction during evening hours and may include seminars, group discussions, guest lectures etc.

**C.2.5 INTAKE**

The mere fulfilment of admission requirements does not guarantee a place on the programme as the admission is limited to 20 places per intake.

The intake for the Postgraduate Diploma in Internal Auditing shall be every alternate year.

**C.2.6 DURATION OF THE PROGRAMME**

The duration of the Post Graduate Diploma in Internal Auditing program shall be 2 years full time spread over four semesters of fourteen (14) weeks each. The program shall follow the university calendar. The maximum duration for completing the programme shall be 4 academic years.

### C.2.7 ASSESSMENT CRITERIA

The assessment of the students for this qualification will be based on existing University regulations as follows:

- Continuous assessment (Written tests and assignment) - 50%
- Final examination 50% (1 x 3 hours in each course course)

A student will be eligible to write University examination in a course only if he/she has obtained the required Continuous Assessment marks of 40% in that course. The minimum pass mark in a course (both continuous assessment and main examination combined) will be 50%.

Students must attend at least 80% of the lectures in order to be admitted to the final examination. Students shall write a 3 hour final examination in each course at the end of each semester and must pass in all the courses and the project in order to qualify for Postgraduate Diploma in Internal Auditing.

### C.2.8 EXAMINATION RULES

Examination regulations of the Faculty of Economics and Management Sciences and the University of Namibia shall be applicable.

### C.2.9 MAXIMUM NUMBER OF COURSES PER YEAR

First year (First and Second semester)	4 + 3 = 7	112 credits
Second Year (First and Second semester)	3 + Project	128 credits
Total	10 + Project	240 credits

### C.2.10 ADVANCEMENT AND PROGRESSION RULES

A student must pass at least two third of first year courses (with 72 credits) in first year in order to progress to second year. However, if a student fails the pre requisite for a specific course, then she/he cannot register for that course.

### C.2.11 IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable for students registering for the qualification as from the 2014 academic year.
- Students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Postgraduate Diploma in Internal Auditing. Any student who fails a course in the existing curriculum will have to register for the following courses:

Old Curriculum		New Curriculum	
Code	Course Title	Code	Course Title
AAP 4832	Audit Planning	AAP 4831	Audit Planning, Documentation and Reporting
ADA 4972	Documenting Audit Information & Reporting		
ACG4971	Corporate Governance& Risk Management	ACG 4931	Corporate Governance
APF 4851	Public Financial Management	APF4852	Public Financial Management
AMA 4812	Management Accounting	AMF4812	Managerial Accounting
ASM4852	Strategic Management	ASM4831	Strategic Management
AIS4811	Information Systems Auditing Role and Techniques	AIS4832	Information Systems Audit
AIS4851	Information Systems Development & Project Management		
AAR4931	Research Methods	ARM4832	Research Methods

A student failing the phasing out courses will be given one more year to pass the courses.

## C.2.12 CURRICULUM COMPILATION

Course Code	Course Title	Contact hours	NQF Credits	NQF Level	Pre-requisites
<b>1st Year</b>	<b>1st Semester</b>				
AAF 4811	Accounting and Financial Systems	56	16	8	
ASM 4831	Strategic Management	56	16	8	
AAP 4831	Audit Planning, Documentation and Reporting	56	16	8	
UAE 4819	Academic Writing for Postgraduate Studies	56		8	
	<b>Total First Semester</b>	<b>224</b>	<b>48</b>		
	<b>2nd Semester</b>				
AMF 4812	Managerial Accounting	56	16	8	
ARM 4832	Research Methods	56	16	8	
AIS 4832	Information Systems Audit	56	16	8	
APF 4852	Public Financial Management	56	16		
	<b>Total Second Semester</b>	<b>224</b>	<b>64</b>		
	<b>Total for First year</b>	<b>448</b>	<b>112</b>		
<b>2nd Year</b>	<b>1st Semester</b>				
AIA 4831	Internal Auditing	56	16	8	
AFI 4951	Financial Investigation and Forensic Accounting	56	24	9	AAF 4831 & AAP 4831
ACG 4931	Corporate Governance	56	24	9	
	<b>Total first Semester</b>	<b>168</b>	<b>64</b>		
	<b>2nd Semester</b>				
APW 4872	Project	56	64	8	ARM 4832
	<b>Total 2nd Semester</b>	<b>56</b>	<b>64</b>		
	<b>Total for Second year</b>	<b>224</b>	<b>128</b>		
	<b>Total for the program</b>		<b>240</b>		

## C.2.13 REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Internal Auditing will be awarded after successful completion of all 248 NQF credits prescribed in the curriculum.

### IMPORTANT NOTE

Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

### **C.3 MASTER OF SCIENCE IN ACCOUNTING AND FINANCE**

**[12MSAF]**

This program consists of two major parts i.e: core courses and a thesis. The program runs for two full academic years of evening study.

#### **C.3.1 OBJECTIVE AND RATIONALE OF THE PROGRAM**

The Master of Science in Accounting and Finance Programme consists of two major parts: core taught courses and a thesis.

This programme is designed for graduates with interest and sound knowledge of accounting and finance. It offers participants advanced preparation for career development in accounting and finance and it also provides an excellent foundation from which to pursue research at Doctoral level. The target group includes finance managers and accountants who are responsible for the accounting and financial management of organizational resources. It is also appropriate for those who aspire to work as chief financial officers, management accountants, finance managers, financial analysts, controllers, and their assistants in the private and public sector organisations and those who are already in employment in these areas.

#### **C.3.2 CRITERIA FOR ADMISSION**

1. A candidate must have:
  - A Bachelor of Accounting (level 8) or an equivalent degree from the University of Namibia or any other recognized institution of higher learning with at least a C grade average (lower second class).  
OR
  - A Postgraduate diploma in business related fields from the University of Namibia or its equivalent with at least a C grade average (lower second class).
2. Prospective students may be interviewed and assessed by the Department of Accounting before recommendation to the School of Postgraduate Studies for admission.
3. A student who has not done the research component in his/her degree programme must pass this course before admission into the Master of Science in Accounting and Finance.

#### **C.3.3 INTAKE**

The mere fulfilment of admission requirements does not guarantee a place on the Programme as admission is limited to 15 per intake.

The intake for the Postgraduate Diploma in Internal Auditing shall be every alternate year.

#### **C.3.4 MODE OF DELIVERY**

The Master of Science in Accounting and Finance is a face to face, full time evening study programme. Teaching includes lectures, discussions, case analyses, student presentations, group projects and lectures/seminars by guest speakers from industry and government.

#### **C.3.5 DURATION OF STUDY**

The Master of Science in Accounting and Finance shall be a two years full-time face to face evening study Programme. The maximum study period for the programme is four (4) academic years.

#### **C.3.6 ASSESSMENT AND EVALUATION OF STUDENTS**

1. For each taught course, there will be a continuous assessment involving at least two pieces of work, which may be tests, assignments, term papers, case studies as deemed necessary by the lecturer. There will be a three-hour final examination at the end of the semester in which a course is offered.
2. A candidate must obtain a continuous assessment mark of 40% for admittance to the main examination. The University of Namibia's regulations for postgraduate studies shall be applicable in respect of class attendance, examinations, academic integrity, and ranking achieved.
3. The final marks will consist of Continuous Assessment Marks (50%) and the final examination marks (50%).
4. A student must submit a research proposal at the beginning of the first semester of the second year of study to the Department. The student shall be further required to present the proposal at a Departmental Seminar consisting of his/her supervisor, other members of the Programme and departmental staff. The Department will assign a supervisor to each student. The proposal must be approved by the department of Accounting, Auditing and Income Tax, Faculty of Economics and Management Science and Postgraduate Studies Committee of UNAM before research study can be conducted.
5. The thesis will be evaluated by two examiners (one internal examiner and one external examiner).

### C.3.7 MAXIMUM NUMBER OF COURSES PER YEAR

First year (First and Second semester)	4 + 3 = 7	132 credits
Second Year (First and Second semester)	3 + Thesis	132 credits
Total	10 + Project	264 credits

### C.3.8 ADVANCEMENT AND PROGRESSION RULES

- A student who fails a course must re-register in the next cycle. A student who fails in more than three courses in the first year will be discontinued from the Programme.
- A student must pass all coursework examinations before proceeding to write the thesis.

### C.3.9 IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable from January 2014 to students registering for the qualification there after.
- The students registered under the existing curriculum shall continue with the existing curriculum to qualify the Master of Science in Accounting and Finance. Any students who fail a course on existing curriculum will have to register for the following equivalent courses:

Old Curriculum		New Curriculum	
Code	Course Title	Code	Course Title
AAF 5910	Advanced Financial Accounting	AAF 5981 AAF 5982	Advanced Financial Accounting I & Advanced Financial Accounting II
AAC 5971	Auditing and Corporate Governance	ACG 5931	Corporate Governance
AAM 5931	Advanced Management Accounting	AAM 5932	Advanced Management Accounting
AAP 5951	Advanced Public Sector Accounting	AAF 5982	Advanced Financial Accounting II
ACF 5932	Corporate Financial Analysis and Valuation	ACF 5931	Corporate Financial Analysis and Valuation
ADR 5931	Derivatives and Risk Management	AIM 5931	Investment Management and Financial Derivatives
AII 5951	International Investment and Finance	AIF 5931	International Investment and Finance

### C.3.10 CURRICULUM COMPILATION

Course Code	Course Title	Contact Hours	NQF Credits	NQF level	Pre-requisites
<b>1<sup>st</sup> Year</b>	<b>1<sup>st</sup> Semester</b>				
AAF 5981	Advanced Financial Accounting I	56	18	9	
ACF 5931	Corporate Financial Analysis and Valuation	56	24	9	
ACG5931	Corporate Governance	56	24	9	
UAE 5819	Academic Writing for Postgraduate Students	56		8	
	<b>Total for Semester 1</b>	<b>224</b>	<b>66</b>		
	<b>2<sup>nd</sup> Semester</b>				
AAF 5982	Advanced Financial Accounting II	56	18	9	
AAM 5932	Advanced Management Accounting	56	24	9	
AAR 5952	Advanced Research Methods	56	24	9	
	<b>Total for Semester 2</b>	<b>168</b>	<b>66</b>		
	<b>Total for Year 1</b>	<b>392</b>	<b>132</b>		
<b>2<sup>nd</sup> Year</b>	<b>1<sup>st</sup> Semester</b>				
<b>Note: Select any three courses from the following four electives:</b>					
AIF5931	International Investment and Finance	56	24	9	ACF5931 & AAM5932
AIM 5931	Investment Management and Financial Derivatives	56	24	9	ACF5931
ACI 5951	Contemporary Issues in Accounting & Finance	56	24	9	AAF5981 & AAF5982
AFI 5951	Financial Investigation & Forensic Accounting	56	24	9	AAF5981 & AAF5982
	<b>Total for semester 1</b>	<b>168</b>	<b>72</b>		
	<b>2<sup>nd</sup> Semester</b>				
ATH 5972	Thesis		60	9	All first year courses
	<b>Total for semester 2</b>		<b>60</b>		
	<b>Total for Year 2</b>	<b>168</b>	<b>132</b>		
	<b>Total for the Programme</b>	<b>560</b>	<b>264</b>		

### **C.3.11 EXEMPTIONS**

- A student who has already done any of the courses included in this curriculum at masters level may be exempted from a maximum of two courses, subject to the recommendation by the HOD and approval by the Registrar according to the University exemption regulations.
- A holder of Post Graduate Diploma in Internal Auditing from the University of Namibia will be eligible for exemption for CACG5931 Governance and CAFI5951 - Financial Investigation and Forensic Accounting courses, provided they have successfully completed these courses.

### **C.3.12 REQUIREMENTS FOR QUALIFICATION AWARD**

The Master of Science in Accounting and Finance will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

### **IMPORTANT NOTE**

**Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**C.4.1 INTRODUCTION**

The Master of Science (M.Sc) in Economics programme offered by the Economics Department at UNAM was upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core courses and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

**C.4.2 OBJECTIVES**

The collaborative Masters programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

**C.4.3 CRITERIA FOR ADMISSION**

1. A student must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning at the NQF level 8 or equivalent.
2. A student must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. The School of Postgraduate Studies will determine eligibility of a student.

**Note:** Applicants should note that the submission of an application does not necessarily ensure admission.

**C.4.4 ACADEMIC YEAR AND MODE OF DELIVERY**

- The academic year of the Master of Science in Economics programme starts in **July**, while the normal academic year of UNAM starts in February.
- The programme will be offered face-to-face during the day on a full-time basis.

**C.4.5 DURATION OF STUDY**

The Master of Science in Economics degree cannot be obtained in less than two years of study, and must be completed within a period of three academic years.

#### **C.4.6 ASSESSMENT AND EVALUATION**

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics (see Section I of this Prospectus).
6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it before being allowed to work on the thesis.
7. A student who fails a course but does not meet the minimum requirement for a supplementary examination has to repeat the course.
8. A course can only be repeated twice.
9. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc in Economics degree.
10. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.
11. A student must submit a research proposal by the beginning of the first semester in the second year of study. The research proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The research proposal must be approved by the Department of Economics and the Faculty Postgraduate Studies Committee. After approval by the Faculty Postgraduate Studies Committee and ratification of the research proposal summary by the UNAM Postgraduate Studies Committee, the student must obtain ethical clearance from the Research and Publications Office and a research permission letter from the School of Postgraduate Studies before the research study can be conducted.
12. Each thesis will be examined and graded by an Internal Examiner and an External Examiner.
13. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### **C.4.7 MAXIMUM NUMBER OF COURSES PER YEAR**

A student is allowed to register for courses giving a total of 144 credits within the first academic year. The student registers for courses giving a total of 54 credits within the first semester of the second academic year. The student registers for the thesis during the second semester of the second academic year.

#### **C.4.8 ADVANCEMENT AND PROGRESSION RULES**

The minimum number of credits needed to pass before being allowed to work on the thesis is 198.

#### **C.4.9 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

- A student who fails a course but does not meet the minimum requirement for a supplementary examination has to repeat the course.
- A course can only be repeated twice.

## C.4.10 CURRICULUM COMPILATION

Course code	Course Title	NQF Credits	NQF Level	Compulsory (C)/ Elective (E)	Contact Hours
<b>Year 1 Semester 1 – (July-November)</b>					
EMT5981	Advanced Microeconomic Theory I	18	9	(C)	4
EMA5981	Advanced Macroeconomic Theory I	18	9	(C)	4
EME5981	Advanced Mathematical Economics	18	9	(C)	4
UAE5819	Academic Writing for Post Graduate Students*	9	9	(C)	4
<b>Total Credits Semester 1</b>		<b>54</b>			
<b>Year 1 Semester 2 – (February-June)</b>					
EMT5982	Advanced Microeconomic Theory II	18	9	(C)	4
EMA5982	Advanced Macroeconomic Theory II	18	9	(C)	4
EAE5982	Advanced Applied Econometrics	18	9	(C)	4
	Elective 1 (Part I) **	18	9	(E)	4
	Elective 2 (Part I) ***	18	9	(E)	4
<b>Total credits Semester 2</b>		<b>90</b>			
<b>TOTAL CREDITS YEAR 1</b>		<b>144</b>			
<b>Year 2 Semester 1</b>					
ERM5981	Research Methodology and Computer Applications	18	9	(C)	4
	Elective 1 (Part II) **	18	9	(E)	4
	Elective 2 (Part II) ***	18	9	(E)	4
<b>Total Credits Semester 1</b>		<b>54</b>			
<b>Year 2 Semester 2</b>					
EMT5952	Thesis	<b>66</b>	9		
<b>Total credits Semester 2</b>		<b>66</b>			
<b>TOTAL CREDITS YEAR 2</b>		<b>120</b>			
<b>TOTAL CREDITS FOR THE PROGRAMME</b>		<b>264</b>			

\* Compulsory but non-contributory.

\*\* A student must do both Part I and Part II of elective 1.

\*\*\* A student must do both Part I and Part II of elective 2.

Some of the following electives will be offered by the Department of Economics at UNAM, depending on the expertise available in the department at a particular point in time. Those electives not offered in the Department of Economics at UNAM will be offered at the JFE.

### List of Electives

	<b>Electives (Part I) Year1 Semester 2</b>		<b>Electives (Part II) Year 2 Semester 1</b>
EEA 5982	Agricultural Economics I	EEA 5981	Agricultural Economics II
ECF 5982	Corporate Finance and Investment I	ECF 5981	Corporate Finance and Investment II
EET 5982	Econometric Theory and Practice I	EET 5981	Econometric Theory and Practice II
EPA 5982	Development Policy Analysis I	EPA 5981	Development Policy Analysis II
EEE 5982	Environmental Economics I	EEE 5981	Environmental Economics II
EGE 5982	Game Theory and Information Economics I	EGE 5981	Game Theory and Information Economics II
EHE 5982	Health Economics I	EHE 5981	Health Economics II
EIN 5982	Industrial Economics I	EIN 5981	Industrial Economics II
EIE 5982	International Economics I	EIE 5981	International Economics II
ELE 5982	Labour Economics I	ELE 5981	Labour Economics II
EMG 5982	Managerial Economics I	EMG 5981	Managerial Economics II
EMO5982	Monetary Economics & Practice I	EMO 5981	Monetary Economics & Practice II
EPE5982	Public Sector Economics I	EPE 5981	Public Sector Economics II

#### **C.4.11 EXEMPTIONS**

A student who has completed and passed any or some of the courses and electives included in this curriculum at the masters' level may qualify for exemption up to a maximum of two courses, subject to recommendation of the Head of Department and approval by the School of Postgraduate Studies.

#### **C.4.12 REQUIREMENTS FOR QUALIFICATION AWARD**

The Master of Science in Economics will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

#### **IMPORTANT NOTE**

**Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

### **C.5.1 INTRODUCTION**

The Political and Administrative Studies' (DPAS) postgraduate curricula reflect the contributions of a wide-range of stakeholders. If properly articulated and with robust quality control, these academic programmes will not only enhance the knowledge of those enrolled in them, but the curricula will help individuals to acquire such knowledge and research skills useful in a range of applications in both the public and the private sector. A surge in the delivery of academically robust postgraduate offerings in both Politics and Public Administration, coupled with increased calls for capacity-building to be at the heart of the global security agenda have led to the requirement for and/or new knowledge and skill-sets.

The Department offers three different types of degrees, namely, Master of Arts in Political Studies (M.A. Political Studies), Master of Public Administration (MPA) and Master of Public Policy and Administration (MPPA) which is not covered in this document. These programmes are offered in two modes.

The first is by research which entails writing a comprehensive thesis on an approved topic. The student will be required to register and pass two courses: Research Methodology (PAR 5962), and a second course related to the student's research topic which the department should have approved before the student registered. Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology course. The course is offered in the Second Semester of the first academic year of the programme.

The second is by course work which requires the student to register for a minimum of eight (8) courses of which five are core. For M.A. Political Science: Politics of Southern Africa [PPA 5971], The Study of Comparative Politics [PCP 5971], State and Civil Society [PSC 5972], Research Methodology [PAR 5972], and Research Paper [PRP 5981]. The first three (3) are full courses, and the last two (2) are half courses.

For MPA: Public Management and Administration [PAM 5971], Public Policy Process and Analysis [PPA 5972], and Human Resources Management [PRM 5971], Research Methodology [PAR 5972], and Research Paper [PAP 5981] are core. The first three (3) are full courses, and the last two are half courses.

The student will also write a thesis comprising an abstract of between 300 and 400 words, and a thesis of between 12000 and 15000 words.

### **C.5.2 ADMISSION REQUIREMENTS**

Admission to these programmes is determined by the Rules and Regulations of the University. Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department. Prospective students could be interviewed and assessed by the Department to determine their eligibility for admission.

### **C.5.3 MODE OF DELIVERY**

The Master's degree by research is done on a part time basis while the Master's degree by coursework can be done either on a full time or on a part time basis.

### **C.5.4 DURATION OF STUDY**

The Master's degree by research is done on a part time basis, and should be completed within three (3) years. An extension of the registration period of up to one academic year beyond the specified three years may be granted by the Faculty acting on the recommendation of the Department. Consent of the supervisor/s is a precondition for such an extension of registration.

The Master's degree by coursework can be done either on a full time or on a part time basis. When done on a full time basis the programme should be completed within two (2) years, and within three (3) if it is done on a part time basis. Both modes allow for one (1) year extension of the registration period beyond the specified two and three years respectively if granted by the Faculty on the recommendation of the Department and with the consent of the supervisor/s involved.

### **C.5.5 ASSESSMENT CRITERIA**

A student registered for a course work programme shall write an examination at the end of each course. To qualify for admission to the examination a student must obtain a minimum Continuous Assessment (CA) mark of 40 %. Each course is worth twenty four (24) **Credits**, and eighty (80) for a thesis.

A student registered for a Master's degree by research only will be supervised by a duly appointed and qualified supervisor(s) subject to the Postgraduate Regulations of the University and to the Departmental guidelines. His/her thesis will be examined by two or more qualified examiners duly appointed and approved by Examinations Office – acting on behalf of the Senate.

The Department has the right to deregister a student if he/she does not progress satisfactorily in either the course work or in writing the thesis. A student is expected to successfully complete two-thirds of the required number of courses per academic year if he/she wishes to continue to the following academic year. All courses need to be passed before a student proceeds to the thesis component.

### **C.5.6 EVALUATION OF THESIS**

Evaluation of thesis will be done under the Postgraduate Rules and Regulations of the university (see Section I of this Prospectus).

### **C.5.7 EXEMPTIONS**

Exemptions for postgraduate work done at another recognized university will be determined by the Department in due consideration of the following:

- A maximum of four (4) courses will be exempted.
- Applications for exemptions must be directed to the Department and must be accompanied by a valid course framework and academic transcript.
- The decision of the Department shall be recommended to the School of Postgraduate Studies for final approval.
- Registration of students who did not complete Master's degree programmes by research at other Universities will be considered on individual merit – case by case.
- The Department retains the right not to grant exemption for work completed at another university.

### **C.5.8 DEPARTMENTAL POLICY**

Following are departmental policy provisions:

Study at Master's level is based on tutorials and seminars, rather than traditional lectures. That means the students have to participate actively in such tutorials/seminars, and that they have to do the necessary reading before each lecture or tutorial session.

When students are unavoidably prevented from attending a tutorial/seminar or completing a written assignment as scheduled, they have an obligation to inform the concerned lecturer as soon as possible.

Supervisor(s) will be assigned only after their approval by the Examinations Office. Each supervisor will enter into a written contract with the student concerned specifying the rights and obligations of both parties.

The Department will appoint a suitably-qualified Course Convener for each of its academic programmes.

Additionally, the Department considers academic integrity as fundamental to every facet of the scholarly process and, it is expected of every student and lecturer. It entails firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual property and efforts of both oneself and others.

## C.5.9 CURRICULA COMPILATION

### Master of Arts in Political Studies [12MPST]

All courses are compulsory

#### Year I Semester 1 –

Course Title	Course Code	NQA Level	Contact Hours	Credits
Academic Writing for Postgraduate Students	UAE 5819			
The Politics of Southern Africa	PPA 5971	9	4	24
The Study of Comparative Politics	PCP 5971	9	4	24
The Politics of Global Change & Governance	PGC 5971	9	4	24
<b>Total Credits:</b>				<b>72</b>

#### Year 1 - Semester 2

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Methodology	PAR 5962	9	2	12
State & Civil Society in Africa	PSC 5972	9	4	24
International Mediation & Conflict Transformation	PMC 5972	9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2 Semester 1 candidates need two and a half (2.5) courses and a Research Paper [PAR 5972].

The electives are:

Contemporary World Politics [PCW 5971]

Government and Private Sector Relations [PGP 5971]

Comparative Foreign Policy [PFP 5971]

#### Year 2 – Semester 1

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Paper	PRP 5961	9	2	12
African Politics	PAP 5971	9	4	24
Elective		9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2 Semester 2 All courses need to be passed before proceeding to the thesis component.

#### Year 2 Semester 2

Course	Code	NQA Level	Contact Hours	Credits
Thesis	PMP 5992	9	Regular Consultation	80
<b>Total Credits:</b>				<b>80</b>

In all, the candidate must have a total of 272 Credits in order to graduate.

### Master of Public Administration [12 MPAN]

All courses are compulsory

#### Year 1, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE 5819			
Human Resources Management	PRM 5971	9	4	24
Economic of Public finance	PEP 5971	9	4	24
Public Management Administration	PAM 5971	9	4	24
<b>Total Credits:</b>				<b>72</b>

#### Year 1, Semester 2

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Methodology	PAR 5962	9	2	12
Regional and Local Government Management	PRL 5972	9	4	24
Public Policy Process and Analysis	PPA 5972	9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2 Semester 1 students should register for two Electives and a Research Paper [PRP 5981].

The electives are:

Government and Private Sector Relations [PGP 5971]

Organisation Behaviour and Management [POB 5971]

Project Development Planning and Management [PPM 5971]

#### Year 2, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Paper	PRP 5961	9	2	12
Elective		9	4	24
Elective		9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2, Semester 2: All courses need to be passed before proceeding to the thesis component.

#### Year 2, Semester 2:

Course Title	Course Code	NQF level	Contact Hours	Credits
Thesis	PMT 5972	9	Regular Consultation	80
<b>Total Credits:</b>				<b>80</b>

In all, the candidate must have a total of 272 Credits in to graduate.

## C.6 DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Studies** in the **Section I of this Prospectus**.

### IMPORTANT NOTE

Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## **D. FACULTY OF EDUCATION**

### **OFFICE OF THE DEAN**

☎ (+264 61) 206 3724    📠 (+264 61) 206 3980    ✉ [ideklerk@unam.na](mailto:ideklerk@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### **Dean**

Dr. C.B. Villet: BA, HED (UWC), BEd (UNAM), MEd, PhD (Athens, Ohio)

#### **Deputy Dean: Main Campus**

Dr. J. Mushaandja: HED(Sec), BEd, MEd (UNAM), Ph.D (UWC)

#### **Deputy Dean: Khomasdal Campus**

Dr D. Zealand: HDE (Dower), B.ED, MEd (UNAM), Ph.D (Stell)

☎ (+264 61) 206 3020    📠 (+264 61) 206 3980    ✉ [dzealand@unam.na](mailto:dzealand@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### **Deputy Dean: Hifikipunye Pohamba Campus**

Mr M Hidengwa: ED Prim (UNAM), HDTE, M.Ed. (Univ. of Umea-Sweden)

☎ (+264 65) 232 3045    📠 (+264 65) 230 006    ✉ [mhidengwa@unam.na](mailto:mhidengwa@unam.na)    ✉ Private Bag 5507, Oshakati, Namibia

#### **Deputy Dean: Rundu Campus**

Ms M Shihako: HED (SEC-VI) (UNAM), BEd Hons, Med (Rhodes University)

☎ (+264 66) 268 6003    📠 (+264 66) 255 564    ✉ [mshihako@unam.na](mailto:mshihako@unam.na)    ✉ Private Bag 88, Rundu, Namibia

#### **Deputy Dean: Katima Mulilo Campus**

Dr C Chata: BA, HEDPG, Med (UNAM), PhD (Univ. of Florida)

☎ (+264 66) 262 6004    📠 (+264 66) 253 934    ✉ [cchata@unam.na](mailto:cchata@unam.na)    ✉ Private Bag 1096, Katima Mulilo, Namibia

### **ACADEMIC DEPARTMENTS**

Enquiries regarding specific subjects and departments should be addressed to the relevant head of department.

#### **DEPARTMENT OF LIFELONG LEARNING AND COMMUNITY EDUCATION – MAIN CAMPUS**

Head of Department: Dr M Hamunyela: HDTE (Umea, Sweden), BPed (Fort Hare, SA), MEd (Umea, Sweden), PhD (Pretoria, SA)

☎ (+264 61) 206 3811    📠 (+264 61) 206 3980    ✉ [mhamunyela@unam.na](mailto:mhamunyela@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF CURRICULUM, INSTRUCTION AND ASSESSMENT STUDIES – KATIMA MULILO CAMPUS**

Head of Department: Mr BM Chata: HED, BA (UNAM), BEd Hons (UNISA), MEd (Umea, Sweden)

☎ (+264 61) 262 6000    📠 (+264 66) 253 934    ✉ [bchataa@unam.na](mailto:bchataa@unam.na)    ✉ Private Bag 1096, Katima Mulilo, Namibia

#### **DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT – MAIN CAMPUS**

Head of Department: Prof E Amukugo: (BSc. Soc & Ed.; M. Soc. Sc. Ed.; PhD Ed. - Lund, Sweden)

☎ (+264 61) 206 3643    📠 (+264 61) 206 3980    ✉ [eamukugo@unam.na](mailto:eamukugo@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF MATHEMATICS, SCIENCE AND SPORTS EDUCATION – HIFIKIPUNYE POHAMBA CAMPUS**

Head of Department: Dr H Miranda: B.ED (UNAM), MEd, Ph.D (Univ. Alberta)

☎ (+264 65) 232 3042    📠 (+264 65) 230 006    ✉ [hmiranda@unam.na](mailto:hmiranda@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### **DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND INCLUSIVE EDUCATION – MAIN CAMPUS**

Head of Department: Dr C Haihambo Cert. in Teaching and Aids Pandemic, HED(KCE) (UWC), BEd (UNAM), M.Phil. Spec.I Needs Educ. (Oslo), PhD (UNISA)

☎ (+264 61) 206 3785    📠 (+264 61) 206 3980    ✉ [chaihambo@unam.na](mailto:chaihambo@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

## **D.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF EDUCATION**

The Faculty of Education may award the following postgraduate qualifications:

<b>Qualification Code</b>	<b>Qualification Name</b>	<b>Study Period</b>
10MEDU	Master of Education (by Thesis)	2
10MAED	Master of Education (Adult Education)	2
10MECA	Master of Education (Curriculum and Assessment Studies)	2
10MECD	Master of Education (Early Childhood Development)	2
10MEET	Master of Education (Educational Technology)	2
10MEGC	Master of Educational Psychology (Guidance and Counselling)	2
10MEIE	Master of Education (Inclusive Education)	2
10MELP	Master of Education (Leadership, Management and Policy Studies)	2
10MEDL	Master of Education (Literacy and Learning)	2
10MEME	Master of Education (Mathematics Education)	2
10MESE	Master of Education (Science Education)	2
10MEPE	Master of Education (Sports Education)	2
10DECA	Doctor of Philosophy in Education (Curriculum, Instruction and Assessment Studies)	3
10DEMA	Doctor of Philosophy in Education (Educational Management and Administration)	3
10DELP	Doctor of Philosophy in Education (Educational Law and Policy Studies)	3
10DECH	Doctor of Philosophy in Education (Comparative and History of Education)	3
10DEPS	Doctor of Philosophy in Education (Philosophy and Sociology of Education)	3
10DEDA	Doctor of Philosophy in Education (Adult Education)	3
10DEME	Doctor of Philosophy in Education (Mathematics Education)	3
10DESE	Doctor of Philosophy in Education (Science Education)	3
10DEPE	Doctor of Philosophy in Education (Sport Education)	3
10DEGC	Doctor of Philosophy in Education (School Guidance and Counseling)	3
10DECD	Doctor of Philosophy in Education (Early Childhood Education)	3
10DEIE	Doctor of Philosophy in Education (Inclusive Education)	3

## **D.2 MASTER OF EDUCATION PROGRAMMES**

### **D.2.1 RATIONALE AND PROGRAMME DESCRIPTION**

Education is faced with complex challenges for which undergraduate education may not provide adequate solutions. The M. Ed aims at bridging that gap. This programme is designed to cater for postgraduate students intending to pursue a level 9 degree in education and thereby more in-depth knowledge and skills in their respective areas of educational specialisations.

The programme can be done either by **coursework and thesis** or by **thesis only**. It is expected of students who opt for the coursework and thesis option to the required courses whose breakdown is as follows:

- Advanced Educational Research EAR 5910 (**compulsory**); and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization (see list below),
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization (see list below),
- **One** compulsory seminar course ESS 5928, and
- **One** thesis ETM5980.

*In addition, students will be required to complete an advanced course in Academic Writing for Postgraduate Students, a compulsory course for all postgraduate students.*

#### **Specialisation per Department**

- **Department of Curriculum, Instruction and Assessment Studies**  
Master of Education (Curriculum and Assessment Studies)  
Master of Education (Educational Technology)
- **Department of Educational Foundations and Management**  
Master of Education (Leadership, Management and Policy Studies)
- **Department of Lifelong Learning and Community Development**  
Master of Education (Adult Education)
- **Department of Mathematics, Science and Sport Education**  
Master of Education (Sport Education)  
Master of Education (Mathematics Education)  
Master of Education (Science Education)
- **DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND INCLUSIVE EDUCATION**  
Master of Education (Early Childhood Development)  
Master of Educational Psychology (Guidance and Counselling)  
Master of Education (Inclusive Education)  
Master of Education (Leadership, Management and Policy Studies)  
Master of Education (Literacy and Learning)

**Note:** UNAM calculate Masters' credits at a ratio of 1.5 to the undergraduate programmes. Therefore a full course is equal to 24 credits per semester and a double course 48 credits per year.

### **D.2.2 SPECIAL REGULATIONS FOR THE M. ED DEGREE**

*Subject to the provisions of the Regulations for Postgraduate Courses of study of the University of Namibia, Special Regulations of the Faculty of Education shall apply for the programmes that follow.*

## DEPARTMENT OF LIFELONG LEARNING AND COMMUNITY DEVELOPMENT

### D.3 MASTER OF EDUCATION (ADULT EDUCATION)

[10MAED]

**NOTE:** The offerings of this program or courses in the program are subjected to the number of students enrolled in the program or the availability of qualified lecturing staff. It will remain the prerogative of the Faculty of Education to determine the number of Master of Education and Ph.D. students that can be enrolled each year.

#### D.3.1 PURPOSE

The programme is intended to provide advanced knowledge, skills and competence for adult educators, trainers and related practitioners, in order to meet the high level manpower requirements of relevant institutions and departments of government, the private sector and non-governmental organizations engaged in a variety of development work for the promotion of Namibia's national interests and expectations.

#### D.3.2 ADMISSION CRITERIA

To qualify for entry into the M.Ed (Adult Education) programme, applicants should hold:

**either**

- (a) A B.Ed (Adult Education) degree (Level 8) or equivalent of the University of Namibia or any recognized institution of Higher Learning as may be acceptable to the Postgraduate Studies Committee, with a minimum of 60% average or equivalent;

**or**

- (b) A Bachelor's degree (level 8) in related disciplines with a minimum of 60% average or equivalent. The related disciplines shall include Education, Community Development, Social Welfare, Mass Communication in Adult Education, Social Sciences and Humanities;

**and**

- (c) All students should have valid professional work experience in Adult Education, Training and related development work, for at least three (3) years;

**and**

- (d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.

**and**

- (e) All applicants should also submit at least two (2) satisfactory professional references; and applicants may also be required to provide evidence of potential to perform successfully in a postgraduate level programme.

#### D.3.3 MODE OF DELIVERY

The programme shall be delivered through full time or part time face to face via block sessions only.

#### D.3.4 DURATION OF STUDY

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

#### D.3.5 TEACHING-LEARNING MODEL

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

#### D.3.6 ASSESSMENT CRITERIA

The assessment of students' academic achievement shall involve the following basic segments:

##### D.3.6.1 Continuous Assessment

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

### D.3.6.2 Examination:

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

### D.3.6.3 Final Mark:

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

### D.3.6.4 Supplementary Examinations:

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

## D.3.7 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

## D.3.8 CURRICULUM COMPILATION

YEAR 1	Core Courses	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Postgraduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Foundations of Adult Education	MAE 5980	3 p/w	9	None	36
	<b>Choose two electives</b>					
	Twentieth Century Thinkers	AMT 5900	2 p/w	9	None	24
	Adult Education Policy Studies	AMP 5920	2 p/w	9	None	24
	Mass Communication in Adult Education	AMM 5940	2 p/w	9	None	24
	Advanced Community Education Studies	AMC 5960	2 p/w	9	None	24
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

## D.3.9 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Adult Education) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia, and
- fulfill all other requirements which the Department, the Faculty and the University may specify.

## DEPARTMENT OF CURRICULUM, INSTRUCTION AND ASSESSMENT STUDIES

### **D.4 MASTER OF EDUCATION (CURRICULUM AND ASSESSMENT STUDIES) [10MECA]**

#### **D.4.1 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- (a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- (b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- (c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- (d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- (e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

#### **D.4.2 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face via block sessions only.

#### **D.4.3 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

#### **D.4.4 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

#### **D.4.5 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

##### **D.4.5.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

##### **D.4.5.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

##### **D.4.5.3 Final Mark**

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

#### D.4.5.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

#### D.4.6 ADVANCEMENT AND PROGRESSION

Before a candidate can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

#### D.4.7 CURRICULUM COMPILATION

	Core	Code	Periods	NQF Level	Pre-requisite	Credits
YEAR 1	Academic Writing for Postgraduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Principles of Curriculum Theory, Design and Implementation	CMC 5980	3 p/w	9	None	36
	Educational Testing, Measurement and Evaluation	CMT 5920	2 p/w	9	None	24
	Conducting Educational Evaluation	CME 5920	2 p/w	9	None	24
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

	Course	Code	Level	Periods	Pre-requisite	Credits
YEAR 2	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

#### D.4.8 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Curriculum and Assessment Studies) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

#### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**D.5.1 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

**D.5.2 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face mode at Windhoek Main Campus as well as via video-conferencing to Hifikepunye Pohamba Campus (HPC), Katima Mulilo Campus (KMC), and Rundu Campus (RC).

**D.5.3 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

**D.5.4 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

**D.5.5 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

**D.5.5.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University. Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

**D.5.5.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

**D.5.5.3 Final Mark**

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

#### D.5.5.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

#### D.5.6 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

#### D.5.7 CURRICULUM COMPILATION

YEAR 1	Core	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Postgraduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Educational Technology Project	CMP 5980	3 p/w	9	None	36
	Educational Technology	CMT 5920	2 p/w	9	None	24
	Instructional Design in the Age of Technology	CMI 5920	2 p/w	9	None	24
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

#### D.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Educational Technology) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

#### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

### **D.6 MASTER OF EDUCATION (LEADERSHIP, MANAGEMENT AND POLICY STUDIES) [10MELP]**

#### **D.6.1 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

#### **D.6.2 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face at the Windhoek Main Campus and via block sessions.

#### **D.6.3 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

#### **D.6.4 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

#### **D.6.5 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

##### **D.6.5.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

##### **D.6.5.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

### D.6.5.3 Final Mark

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

### D.6.5.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

## D.6.6 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

## D.6.7 CURRICULUM COMPILATION

YEAR 1	Core	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Educational Leadership & Management	FME 5980	3 p/w	9	None	36
	Educational Law and Policy Studies	FME 5920	2 p/w	9	None	24
	<b>Electives (Choose one combination)</b>					
	Philosophy of Education	FMP 5929	2 p/w	9	None	12
	AND					
	Sociology of Education	FMP 5949	2 p/w	9	None	12
	OR					
	Comparative Education	FMC 5929	2 p/w	9	None	12
	AND					
	History of Education	EMC 5949	2 p/w	9	None	12
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

## D.6.8 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Leadership, Management and Policy Studies) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**D.7.1 SPECIAL ADMISSION REQUIREMENTS**

Only students who had offered Mathematics as one of their School Subjects in their undergraduate programme may enroll for the Master of Education (Mathematics Education) programme.

**D.7.2 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

**D.7.3 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face mode at Windhoek Main Campus as well as via video-conferencing to Hifikepunye Pohamba Campus (HPC), Katima Mulilo Campus (KMC), and Rundu Campus (RC).

**D.7.4 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

**D.7.5 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

**D.7.6 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

**D.7.6.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

**D.7.6.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

### D.7.6.3 Final Mark

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

### D.7.6.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

## D.7.7 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

## D.7.8 CURRICULUM COMPILATION

YEAR 1	Core	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Curriculum Theory, Design and Implementation	CMC 5980	3 p/w	9	None	36
	Advance Theories of Learning in the Mathematics Classroom	MMM 5900	2 p/w	9	None	12
	Assessment in the Mathematics Classroom	MMM 5929	2 p/w	9	None	12
	<b>Choose one elective equal to 12 credits</b>					
	Technology and the Teaching of Mathematics	MMT 5949	2 p/w	9	None	12
	Independent Study in Mathematics Education	MMI 5969	2 p/w	9	None	12
	Mathematics in Society	MMS 5989	2 p/w	9	None	12
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
<b>TOTAL CREDITS YEAR 2</b>						<b>108</b>

**Total Credits: 240 credits**

## D.7.9 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Mathematics Education) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

## IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**D.8.1 SPECIAL ADMISSION REQUIREMENTS**

Only students who had offered Physical Science or Biology as one of their School Subjects in their undergraduate programme may enrol for the Master of Education (Science Education) programme.

**D.8.2 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- d) Prospective students must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

**D.8.3 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face mode at Windhoek Main Campus as well as via video-conferencing at Hifikepunye Pohamba Campus (HPC), Katima Mulilo Campus (KMC), and Rundu Campus (RC).

**D.8.4 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

**D.8.5 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

**D.8.6 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

**D.8.6.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

**D.8.6.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

### D.8.6.3 Final Mark

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

### D.8.6.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

## D.8.7 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

## D.8.8 CURRICULUM COMPILATION

YEAR 1	Core	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Curriculum Theory, Design and Implementation	CMC 5980	3 p/w	9	None	36
	Advance Theories of Learning in the Science Classroom	MMS 5900	2 p/w	9	None	24
	Assessment in the Science Classroom	MAS 5909	2 p/w	9	None	12
	<b>Choose one elective equal to 12 credits</b>					
	Technology and the Teaching of Science	MST 5929	2 p/w	9	None	12
	Independent Study in Science Education	MSI 5949	2 p/w	9	None	12
	Science in Society	MSS 5969	2 p/w	9	None	12
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

## D.8.9 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education (Science Education) a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

## IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## **D.9 MASTER OF EDUCATION (SPORT EDUCATION)**

**[10MEPE]**

### **D.9.1 ADMISSION CRITERIA**

The general admission requirements for all M. Ed programmes (excluding M. Ed in Adult Education) are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

- a) A B.Ed degree (level 8) from this or any recognised university or equivalent institution with at least a 60% average or its equivalent  
**or**
- b) A Bachelor's degree with a concurrent Professional Qualification, meeting level 8 requirements. The average for all the qualifications should be 60% average or its equivalent  
**and**
- c) At least two years of appropriate post bachelor's professional experience in education which may be acquired concurrently with part-time bachelor's (undergraduate) studies.  
**and**
- d) Prospective candidates must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.  
**and**
- e) At least two (2) satisfactory professional references. Where appropriate, evidence of potential to perform successfully in graduate level programme.

### **D.9.2 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face mode.

### **D.9.3 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

### **D.9.4 TEACHING-LEARNING MODEL**

The teaching and learning model will be based on the student-centred approach which is characterized by seminars, self-study elements, lectures, projects, individual and/or group activities, discussions, tutorials, etc.

### **D.9.5 ASSESSMENT CRITERIA**

The assessment of students' academic achievement shall involve the following basic segments:

#### **D.9.5.1 Continuous Assessment**

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

#### **D.9.5.2 Examination**

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia. The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

#### **D.9.5.3 Final Mark**

The final mark in each Course/Double course shall consist of the total Continuous Assessment and Examination scores on a 50/50 basis. A student needs to have an average of 50% for each Course in order to pass that Course.

#### D.9.5.4 Supplementary Examinations

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations for examinations of the University of Namibia.

#### D.9.6 ADVANCEMENT AND PROGRESSION

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

#### D.9.7 CURRICULUM COMPILATION

YEAR 1	Core	Code	Periods	NQF Level	Pre-requisite	Credits
	Academic Writing for Post Graduate Students	UAE5819	4 p/w+1 pr	9	None	
	Advanced Educational Research	EAR 5910	4 p/w	9	None	48
	Professional Practice In Sport Education	MSE 5980	3 p/w	9	None	36
	<b>Choose two electives</b>					
	Leadership and Management in Sport	MSL 5900	2 p/w	9	None	24
	Physical Fitness, Health and Nutrition	MSF 5920	2 p/w	9	None	24
	Sport for Development	MSD 5940	2 p/w	9	None	24
	<b>TOTAL CREDITS YEAR 1</b>					<b>132</b>

YEAR 2	Course	Code	Level	Periods	Pre-requisite	Credits
	Seminar	ESS 5929	9	2 day seminars: One in semester one and one in semester two; 28 hrs practical work	Successful completion of all taught courses Co-requisite: EETM 5980	18
	Thesis	ETM 5980	9	Individual supervision	Successful completion of all taught courses Co-requisite: EESS 5928	90
	<b>TOTAL CREDITS YEAR 2</b>					<b>108</b>

**Total Credits: 240 credits**

#### D.9.8 REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education a student must:

- have registered and passed all required course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,
- fulfill all other requirements which the Department, the Faculty and the University may specify.

#### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND INCLUSIVE EDUCATION

### **D.10 MASTER OF EDUCATION IN LITERACY AND LEARNING**

**[10 MEDL]**

This programme will be housed in the Faculty of Education but will be offered jointly by the Faculty of Education, the Faculty of Humanities and Social Sciences and the Language Centre.

#### **D.10.1 INTRODUCTION**

Studies have shown that several Namibian and Zambian primary school learners display very low reading and writing abilities.

One of the main reasons for this is inadequate teacher capacity to provide optimal reading and writing instruction to the learners.

In an effort to mitigate this, the Masters' degree in Literacy and learning has been designed.

#### **D.10.2 ADMISSION CRITERIA**

To be admitted to the programme, a student shall be required to have:

- (i) a bachelors' degree with a major in any language and with at least a C-grade average (i.e., 60% average);
- (ii) a teaching qualification; and
- (iii) at least three years of teaching experience in any language.

In addition, other University of Namibia admission requirements for Masters' degree programmes will apply.

#### **D.10.3 MODE OF DELIVERY**

The programme shall be delivered through full time or part time face to face mode in co-operation with sister faculties.

The programme will be offered by coursework and thesis.

#### **D.10.4 DURATION OF STUDY**

The duration of the programme shall be two years on full time basis and three years part time.

#### **D.10.5 ASSESSMENT CRITERIA**

Assessment of both the coursework and the thesis shall be in accordance with the general regulations of the University of Namibia

Coursework

- a) Continuous assessment (e.g. tests, assignments, projects) 50 %
- b) Final examination 50 %

The student must pass all coursework courses before he or she may proceed with the thesis.

#### **D.10.6 COURSEWORK**

If suitable lecturers cannot be identified for the two electives *Language Education Policy and Pragmatics and Discourse Analysis*, these two electives will not be offered. Students will then take the remaining elective, *Teaching and Literacy Skills*, during the second semester.

#### **Thesis**

All staff involved in coursework will also be responsible for theses supervision. The main supervisor for each student enrolled at UNAM, will be from UNAM and the co-supervisor/s may be from the co-operating institutions.

## D.10.7 CURRICULUM COMPILATION

**Note: Teaching Literacy Skills (PSL 5982) is the only elective to be offered in 2014.**

### Year 1

Course Title	Code	Periods	NQF Level	Credits
<b>Semester 1</b>				
Academic Writing for Post Graduate Students	UAE5819	4	9	
Advanced Educational Research Methodology (core)	EAR 5910	4	9	(24)
Theories of Literacy (core)	PSL 5981	3	9	18
Literacy in multi-lingual context (core)	PSL 5991	3	9	18
Reading and writing difficulties (core)	PSL 5961	3	9	18
<b>Total</b>				<b>78</b>
<b>Semester 2</b>				
Advanced Educational Research Methodology (core)	EAR 5910	4	9	(24)
Initial literacy in First Language (core)	PSL 5962	3	9	18
Theories of Learning (core)	PSL 5902	3	9	18
<b>ELECTIVES</b>				
Teaching Literacy Skills (elective)	PSL 5982	2	9	12
Language Education policy (elective)	PSL 5922	2	9	12
<b>Not on offer for 2014</b>				
Pragmatics and Discourse Analysis (elective)	PSL 5992	2	9	12
<b>Not on offer for 2014</b>				
Language Culture and Cognition (elective)	PSL 5942	2	9	12
<b>Not on offer for 2014</b>				
<b>Total</b>				<b>72</b>
<b>Total credits for Year 1</b>				<b>150</b>

### Year 2

Course Title	Code	Periods	NQF Level	Pre-requisite/Co-requisite	Credits
<b>Semester 1 and 2</b>					
Seminar	ESS 5928	2 day seminars one in semester one and one in semester two; 28 hrs practical work	<b>9</b>	Successful completion of all taught courses	<b>18</b>
Thesis	EDM 5910	Individual supervision	<b>9</b>	Successful completion of all taught courses Co-requisite: EESS 5928	<b>90</b>
<b>Total credits year two</b>					<b>108</b>

**Total credits: 258 Credits**

## D.10.8 REQUIREMENTS FOR QUALIFICATION AWARD

A student must meet all the programme requirements to be awarded the Master's Degree in Literacy and Learning.

### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## **D.11 MASTER OF EDUCATION (EARLY CHILDHOOD DEVELOPMENT) [10MECD]**

### **D.11.1 PURPOSE**

This programme is intended to produce graduates with expertise in designing, implementing and evaluating ECD programmes of learning that meet the cognitive, social, physical, personal, emotional, and cultural developmental needs of young children. The programme will be presented in a manner that captures the ECD knowledge base at the local, regional, national and international levels.

### **D.11.2 ADMISSION REQUIREMENTS**

The normal admission requirements for Master of Education programmes shall apply. In addition students intending to pursue this programme will be expected to meet the following admission requirements.

- (i) Bachelor of Education honours degree in Early Childhood Education (ECD) and Primary Education or equivalent (Level 8) with C grade average.

**OR**

- (ii) Bachelor of Education degree and a Postgraduate Diploma in ECD obtained from any recognized university (Level 8) with C grade average.

**AND**

- (iii) At least two years of appropriate post-Bachelors professional experience in either ECD or in Primary Education.

### **D.11.3 MODE OF DELIVERY**

The programme will be offered through the modes of coursework and thesis. The programme shall be offered by the Department of Educational Psychology and Inclusive Education through full-time and part-time face-to-face mode. The programme shall also be offered via video conferencing mode as far as equipment and facilities allow.

### **D.11.4 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.

### **D.11.5 ASSESSMENT CRITERIA**

- Assessment of both the coursework and the theses shall be in accordance with the general regulations of the University of Namibia.
- Whereas the continuous assessment shall constitute 50%, the final examination-assessment shall constitute 50%.
- This degree shall be in accordance with the general regulations of the University of Namibia which include the use of external examiners.

### **D.11.6 ADVANCEMENT AND PROGRESSION**

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

### **D.11.7 APPROVED CURRICULUM REQUIREMENTS**

It is expected of students who opt for the coursework and thesis option to offer the required courses whose breakdown is as follows:

- Advanced Educational Research EAR 5910 (**compulsory**); and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization,
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization,
- **One** compulsory seminar course ESS 5928,
- **One** thesis ETM 5980, and
- Academic Writing for Postgraduate Students (**compulsory**)

All Faculty of Education-specific requirements will be adhered to in this programme except that the course *Advanced Educational Research Methodology* will be replaced by a specialized research methodology course: *Advanced Research Methodology in Educational Psychology* to cater for the specific research needs of this specialization.

### D.11.8 CURRICULUM COMPILATION

#### Year 1 (132 credits)

Semester 1				
Course	Code	Periods	NQF Level	Credits
Academic Writing for Postgraduate Students	ULEA 5819	4	8	
Advanced Research Methodology In Educational Psychology	PSR5910	4	9	(24)
Theories of Early Childhood Development	PSE5900	2	9	(12)
Approaches And Models of ECD	PSE5901	2	9	12
Early Childhood Literacy And Numeracy	PSE5921	2	9	12
<b>Total</b>				<b>60</b>
Semester 2				
Advanced Research Methodology In Educational Psychology	PSR5910	4	9	24
Theories Of Early Childhood Development	PSE5900	2	9	12
Early Childhood Programme Development	PSE5902	2	9	12
Evaluation And Assessment Of Young Children	PSE5922	2	9	12
Play And Material Development	PSE5942	2	9	12
<b>Total</b>				<b>72</b>
<b>Total credits year one</b>				<b>132</b>

#### Year 2 (108 credits)

Semester 1 and 2					
Course Title	Code	Periods	NQF Level	Pre-requisite/Co-requisite	Credits
Seminar	ESS 5928	2 day seminars one in semester one and one in semester two; 28 hrs practical work	9	Successful completion of all taught courses	18
Thesis	EDM 5910	Individual supervision	9	Pre-requisite: Successful completion of all taught courses Co-requisite: EESS 5928	90
<b>Total credits year two</b>					<b>108</b>

**Total credits: 240 Credits**

### D.11.9 REQUIREMENTS FOR QUALIFICATION AWARD

A student must meet all the programme requirements in order to be awarded the Master's Degree in Early Childhood Development.

To qualify for the award of the Master of Education a student must:

- have registered and passed all required Course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and
- fulfill all other requirements which the Department, the Faculty and the University may specify.

### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## **D.12 MASTER OF EDUCATIONAL PSYCHOLOGY (GUIDANCE AND COUNSELLING) [10MEGC]**

### **D.12.1 PURPOSE**

The purpose of this programme is to prepare selected students for registration as Educational Psychologists with the Social Work and Psychology Council of the Health Professions Councils of Namibia (HPCNA).

### **D.12.2 ADMISSION CRITERIA**

The normal admission requirements for Master of Education programmes shall apply. In addition students intending to pursue this programme will be expected to meet the following admission requirements.

- (i) An Honours degree in Psychology **OR** a four-year (level 8) Bachelor's degree with Psychology as a major subject. C-grade average is required for the degree.

**AND**

- (ii) A professional teacher training qualification.

### **D.12.3 MODE OF DELIVERY**

The programme will be offered through the modes of coursework and thesis. The programme shall be offered by the Department of Educational Psychology and Inclusive Education through full-time and part-time face-to-face mode.

### **D.12.4 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** *Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.*

### **D.12.5 ASSESSMENT CRITERIA**

- Assessment of both the coursework and the theses shall be in accordance with the general regulations of the University of Namibia.
- Whereas the continuous assessment shall constitute 50%, the final examination-assessment shall constitute 50%.
- This degree shall be in accordance with the general regulations of the University of Namibia which include the use of external examiners.

### **D.12.6 ADVANCEMENT AND PROGRESSION**

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

### **D.12.7 INTERNSHIP AND REGISTRATION AS EDUCATIONAL PSYCHOLOGIST**

The Department is responsible only for presenting the theoretical training programme. It is the responsibility of students to seek and apply for internships. Even though the Department may assist students, they remain primarily responsible for seeking and applying for internships as well as the process of registration.

## D.12.8 CURRICULUM COMPILATION

### Year 1

Course Title	Code	Periods	NQF Level	Credits
<b>Semester 1</b>				
Academic Writing for Postgraduate Students	UAE 5819	4	8	
Advanced Research Methodology In Educational Psychology	PSR5910	4	9	(24)
Counselling Theories And Applications	PSG5900	2 +2 pr		(12)
Assessment In Educational Counselling	PSG5920	1 +1 Pr		(6)
Advanced Child and Adolescent Psychopathology	PSG5940	1 +1 pr		(6)
Professional Identity And Ethics In Counselling	PSG5901	2		12
Career Development And Counselling	PSG5921	2		12
Guidance Programme Planning	PSG5941	2		12
<b>Total</b>				<b>84</b>
<b>Semester 2</b>				
Advanced Research Methodology In Educational Psychology	PSR5910	4	9	24
Counselling Theories And Applications	PSG5900	2 +2 pr		12
Assessment In Educational Counselling	PSG5920	1 +1 Pr		6
Advanced Child and Adolescent Psychopathology	PSG5940	1 +1 pr		6
Learning Support Strategies	PSG5902	2 +2 Pr		12
Group Processes In Counselling	PSG5942	2 + 2pr		12
<b>Total</b>				<b>72</b>
<b>Total credits year one</b>				<b>156</b>

### Year 2

Course Title	Code	Periods	NQF Level	Pre-requisite/Co- requisite	Credits
<b>Semester 1 and 2</b>					
Seminar	ESS 5928	2 day seminars one in semester one and one in semester two; 28 hrs practical work	9	Successful completion of all taught courses	<b>18</b>
Thesis	EDM 5910	Individual supervision	9	Pre-requisite: Successful completion of all taught courses Co-requisite: EESS 5928	<b>90</b>
<b>Total credits year two</b>					<b>108</b>

**Total credits: 264 Credits**

## D.12.9 REQUIREMENTS FOR QUALIFICATION AWARD

A student must meet all the programme requirements in order to be awarded the Master's Degree in Educational Psychology (Guidance and Counselling).

To qualify for the award of the Master of Education a student must:

- have registered and passed all required Course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and
- fulfill all other requirements which the Department, the Faculty and the University may specify.

### IMPORTANT NOTE

**Please consult the Faculty of Education Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## **D.13 MASTER OF EDUCATION (INCLUSIVE EDUCATION)**

**[10MEIE]**

### **D.13.1 PURPOSE**

The purpose of this programme is to produce graduates with expertise in designing, implementing and evaluating Inclusive Education programmes that meet national and international expectations and standards. The programme will be presented in a manner that prepare students with the core knowledge and skills required to teach, consult, collaborate, advocate and evaluate in an inclusive service delivery model.

### **D.13.2 ADMISSION CRITERIA**

The normal admission requirements for Master of Education programmes shall apply. In addition students intending to pursue this programme will be expected to meet the following admission requirements.

- (i) A Bachelor of Education degree with Inclusive Education, Educational Psychology and/or Special Education or equivalent (Level 8). This degree should be obtained with a C-grade average.

**OR**

- (ii) A Bachelor of Education and a Postgraduate Diploma in Special Education/Inclusive Education obtained from any recognized university (Level 8) with a C-grade average.

**AND**

At least two years of appropriate post-Bachelors professional experience in Inclusive Education, Educational Psychology and/or Special Education or equivalent.

### **D.13.3 MODE OF DELIVERY**

The programme will be offered through the modes of coursework and thesis. The programme shall be offered by the Department of Educational Psychology and Inclusive Education through full-time and part-time face-to-face mode at the Windhoek Main Campus. The programme shall also be offered via video conferencing mode [Hifikepunye Pohamba Campus (HPC), Katima Mulilo Campus (KMC), and Rundu Campus (RC)] as far as equipment and facilities allow and students who make use of this option shall attend practical sessions face-to-face as prescribed by the Department.

### **D.13.4 DURATION OF STUDY**

The duration of the programme shall be two (2) years minimum on full-time basis and four (4) years maximum, while on part-time the duration of the programme shall be a minimum of three (3) years and maximum of five (5) years.

**Note:** *Students that have registered initially as full time students will only be allowed to change their offering type to part time during consecutive years of registration with written approval of the University.*

### **D.13.5 ASSESSMENT CRITERIA**

- Assessment of both the coursework and the theses shall be in accordance with the general regulations of the University of Namibia.
- Whereas the continuous assessment shall constitute 50%, the final examination-assessment shall constitute 50%.
- This degree shall be in accordance with the general regulations of the University of Namibia which include the use of external examiners.

### **D.13.6 ADVANCEMENT AND PROGRESSION**

Before a student can proceed to the thesis / thesis research phase (in the case of the coursework and thesis students), s/he must first successfully pass all coursework examinations.

### **D.13.7 APPROVED CURRICULUM REQUIREMENTS FOR THE FACULTY OF EDUCATION**

It is expected of students who opt for the coursework and thesis option to offer the required courses whose breakdown is as follows:

- Advanced Educational Research EAR 5910 (**compulsory**); and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization,
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization (see list below),
- **One** compulsory seminar course ESS 5928,
- **One** thesis ETM 5980, and
- **Academic Writing for Post Graduate Students (compulsory)**

### D.13.8 CURRICULUM COMPILATION

Notes: Students select only one elective for the year

\*Students who select Reading and writing difficulties (EPSL 5961) in the first semester shall take Teaching Literacy Skills (EPSL 5982) in the second semester

#### Year 1 (132 credits)

Course Title	Code	Periods	Level	Credits
<b>Semester 1</b>				
Academic Writing for Postgraduate Students	UAE 5819	4	8	
Advanced Research Methodology In Educational Psychology	PSR 5910	4	9	(24)
Theoretical Framework For Inclusive Education	PSI 5981	3	9	18
Collaboration And Teamwork In The Inclusive Setting	PSI 5901	2	9	12
<b>ELECTIVES:</b> (students shall select only one of the following options for two semesters): <ul style="list-style-type: none"><li>Deaf Education and Communication</li><li>Reading and Writing Difficulties*</li><li>Managing Emotional and Behavioural Difficulties</li><li>Visual Impairment and Braille Systems</li></ul>	PSI 5900 PSL 5961 PSI 5940 PSI 5960	2 + 2 hrs Practicum	9	(12)
<b>Total</b>				<b>66</b>
<b>Semester 2</b>				
Advanced Educational Research Methodology (Core)	PSR 5910	4	9	24
Teaching And Learning In Differentiated Classrooms	PSI 5982	3	9	18
Assessment And Evaluation For Learning	PSI 5902	2	9	12
<b>ELECTIVES:</b> (students shall select only one of the following options for two semesters): <ul style="list-style-type: none"><li>Deaf Education and Communication</li><li>Teaching Literacy Skills*</li><li>Managing Emotional and Behavioural Difficulties</li><li>Visual Impairment and Braille Systems</li></ul>	PSI 5900 PSL 5982 PSI 5940 PSI 5960	2 + 2 hrs Practicum	9	12
<b>Total</b>				<b>66</b>
<b>Total credits year one</b>				<b>132</b>

#### Year 2 (108 credits)

Course Title	Code	Periods	Level	Pre-requisite/Co- requisite	Credits
<b>Semester 1 and 2</b>					
Seminar	ESS 5928	2 day seminars one in semester one and one in semester two; 28 hrs practical work	9	Successful completion of all taught courses	<b>18</b>
Thesis	EDM 5910	Individual supervision	9	Pre-requisite: Successful completion of all taught courses Co-requisite: EESS 5928	<b>90</b>
<b>Total credits year two</b>					<b>108</b>

**Total credits: 240 Credits**

### D.13.9 REQUIREMENTS FOR QUALIFICATION AWARD

A student must meet all the programme requirements in order to be awarded the Master's Degree in Education (Inclusive Education).

To qualify for the award of the Master of Education a student must:

- have registered and passed all required Course work per area of specialisation;
- have passed the postgraduate seminar course;
- have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and
- fulfill all other requirements which the Department, the Faculty and the University may specify.

## **D.14 MASTER OF EDUCATION (BY THESIS)**

**[10MEDR]**

### **D.14.1 ADMISSION REQUIREMENTS FOR THE M. ED BY THESIS**

Subject to the provisions of the Regulations for Postgraduate Studies of the University of Namibia, the following Special Regulations of the Faculty of Education shall apply:

Candidates may register for the degree by thesis alone provided they have satisfied the Department/Faculty, and Senate of their ability to conduct research, by submitting to the Department/Faculty a comprehensive research proposal in the approved form. An honours degree (level 8) or at least a second class first division 12(1) in the first degree (level 8) shall normally be an additional requirement. Students should also show proof of level 8 knowledge in their area of specialisation. Senate may require the candidate to audit certain courses, under this arrangement.

**NOTE:** The offerings of this program are subjected to the availability of suitable supervisors. It will remain the prerogative of the Faculty of Education to determine the number of Master of Education and Ph.D. students that can be enrolled each year.

### **D.14.2 MODE OF DELIVERY**

The programme will be offered full time or part time.

### **D.14.3 DURATION OF STUDY**

The duration of the programme shall be two (2) years on full-time and three (3) years on part-time. An extension of the registration period of up to six (6) months beyond the stipulated deadlines may be granted by relevant committees, if valid reasons are advanced.

### **D.14.4 REQUIREMENTS FOR QUALIFICATION AWARD**

To qualify for the award of the Master of Education, a student must:

- a) have passed the postgraduate seminar course;
- b) have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia, and
- c) fulfill all other requirements which the Department, the Faculty and the University may specify.

## **D.15 DOCTOR OF PHILOSOPHY IN EDUCATION**

### **D.15.1 RATIONALE FOR THE PROGRAMME**

Studying for a PhD in Education allows students to become experts in specialized areas of education, as well as gaining high quality research training that would equip them to undertake other educational research projects. All PhD students carry out original research work under the guidance of supervisors.

The Faculty will offer PhD Programmes that are governed by the General Regulations for Doctoral Programmes as documented in the relevant sections of UNAM's general regulations. The Faculty will offer a programmes leading to the attainment of Doctor of Philosophy in Educational (PhD in Education). The following specialisation programmes will be offered by the various departments in the Faculty:

#### **D.15.1.1 Department of Curriculum Instruction and Assessment Studies**

Doctor of Philosophy in Education: Curriculum, Instruction and Assessment Studies (10DECA)

#### **D.15.1.2 Department of Educational Foundations and Management**

Doctor of Philosophy in Education: Educational Management and Administration (10DEMA)

Doctor of Philosophy in Education: Educational Law and Policy Studies (10DELP)

Doctor of Philosophy in Education: Comparative and History of Education (10DECH)

Doctor of Philosophy in Education: Philosophy and Sociology of Education (10DEPS)

#### **D.15.1.3 Department of Lifelong Learning and Community Development**

Doctor of Philosophy in Education: Adult Education (10DEDA)

#### **D.15.1.4 Department of Mathematics, Science and Sport Education**

Doctor of Philosophy in Education: Mathematics Education (10DEME)

Doctor of Philosophy in Education: Science Education (10DESE)

Doctor of Philosophy in Education: Sport Education (10DEPE)

#### **D.15.1.5 Department of Educational Psychology and Inclusive Education**

Doctor of Philosophy in Education: School Guidance and Counselling (10DEGC)

Doctor of Philosophy in Education: Early Childhood Education (10DECD)

Doctor of Philosophy in Education: Inclusive Education (10DEIE)

### **D.15.2 APPLICATION PROCEDURES**

In addition to the application procedures stipulated in J.4.1 of this prospectus and the Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus, the following Faculty of Education procedures shall apply:

- a) A student who intends to study for a Doctor of Philosophy degree with the Faculty of Education must first discuss the intended programme with the respective Department to establish whether the intended research problem of investigation is viable, and whether there will be staff available to supervise him or her;
- b) The applicant must also submit a Working Title and an acceptable outline of the proposed research project by using the approved UNAM guidelines to the Head of Department. The topic must be in the area of specialization of the student.
- c) Acceptance to proceed with the study shall be granted by SENATE only after receiving recommendations from the Departments through the Faculty and UNAM Postgraduate Studies Committees.
- d) Students shall be notified by the School of Postgraduate Studies of the outcome of their applications.
- e) Only successful students shall be allowed to proceed with their studies.

### **D.15.3 ADMISSION CRITERIA**

#### **SPECIAL REGULATIONS FOR PH. D DEGREE BY DEPARTMENTAL SPECIALISATION**

Although all Doctoral Programmes in the Faculty are governed by the General Regulations for Doctoral Programmes, as documented in this Prospectus and the relevant sections of UNAM's general regulations, the following additional regulations will govern the programmes in the Faculty.

- a) All students enrolling for a PhD in the Faculty of Education who have not taken and passed the required research methodology courses shall be required to enroll and pass the Advanced Educational Research courses as offered in the UNAM M.Ed programme (i.e. EAR 5910: Advanced Educational Research Methodology) and the Academic Writing for Postgraduate Students course.

b) In addition it is compulsory that all students should pass the Postgraduate Seminar (EPS 6080).

The Doctor of Philosophy in Education (PhD) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia stipulated in this prospectus and the Regulations and Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus.

In addition, the following Faculty of Education regulations will apply:

- Candidates normally must show proof of 60% or more for the thesis part of their Master's degree.
- Prospective candidates must also satisfy specific requirements of the Faculty of Education, i.e. must have related work experience and will be subjected to an oral and/ or written admission tests.

Notwithstanding the above admission criteria, the Department shall limit the number of admissions per academic year on the basis of available qualified staff for supervision of Ph.D Dissertations.

#### **D.15.3.1 Specific Admission Requirements per Department:**

##### **Department of Curriculum Instruction and Assessment Studies**

###### **Doctor of Philosophy in Education: Curriculum Studies**

Candidates for admission into PhD programme should be in possession of an appropriate Master of Education (M.Ed) (level 9) degree or equivalent from a recognized University or Institution of Higher learning.

##### **Department of Educational Foundations and Management**

###### **Doctor of Philosophy in Education: Management and Administration/ Law and Policy Studies/ Comparative and History of Education/ Philosophy and Sociology of Education**

Candidate must be in possession of a Master's degree (level 9) or equivalent from a recognized institution of higher learning in the selected area of specialisation. The areas of specialisation on offer are: Educational Management and Administration, Educational Law and Policy Studies, Philosophy and Sociology of Education and Comparative and History of Education;

##### **Department of Lifelong Learning and Community Development**

###### **Doctor of Philosophy in Education: Adult Education Admission Requirements**

Hold a Master's degree in Adult Education (level 9) or a related field of the University of Namibia or from a recognized institution of higher learning. The related fields in this context shall include: Education; Community Development; Social Welfare; and Mass Communications.

##### **Department of Mathematics, Science and Sport Education**

###### **Doctor of Philosophy in Education: Mathematics Education/Science Education**

Hold a Master's degree (level 9) in Mathematics Education or Science Education or related field of study or equivalent from the University of Namibia or from any recognized institution of higher learning.

###### **Doctor of Philosophy in Sport Education**

Students will hold a relevant Master's degree (level 9) obtained from the University of Namibia or equivalent; and be considered by University staff to be an appropriate candidate for the degree.

##### **Department of Educational Psychology and Inclusive Education**

###### **Doctor of Philosophy in Education: School Guidance and Counselling/ Early Childhood Education/ Inclusive Education.**

Students for admission to the doctoral programme of the Department of Educational Psychology and Inclusive Education must be in possession of a Master's degree (level 9) or equivalent from a recognized institution of higher learning in the chosen field of study. The areas of specialization on offer are School Guidance and Counselling, Early Childhood Education and Special Needs Education/Inclusive Education.

**SUBJECT TO THE PROVISIONS OF THE REGULATIONS FOR POSTGRADUATE COURSES OF STUDY OF THE UNIVERSITY OF NAMIBIA, THE FOLLOWING REGULATIONS OF THE FACULTY OF EDUCATION SHALL APPLY:**

#### **D.15.4 REGISTRATION PROCEDURES**

In addition to the registration procedures stipulated in I.4.3 of this prospectus and the Regulations and Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus, the Faculty of Education shall apply:

- a) An applicant becomes a student of UNAM upon registration after approval of the intended topic of study and acceptance of candidature by SENATE.
- b) Accepted students must comply with registration formalities of UNAM including payment of required fees.
- c) Students should not proceed with their studies until registration formalities are completed. Supervisors have a right to ask for proof of registration.

#### **D.15.5 MODE OF DELIVERY**

The PhD programme in the Faculty of Education will be offered by research only (dissertation mode only).

- a) The degree will be awarded on the basis of an original and substantial contribution to knowledge in the form of a dissertation as judged by experts in the identified field of study.
- b) The research and dissertation will constitute the entire body of work that will be assessed.
- c) The dissertation will carry a value of 360 NQF credits all of which will be on level 10.

**NOTE:**

**\*STUDENTS OPTING FOR THIS OPTION HAVE TO ASSURE THE FACULTY OF EDUCATION THAT THEY HAVE TAKEN AND PASSED RELEVANT RESEARCH METHODOLOGY COURSES IN THEIR PREVIOUS PROGRAMMES.**

#### **D.15.6 DURATION OF STUDY**

Under normal circumstances students will be required to complete their studies within a minimum of three years and a maximum of five years. The student should remain registered for the entire period of study. If the student does not register he/she shall be considered to have dropped out of the program.

#### **D.15.7 REQUIREMENTS FOR QUALIFICATION AWARD**

The total number of credits for the PhD programme is 378 credits. All these credits are on level 10 of the NQF. The Dissertation carries 360 credits. In addition to the 360 credits each student must complete a compulsory Seminar course (EPS 6080) of 18 credits.

Conferment of the PhD shall be in accordance with the general regulations of UNAM which stipulate:

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

## **E. FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY**

☎ +264 65) 232 4002    📠 (+264 65) 232 4069    📧 mchristiaan@unam.na    📮 P O Box 3624 ONGWEDIVA, NAMIBIA

### **Founding Dean**

Professor F.P.L. Kavishe, B.Sc. (Eng) (DSM), MSc, DIC, PhD, (London), R. Eng, C.Eng. (Britain)

### **Deputy Dean**

Dr. Adedayo A. Ogunmokun:    B.Sc. (Agr. Eng), (IFE), PhD (Agr. Eng) (Cranfield)

## **ACADEMIC DEPARTMENTS**

Enquiries regarding specific subjects and departments should be addressed to the relevant head of department.

### **Department of Civil and Environmental Engineering**

Head of Department: Prof. Frank Michael Adam

☎ (+264 65) 232 4075    📠 (+264 65) 232 4069    📧 [fadam@unam.na](mailto:fadam@unam.na)    📮 P O Box 3624 Ongwediva, Namibia

### **Department of Computer and Electronic Engineering**

Head of Department: Dr. Clement N. Temaneh

☎ (+264 65) 232 4111    📠 (+264 65) 232 4069    📧 [cntemaneh@unam.na](mailto:cntemaneh@unam.na)    📮 P O Box 3624 Ongwediva, Namibia

### **Department of Electronic Engineering**

Head of Department: Mr. Epimaque Ruhunga

☎ (+264 65) 232 4075    📠 (+264 65) 232 4069    📧 [eruhunga@unam.na](mailto:eruhunga@unam.na)    📮 P O Box 3624 Ongwediva, Namibia

### **Department of Mechanical and Industrial Engineering**

Head of Department: Dr Adedayo Ogunmokun

☎ (+264 65) 232 4005    📠 (+264 65) 232 4069    📧 [aodunmokun@unam.na](mailto:aodunmokun@unam.na)    📮 P O Box 3624 Ongwediva, Namibia

### **Department of Mining and Metallurgical Engineering**

Head of Department: Prof Jide Akande

☎ (+264 65) 232 4114    📠 (+264 65) 232 4069    📧 [jakande@unam.na](mailto:jakande@unam.na)    📮 P O Box 3624 Ongwediva, Namibia

## **E.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY**

The Faculty of Engineering and Information Technology may award the following postgraduate qualifications:

<b>Qualification Code</b>	<b>Qualification Name</b>	<b>Study Period</b>
19MCVE	Master of Science in Civil Engineering	2 FT & 3 PT
19DENG	Doctor of Philosophy in Engineering	3

**E.2.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

The **purpose** of the degree programme for Master of Science in Civil Engineering (MSc Civil Engineering) of the University of Namibia is to offer advanced training to civil engineers so as to prepare them to become specialists in one of the following sub-disciplines of civil engineering: Structural Engineering; Transportation Engineering; Water Engineering. The MSc Civil Engineering degree programme consists of advanced taught courses plus one year of research and thesis at Level 9 of the National Qualifications Framework (NQF) in Namibia. Prospective students will be expected to choose one of the following Options for specialization: Structures; Transportation; Water.

Graduates of the MSc (Civil Engineering) degree programme will be equipped with knowledge and skills to work in industry, do consultancy or carry out further research in their areas of specialization. Those who specialize in the Structures Option will be able to plan, analyse and design civil engineering structures such as houses, high rise buildings, high volume containers, storage silos and bridges, amongst others. Those who specialize in the Transportation Option will be able to plan sustainable transport systems, design roads and railway systems with appropriate safety measures, supervise road construction, design airport runways and manage transport logistics.

The Water Option prepares its graduates to manage water supply chains, design waste water treatment systems, design flood control systems such as dams and channels, develop hydrological models and manage water flow in rivers and channels as well as analyse and design appropriate measures to deal with rising ocean tides along the coast as a result of climate change.

The **rationale** of this qualification is based upon the fact that the Faculty of Engineering and Information Technology of the University of Namibia (UNAM) produced its first Graduate Engineers during the 2012 academic year in various engineering disciplines, including civil engineering. Having demonstrated the success of its Bachelor's degree programme, and having received confirmation from the Engineering Council of Namibia that these graduates are registerable as Professional Engineers, the Faculty has developed a curriculum for the degree of Master of Science in Civil Engineering to enable its Graduate Engineers and others from elsewhere to undertake further studies in the field of civil engineering and thereby build capacity for research and consultancy in this field.

**E.2.2 CRITERIA FOR ADMISSION**

The minimum entry requirement for the Master of Science in Civil Engineering is a BSc Civil Engineering (Honours) degree or equivalent NQF Level 8 qualification, with overall grade of at least 60% (Lower Second).

**E.2.3 MODE OF DELIVERY**

The Master of Science in Civil Engineering programme will be offered full time or part time.

**E.2.4 DURATION OF STUDY**

The minimum duration for the Master of Science in Civil Engineering degree programme is two (2) years of full time study or three (3) years of part time study. In case a student requests for extension of time based on valid reasons, this may be granted; however, the degree must still be completed within three (3) years of full-time study or four (4) years of part time study.

**E.2.5 ASSESSMENT CRITERIA**

For detailed examination and promotion rules see the University's General Information and Regulations Prospectus and Guidelines for Postgraduate Students. For assessment purposes, all courses shall normally carry a component of Continuous Assessment and University Examination. Continuous Assessment (CA) shall normally consist of Written Tests plus Assignments and/or Lab. Reports/Mini Projects. Unless otherwise specified, the CA Mark shall be made up of 50% Written Tests and 50% Assignments and/or Lab Reports/Mini Projects. A candidate will be eligible to write a University Examination (UE) in a given course only if he/she has obtained the required Continuous Assessment Mark of at least 40% in that course. University Examinations will normally be administered at the end of the semester. Where modular teaching (block teaching) is used, examinations may be administered immediately after the completion of teaching. Courses with 18 or more credits shall have 3-hour examination papers. Courses with 12 credits shall normally have 2-hour examination papers. The Final Examination Mark shall normally be made up of 50% Continuous Assessment and 50% University Examination. The minimum Pass Mark in any course as determined by the Final Examination Mark is 50%.

The Final Mark for the programme will be calculated as the mean of the average mark of all the taught courses including the seminar (Mark A) and the average of the thesis marks (Mark B). Thus: Final mark =  $(A + B)/2$ .

### E.2.6 MAXIMUM NUMBER OF COURSES PER YEAR

	Full Time	Part Time
First year:	144 Credits	66 Credits
Second year:	120 Credits	78 Credits
Third Year:	-	120 credits

### E.2.7 ADVANCEMENT AND PROGRESSION RULES

During semester 1 of the first year of study, full time students will take common courses that include spatial planning, infrastructure development, advanced numerical methods, academic writing skills and research methodology and project proposal writing. During the second semester of the first year, students will take courses from one of the three areas of specialization, namely Structures; Transportation; Water. The total number of credits for full time students in the first year will be 144 as illustrated in Section 29.1. Research and thesis, which will be done in the second year of study, will also reflect the area of specialization of the student. On the other hand, part time students will take a total of 66 credits in the first year and 78 credits in the second year as illustrated in Section 29.2. Thesis will then be done in the third year. A student must pass all the prescribed taught courses before he/she can proceed to doing research towards the thesis.

### E.2.8 CURRICULUM COMPILATION

#### FULL TIME PROGRAMME

##### COMPULSORY COURSES – YEAR 1 SEMESTER 1 OF FULL TIME STUDENTS

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
CVE5921	Spatial Monitoring and Planning	9	12	C	None
CVE5981	Infrastructure Development	9	18	C	None
CVE5999	Advanced Numerical Methods	9	18	C	None
EGT5999	Research Methodology and Proposal Writing	9	18	C	None
UAE5819	Academic Writing for Post Graduate Studies	8	*	C	None
<b>Total NQF Credits Year 1 Semester I (Full Time)</b>			<b>66</b>		

\* Not a credit-bearing course

##### ELECTIVES FOR STRUCTURES OPTION – YEAR 1 SEMESTER 2 OF FULL TIME STUDENTS

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
CVS5999	Finite Elements & Structural Dynamics	9	18	E	None
CVS5929	Structural Materials	9	12	E	None
CVR5992	Advanced Structural Concrete Design	9	18	E	None
CVS5992	Advanced Structural Steel Design	9	18	E	None
CVS5949	Advanced Bridge Design	9	12	E	None
<b>Total NQF Credits Year 1 Semester II (Full Time)</b>			<b>78</b>		

\* Not a credit-bearing course

##### ELECTIVES FOR TRANSPORTATION OPTION – YEAR 1 SEMESTER 2 OF FULL TIME STUDENTS

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
CVT5919	Road Engineering	9	24	E	None
CVT5949	Transport Economics	9	12	E	None
CVT5929	Railway Engineering	9	12	E	None
CVT5992	International Traffic & Transport Logistics	9	18	E	None
CVT5922	Aviation and Port Engineering	9	12	E	None
<b>Total NQF Credits Year 1 Semester II (Full Time)</b>			<b>78</b>		

**ELECTIVES FOR WATER OPTION – YEAR 1 SEMESTER 2 OF FULL TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
CVW5999	Integrated Water Resources Management and Remote Sensing	9	18	E	None
CVW5929	Coastal Engineering	9	12	E	None
CVW5992	Advanced Water Supply and Waste Water Engineering	9	18	E	None
CVW5949	Advanced Hydraulics	9	12	E	None
CVD5992	Drought and Flood Risk Management	9	18	E	None
<b>Total NQF Credits Year 1 Semester II (Full Time)</b>			<b>78</b>		

**YEAR 2 SEMESTER 1 & 2 OF FULL TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
EGT5920	Postgraduate Seminar	9	12	C	All Taught Courses
EGT5990	Thesis	9	108	C	All Taught Courses
<b>Total NQF Credits Year 2</b>			<b>120</b>		
<b>TOTAL NQF CREDITS FOR THE PROGRAM</b>			<b>264</b>		

**PART TIME PROGRAMME****COMPULSORY COURSES – YEAR 1 OF PART TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
<b>SEMESTER 1</b>					
CVE5921	Spatial Monitoring and Planning	9	12	C	None
CVE5981	Infrastructure Development	9	18	C	None
UAE5819	Academic Writing for Post Graduate Studies	8		C	None
<b>SEMESTER 2</b>					
CVE5999	Advanced Numerical Methods	9	18	C	None
EGT5999	Research Methodology and Proposal Writing	9	18	C	None
<b>Total NQF Credits Year 1 (Part Time)</b>			<b>66</b>		

**ELECTIVES FOR STRUCTURES OPTION – YEAR 2 OF PART TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
<b>SEMESTER 1</b>					
CVS5999	Finite Elements & Structural Dynamics	9	18	E	None
CVS5929	Structural Materials	9	12	E	None
CVS5949	Advanced Bridge Design	9	12	E	None
<b>SEMESTER 2</b>					
CVR5992	Advanced Structural Concrete Design	9	18	E	None
CVS5992	Advanced Structural Steel Design	9	18	E	None
<b>Total NQF Credits Year 2 Structures Option (Part Time)</b>			<b>78</b>		

**ELECTIVES FOR TRANSPORTATION OPTION – YEAR 2 OF PART TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
<b>SEMESTER 1</b>					
CVT5919	Road Engineering	9	24	E	None
CVT5949	Transport Economics	9	12	E	None
CVT5929	Railway Engineering	9	12	E	None
<b>SEMESTER 2</b>					
CVT5992	International Traffic & Transport Logistics	9	18	E	None
CVT5922	Aviation and Port Engineering	9	12	E	None
<b>Total NQF Credits Year 2 Transportation Option (Part Time)</b>			<b>78</b>		

**ELECTIVES FOR WATER OPTION – YEAR 2 OF PART TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
<b>SEMESTER 1</b>					
CVW5999	Integrated Water Resources Management and Remote Sensing	9	18	E	None
CVW5929	Coastal Engineering	9	12	E	None
CVW5949	Advanced Hydraulics	9	12	E	None
<b>SEMESTER 2</b>					
CVW5992	Advanced Water Supply and Waste Water Engineering	9	18	E	None
CVD5992	Drought and Flood Risk Management	9	18	E	None
<b>Total NQF Credits Year 2 Water Option (Part Time)</b>			<b>78</b>		

**YEAR 3 SEMESTER 1 & 2 OF PART TIME STUDENTS**

Code	Course Title	NQF Level	NQF Credits	Compulsory (C) or Elective (E)	Pre & Co Requisite
EGT5920	Postgraduate Seminar	9	12	C	All Taught Courses
EGT5990	Thesis	9	108	C	All Taught Course
<b>Total NQF Credits Year 2</b>			<b>120</b>		
<b>TOTAL NQF CREDITS FOR THE PROGRAMME</b>			<b>264</b>		

**E.2.9 REQUIREMENTS FOR QUALIFICATION AWARD**

A student can graduate with the degree of Master of Science in Civil Engineering only if he/she has earned the 264 NQF Credits prescribed in the curriculum.

**IMPORTANT NOTE**

Please consult the Faculty of Engineering and Information Technology Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## F. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### OFFICE OF THE DEAN

☎ (+264 61) 206 3801 📠 (+264 61) 206 3806 ✉ [bkangumine@unam.na](mailto:bkangumine@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

#### Dean

Prof. KJ Mchombu, BA (Dar es Salaam), MA, PhD (Loughborough, UK), DipLib (Wales)

#### Deputy Dean

Dr S.T. Angombe, BSc (Unam), MSc (ANU, Australia), PhD (Moscow State Agric. Uni., Russia)

### ACADEMIC DEPARTMENTS

Enquiries regarding specific subjects and departments should be addressed to the relevant head of department.

#### Department of Geography, History and Environmental Sciences

Head of Department: Dr M Akawa, BA (Unam), MA (UWC), PhD (University of Basel)

☎ (+264 61) 206 3898 📠 (+264 61) 206 3806 ✉ [makawa@unam.na](mailto:makawa@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

#### Department of Human Sciences

Head of Department: Dr EN Shino: BA (USA), PGDE (UNAM), MA Clin Psych (UPE), PhD (UFS)

☎ (+264 61) 206 3807 📠 (+264 61) 206 3806 ✉ [eshino@unam.na](mailto:eshino@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

#### Department of Information and Communication Studies

Head of Department: Dr CM Beukes-Amiss, BA, HED Sec (UNAM), MSc EIM (Robert Gordon University, Scotland), PhD CiE (University of Pretoria, South Africa)

☎ (+264 61) 206 3001 📠 (+264 61) 206 3806 ✉ [cmbeukes@unam.na](mailto:cmbeukes@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

#### Department of Language and Literature Studies

Head of Department: Prof J Kangira, Cert. in Ed.(Zimbabwe), Creative Writing Cert. (Lancaster/British Council), Dip.in Journalism and Professional Writing (TTC– UK), BA (UNISA), BA Special Hons, MPhil (Zimbabwe), PhD (Cape Town)

☎ (+264 61) 206 3862 📠 (+264 61) 206 3806 ✉ [jukavari@unam.na](mailto:jukavari@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

#### Department of Sociology

Head of Department: Dr L Edwards-Jauch, BA (Unam), MPhil (UCT), PhD (Unam)

☎ (+264 61) 206 3139 📠 (+264 61) 206 3806 ✉ [ledwards@unam.na](mailto:ledwards@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

Department of Visual and Performing Arts

Head of Department: Dr F Tsoubaloko, BA Hons (Congo), MA (Ethnomusicology) & PhD (Bucharest Univ. of Music)

☎ (+264 61) 206 3322 📠 (+264 61) 206 3804 ✉ [ftsoubaloko@unam.na](mailto:ftsoubaloko@unam.na) 📮 Private Bag 13301, Windhoek, Namibia

## F.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The Faculty of Humanities and Social Sciences may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
13PHCM	Postgraduate Diploma in Heritage Conservation and Management	1
13MAAR	Master of Arts (by Thesis)	2
13MAAS	Master of Arts in Afrikaans Studies	2
13MPSY	Master of Arts in Clinical Psychology	2
13MAES	Master of Arts in English Studies	2
13MAGS	Master of Arts in German Studies	2
13MGDS	Master of Arts in Gender Studies	2
13MIPS	Master of Arts in Industrial Psychology	2
13MAPR	Master of Arts (Performing Arts)	2
	Doctor of Philosophy	3

## **F.2 POSTGRADUATE DIPLOMA IN HERITAGE CONSERVATION AND MANAGEMENT [13PHCM]**

### **F.2.1 PURPOSE AND RATIONALE**

In an era where heritage coupled with tourism becomes a question of bread and butter, it is crucial that Namibia's heritage is utilized to attract tourists and travelers and equally important, conserved and managed properly to make sure that it is well preserved and protected for future generations. In addition, with the rise in unemployment it becomes vital that people are equipped to generate income through heritage tourism and assist government in the eradication of poverty by equipping people with the skills and competencies to employ and sustain themselves. The purpose of this qualification is to present students with an extended and deepened level of knowledge and skills in the field of Heritage conservation and management. The programme deals with crucial themes in the heritage area that include curatorship, heritage tourism, heritage site management, introduction to GIS, heritage legal framework, intangible cultural heritage and heritage entrepreneurship, among others. Courses in research methodology and academic writing are an indispensable complement to the programme, offering students opportunities for research and to acquire presentation skills for business environments, orally and in writing. In training students with these skills the programme is aligned with the university's core business of researching and production of new knowledge.

### **F.2.2 CRITERIA FOR ADMISSION**

To qualify for admission into the Postgraduate Diploma in Heritage Conservation and Management a student must hold a Bachelor's degree or a recognised equivalent qualification in the areas of Social Sciences that include but not limited to History, Archaeology, Anthropology, African studies, Ethnography, Tourism, Geography. The Faculty reserves the right to interview students before admission.

### **F.2.3 MODE OF DELIVERY**

The PGD in Heritage Conservation and Management program will be offered on a block seminar basis only.

### **F.2.4 DURATION OF STUDY**

The PGD in HCM can be completed in a minimum of one (1) year of full-time study and a maximum of three (3) years, unless special permission is granted for this period to be exceeded.

### **F.2.5 ASSESSMENT CRITERIA**

Assessment criteria are based on written examination (60%) and Continuous Assessment (40%) based on tests, assignments, filed studies, industrial attachment, practicals and seminar presentations for each module as well as final research paper. 50% is required to pass each course and a student is required to attend 80% of all lectures and practicals. The research project will be examined by at least one internal and one external examiner of a recognized institution.

### **F.2.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A maximum number of fourteen courses with a total of 136 credits including field work, technical visits and industrial attachments.

### **F.2.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

To be re-admitted to the PGD in HCM, a student must have passed one-third of the courses equivalent to 48 credits.

## F.2.8 CURRICULUM COMPILATION

All courses are compulsory

Course Code	Course Title	NQF Level	NQF Credits
<b>Semester 1</b>			
UAE 4819	Academic writing for post graduate studies	8	*
HCM 4820	Heritage studies: Concepts, Themes, and Contemporary issues	8	8
HCM 4810	Research Project in Heritage Conservation and Management	8	16
HCM 4861	Curatorship	8	8
DVC 4841	Display and Visual Communication	8	8
SPC 4821	Scientific Principles of Conservation	8	8
HCM 4821	Heritage Tourism	8	8
HCM 4801	Research Methodology	8	8
<b>Total credits for Semester 1</b>			<b>64</b>
HCM 4820	Heritage studies: Concepts, Themes, and Contemporary issues	8	8
HCM 4810	Research Project in Heritage Conservation and Management	8	16
HCM 4802	Heritage Site Management	8	8
HLF4822	Heritage Legal Framework	8	8
HCM 4842	Introduction to Geo-Information Science in Heritage Studies	8	8
ICH 4862	Intangible Cultural Heritage	8	8
HCM 4822	Excursion	8	8
HCM 4862	Heritage Entrepreneurship	8	8
<b>Total credits for Semester 2</b>			<b>72</b>
<b>TOTAL CREDITS FOR THE PROGRAME</b>			<b>136</b>

\* This course is not credit bearing.

## F.2.9 REQUIREMENTS FOR QUALIFICATION AWARD

To be awarded PGD in HCM by the Faculty, a student must pass all courses prescribed for the qualification; a total of 14 courses and obtained 136 credits.

### IMPORTANT NOTE

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**F.3.1 AIMS AND OBJECTIVES**

The aim of the programme is to empower students with the competencies to design and execute research projects, and produce postgraduate students equipped with the knowledge, skills and motivation to conduct research and publish their research findings.

The Faculty may award the degree Master of Arts (MA) in the following disciplines, subject to the general regulations for Master's degree studies (**See Section I of this Prospectus**):

- ☐ African Languages
- ☐ French Studies
- ☐ Geography and Environmental Studies
- ☐ History
- ☐ Information Studies
- ☐ Library Science and Records Management
- ☐ Media Studies
- ☐ Performing Arts
- ☐ Philosophy
- ☐ Portuguese Studies
- ☐ Religion
- ☐ Tourism
- ☐ Social Work – **No intake for 2015**
- ☐ Sociology
- ☐ Visual Arts

**Programme Co-ordinator:** Relevant head of department

**F.3.2 CRITERIA FOR ADMISSION**

In addition to the admission requirements stipulated in the **Regulations and Guidelines for Postgraduate Programmes** in this Prospectus and the **General Information and Regulations Prospectus**, the following Faculty Regulations apply:

- Subject to the relevant regulations for admission to postgraduate studies, a candidate should have completed at least two years of field experience in social work to qualify for admission to the MA programme in Social Work.
- Candidates who intend to pursue MA degree studies should approach the head of the department in which they intend to undertake their studies before 31 October of the year preceding intended registration.
- Prospective candidates will be required to write a one page submission to articulate the goals of their undertaking MA studies, and the Faculty reserves the right to interview applicants.
- Submission of an application for admission to the MA programme does not ensure admission to the programme.

**F.3.3 DURATION OF STUDY**

- The MA degree cannot be completed in less than two (2) years of study.
- Candidates will have the option of conducting their MA studies on a **full-time** or **part-time** basis. Full time candidates should complete their studies within three (3) calendar years. Part-time candidates will be allowed up to five (5) years to complete their studies. An extension of the registration period of up to six (6) months beyond the stipulated deadlines may be granted by relevant committees if valid reasons are advanced.

### F.3.4 CURRICULUM COMPILATION

The MA programme consists of two parts. In the first year, students will complete their academic coursework studies and examinations. In the second year, students write a research thesis.

#### PART 1: Coursework (Year I)

Students register for the following courses in the first year of registration:		
Semester	Code	Course Title
1	UAE5819	Academic Writing for Postgraduate Students
	FHS5911	The Research Process
	FHS5951	Qualitative Research Design
Students add one (1) of the two (2) courses below from each semester (subject to departmental approval)		
1	FHS5931	Quantitative Research Design
	FHS 5971	Creative Research Design
2	FHS 5972	Seminars and Presentations
	FHS 5992	Writing Proposals, Reports and Publishing

**Note:** To be admitted to Part 2 of the programme, a student must have passed all Courses in Part 1 (the coursework part).

#### PART 2: Research Thesis (Year II)

Students register for following course in the second year of registration:		
Semester	Code	Course Title
1 & 2	FHT 5910	Thesis

Students must submit a thesis (of approximately 25 000 – 50 000 words; or 15 000 – 30 000 words if in conjunction with a comprehensive body of creative artwork or an artistic performance) on a topic selected in consultation with the Department, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus**.

#### IMPORTANT NOTE

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**F.4.1 PURPOSE AND RATIONALE**

The purpose of this qualification is to equip students with advanced knowledge and skills in Afrikaans linguistics and/or literature to contribute as active role players in a globalised and industrialising society.

Being one of the national languages of Namibia whose development is ensured by the Namibian Constitution, Afrikaans plays an indispensable role in commerce, education, and social interaction and communication at all levels, locally and internationally. Since one of the University's functions is to expand the frontiers of knowledge about various social phenomena, research and development with regard to culture as manifested by the Afrikaans language and literature are effectively represented in this qualification.

The University of Namibia is the only tertiary educational institution in Namibia that offers the opportunity for postgraduate studies in Afrikaans linguistics and/or literature.

**F.4.2 CRITERIA FOR ADMISSION**

To qualify for admission to the MA in Afrikaans Studies programme by coursework plus thesis, a student must be in possession of a relevant honours degree or postgraduate diploma recognised at NQF level 8 with a minimum average of 60% (Lower Second) in the relevant discipline.

**F.4.3 MODE OF DELIVERY**

The programme will be offered on full time and part time, face to face, evening timetable.

**F.4.4 DURATION OF STUDY**

The duration of the programme shall be a minimum of two (2) years and a maximum of three (3) years on full time study, while on part time study the duration shall be a minimum of three (3) years and a maximum of five (5) years.

An extension of the registration period of up to six months beyond the stipulated deadlines may be granted by relevant committees if valid reasons are advanced. Refer to the Postgraduate Regulations in this Prospectus.

**F.4.5 ASSESSMENT CRITERIA**

To pass a course (thesis included), a student should obtain a minimum final mark of 50%. Where examinations apply, a student should obtain a minimum continuous assessment mark of 40% to be admitted to the examination and normal examination regulations apply. Refer to individual course descriptors in the Faculty of Humanities and Social Sciences Prospectus.

**F.4.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A student may not register for more than 132 credits (five courses – including Academic Writing for Postgraduate Students) in the first year and for more than 108 credits (equivalent to the thesis) in any subsequent year.

**F.4.7 ADVANCEMENT AND PROGRESSION RULES**

A student must have obtained all 132 credits of the coursework component (year one) in order to advance to the thesis course.

**F.4.8 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted to the Faculty for a particular year of registration a full-time student must have passed the number of credits as indicated below:

- At the end of the first year of registration: 60 credits
- At the end of the second year of registration: 132 credits (all coursework courses)

In order to be re-admitted to the Faculty for a particular year of registration a part-time student must have passed the number of credits as indicated below:

- At the end of the first year of registration: 36 credits (one subject specialisation course)
- At the end of the second year of registration: 72 credits (the two subject specialisation courses)

At the end of the third year of registration: 132 credits (all coursework courses)

**F.4.9 CURRICULUM COMPILATION**

Course code	Course Title	NQF Level	Credits	Compulsory (C)/ Elective (E)	(Co-requisite)/ Pre-requisite
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	None
<b>Year 1 Semester 1 and 2</b>					
LLL 5900	Research Design and Presentation	9	24	C	None
Students select three (3) of the following five (5) courses					
LLI 5980	Intercultural Communication	9	36	E	None
LLL 5980	Advanced Applied Linguistics	9	36	E	None
LLE 5980	Lexicography	9	36	E	None
LLT 5980	Literature Literary and Theory	9	36	E	None
LLC 5980	Comparative Literary Studies	9	36	E	None
<b>TOTAL CREDITS YEAR 1</b>			<b>132</b>		
<b>Year 2 Semester 1 and 2</b>					
LAF 5910	Thesis in Afrikaans Studies	9	108	C	Pass all Year 1 credits (132)
<b>TOTAL CREDITS YEAR 2</b>			<b>108</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>240</b>		

\* Not a credit-bearing course

**F.4.10 REQUIREMENTS FOR QUALIFICATION AWARD**

In order to be awarded the MA in Afrikaans Studies degree, a student must have obtained all 240 credits.

**IMPORTANT NOTE**

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**NO INTAKE FOR 2015****F.5.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

The purpose of the MA in Clinical Psychology programme can be articulated both in academic and professional terms.

**Academic:**

The academic purposes of the programme are to:

- Introduce the student to study in the area of applied psychology, to consolidate and deepen what has been learned previously;
- Equip qualifying students with the necessary professional skills and attitudes based on scientific knowledge to function efficiently, effectively and independently within the field of applied psychology;
- Establish a base for participating in research through the acquisition of the necessary elementary research skills and tools and to provide a foundation for further learning; and to
- Stimulate an interest in academic study in the field of Applied Psychology and to ensure a constant supply of well-equipped professionals for both the private and public sectors, who are both critical thinkers and socially aware.

**Professional:**

- The programme prepares selected students for possible statutory registration as clinical psychologist with the Social Work and Psychology Council of Namibia, of the Health Professions Councils of Namibia (HPCNA), provided the students meet the registration requirements of the HPCNA.

**Rationale**

The 6<sup>th</sup> draft Mental Health Act of Namibia states clearly "health is a state of physical, mental and social well-being" (6<sup>th</sup> Draft Mental Health Act of Namibia, 2009). In 2005 already, the honourable Minister of Health and Social Services of Namibia stated: "...mental health problems are a growing burden to the public health sector and Namibia is no exception" (National Policy for Mental Health, 2005). The Minister also stated the following statistics with regard to mental health:

- Mental and behavioural disorders, affects more than 25% of all people at some time,
- 2-3% of any population at any time of their life suffer from seriously incapacitating mental disorders,
- 20-30% of people that attend general health services suffer from a mental disorder.

The WHO furthermore predicts that by 2020, depression will become the second largest cause of suffering- first place being heart disease, also commonly known to be caused by high stress levels and a lack of skills to deal in a healthy way with stress. Statistics indicate that presently, five out of the 10 leading ailments globally are psychological conditions including depression and anxiety (WHO, 2006). Currently mental disorders account for 15% of the disease burden in developing countries (like Namibia) and this has further ramifications as mental health is inextricably tied to physical health (WHO, 2002) – therefore we refer often to "psychosomatic complaints".

It is clear that a need exists for psychological services in any country on the globe. As no other tertiary institution offers training in the Masters of Arts in Clinical Psychology, it became essential that the University of Namibia, Section Psychology, offer this crucial qualification. Through this programme Namibians are empowered to assist individuals and the community to remain healthy.

**Programme Convenors:**

Dr M Janik – Clinical Psychology Coordinator (Tel. 206 3144 – Email: [mjanik@unam.na](mailto:mjanik@unam.na))

Dr EN Shino – Head of Department (Tel. 206 3807 – Email: [eshino@unam.na](mailto:eshino@unam.na))

**F.5.2 CRITERIA FOR ADMISSION**

To be admitted to the programme, a student shall be required to have:

- At least a C-grade average (i.e., 60% and above) in one of the following qualifications:
  - a) a 4-year Bachelors' degree with a single major in Clinical Psychology,
  - b) a 4-year BPsych degree,
  - c) a 4-year Honours degree in Clinical Psychology,
  - d) an equivalence of a 4-year BA Degree Honours in Clinical Psychology, or
  - e) an equivalence of a level 8 qualification (in Clinical Psychology) on the Namibian Qualifications Authority.
- Undergo a selection process, which might include psychometric assessment, assessment centre activities, individual interviews, and two reference reports.
- In addition, other University of Namibia admission requirements for Master's degree programmes will apply.

### F.5.3 INTAKE

Admission into to the programme takes place every alternate year.

### F.5.4 MODE OF DELIVERY

The MA in Clinical Psychology programme will be offered only on a full-time basis, during the day.

### F.5.5 DURATION OF STUDY

The minimum duration for the MA in Clinical Psychology programme is two (2) years full-time and the maximum duration is three (3) years.

### F.5.6 ASSESSMENT CRITERIA

The assessment of coursework, mini-thesis and practicum shall be done in accordance with the General Regulations of the University of Namibia. Continuous Assessment (CA) will be based on 50%; Examination 50% while the minimum pass mark is 50%.

### F.5.7 MAXIMUM NUMBER OF COURSES PER YEAR

A maximum of 132 credits is allowed to be registered within an academic year.

### F.5.8 ADVANCEMENT AND PROGRESSION RULES

The student must pass all first-year courses in order to continue with the mini-thesis.

### F.5.9 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE PROGRAMME

In order to the re-admitted into the programme, the student must pass at least 120 credits of the taught courses.

### F.5.10 CURRICULUM COMPILATION

All courses are compulsory

Year 1:

Course code	Course Title	NQF Level	Credits
<b>Semester 1</b>			
UAE 5819	Academic Writing for Postgraduate Students	8	
PSY 5921	Psychopharmacology	9	12
PSG 5921	Research Methodology & Statistics	9	12
PSY 5941	Psychopathology	9	12
PSC 5961	Therapeutic Techniques and Intervention	9	12
PSC 5941	Child & Adolescent Therapy	9	12
	<b>Total credits for Semester 1</b>		<b>60</b>
<b>Semester 2</b>			
PSG 5922	Professional Ethics Year 1 Semester 2	9	12
PSG 5942	Psychological Assessment	9	12
PSY 5922	Forensic Psychology	9	12
PSY 5942	Neuropsychology	9	12
PSC 5922	Group Processes and Dynamics	9	12
PSC 5962	Community Psychology	9	12
	<b>Total credits for Semester 2</b>		<b>72</b>
	<b>Total credits for Year 1</b>		<b>132</b>

**Year 2:**

<b>PSG 5900</b>	Mini-Thesis	9	60
<b>PSY 5909</b>	Clinical Psychology Practicum	9	60
	<b>Total credits Year 2</b>		<b>120</b>
	<b>Total credits for the programme</b>		<b>252</b>

**F.5.11 REQUIREMENTS FOR QUALIFICATION AWARD**

To be awarded the Master of Arts in Clinical Psychology degree, the student must pass all the courses, mini-thesis and practicum (252 credits).

**IMPORTANT NOTE**

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**F.6.1 AIMS AND OBJECTIVES**

The purpose of this qualification is to provide students with advanced knowledge and skills that will make them more proficient users of the English language in a variety of contexts. The Master of Arts in English Studies (MAES) offers students an opportunity to broaden their knowledge in the fields of English language and literature, not only through engaging in an in-depth study of linguistic theory and literary theory, but also by taking part in learning activities that involve the practical use of the English language in a variety of contexts. The programme provides students with advanced competencies in English Studies so that they can compete well with other professionals in the same field regionally and internationally. This programme further develops students' cognitive and intellectual skills thereby enabling them to think critically and use the English language effectively and appropriately in a variety of situations. Holders of this qualification will be able to work in a wide range of English language-related professions.

**Programme Convenor:** Professor Jairos Kangira (tel. +264 61-206 3806 – Email: [jkangira@unam.na](mailto:jkangira@unam.na))

**F.6.2 CRITERIA FOR ADMISSION**

The approved University of Namibia admission requirements, as stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus**, will apply. A four year BA Honours degree with English as a major (Level 8) or a BA Honours degree in English (Level 8) or an equivalent qualification is required. Applicants may furthermore be required to write an admission test.

**F.6.3 MODE OF DELIVERY**

The MA in English studies will be offered full time and part time.

**F.6.4 DURATION OF STUDY**

The minimum period of registration in the Master of Arts in English Studies degree programme is two (2) years for full-time and part-time students. Full-time candidates should complete their studies within three (3) calendar years. Part-time candidates will be allowed up to five (5) calendar years to complete their studies. An extension of the registration period of up to six (6) months beyond the stipulated deadlines may be granted by relevant committees if valid reasons are advanced.

**F.6.5 CURRICULUM COMPILATION**

The MA (English Studies) programme consists of two parts. In the first year, students will complete their coursework and examinations. In the second year, students write a research thesis.

**PART 1: Coursework (Year I)**

Students take the following Courses in the first year of registration:				
Semester	Code	Course Title	NQF Level	NQF Credits
1	UAE5819	Academic Writing for Postgraduate Students	8	
	LEN5981	History of the English Language	9	18
	LEN5991	Advanced Grammar	9	18
	LEL5911	Selected Works of Shakespeare	9	18
	LLL5900	Research Design and Presentation	9	12
2	LEN5982	English in a Multi-Lingual and Cultural Context	9	18
	LEN5992	Advanced Stylistics	9	18
	LLL5900	Research Design and Presentation	9	12
Students further take one (1) from the following courses as an elective				
2	LAL5982	Topics in African Literature	9	18
	LEL5972	African-American Literature	9	18
	LCW5912	Creative Writing	9	18
	LEL5992	Commonwealth Literature in English: Past and Present	9	18
	LRC5982	Applications of Rhetorical Criticism and Argumentation	9	18
<b>TOTAL CREDITS FOR FIRST YEAR</b>				<b>204</b>

## PART 2: Research Thesis (Year II)

Students register for following course in the second year of registration:				
Semester	Code	Course Title	Prerequisite	NQF Level
1 & 2	LET5910	Thesis	All taught courses	9
				<b>120</b>

**TOTAL CREDITS FOR THE PROGRAMME: 324**

### IMPORTANT NOTE

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**F.7.1 PURPOSE AND RATIONALE**

The purpose of the MA in Gender Studies programme is to provide students with cutting edge national and international theoretical and practical expertise in gender and gender-related development matters. The course is aimed at professional women and men from government, NGOs and the private sector identified as requiring capacity building and vital knowledge skills on gender matters. The MA in Gender Studies offers theoretical paradigms, concepts and research techniques for evaluating issues regarding sexual rights and inequalities, power and masculine cultures, investigation of socio-cultural factors impeding gender rights, media and gender, work and gender, women's empowerment and human rights policies, gender and state policy, gender and health, and methodologies of gender and project planning.

The University of Namibia will be the only tertiary educational institution in Namibia offering the opportunity for high-level professional postgraduate studies in gender, for the successful creation of a body of gender experts in the country. The aim is to put in place the human resource capacity for the effective implementation of development policies in all areas relating to women's empowerment, and for establishing the general socio-legal conditions for the sexual and human rights of the citizen.

**F.7.2 CRITERIA FOR ADMISSION**

To qualify for admission to the MA in Gender Studies programme by coursework plus thesis, a candidate must be in possession of a relevant honours degree in the field of social science or a postgraduate diploma recognised at NQF level 8 with a minimum average of 60% (Lower Second). This is in line with UNAM Regulations and Guidelines for postgraduate programmes of the Postgraduate Studies Prospectus.

**F.7.3 MODE OF DELIVERY**

The programme is designed to offer the MA in Gender Studies on both full-time and part-time.

**F.7.4 DURATION OF STUDY**

The programme will be offered on a full time and part time basis.

**F.7.5 ASSESSMENT CRITERIA**

To pass a course (including thesis) a student should obtain a minimum final mark of 50%. Where examinations apply, a student should obtain a minimum continuous assessment mark of 40% to be admitted to the examination, and normal examination regulations apply. Refer to individual course descriptors in the Faculty of Humanities and Social Sciences Prospectus.

**F.7.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A student may not register for more than eight (8) courses or 138 credits in the first year.

**F.7.7 ADVANCEMENT AND PROGRESSION RULES**

The MA in Gender Studies requires that a student must pass all first year courses in order to continue into the second year.

**F.7.8 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

For re-admission into the Faculty the student must have initially passed four (4) first year compulsory courses with a minimum of 84 credits.

### F.7.9 CURRICULUM COMPILATION

#### Option One: MA in Gender and Development (Full-Time Stream – 2 Years)

Course Code	Course Title	NQF Level	NQF Credits	Compulsory C)/ Elective (E)	Co-requisite/ Pre-requisite
<b>Year 1, Semester 1</b>					
<b>Students take all compulsory courses below:</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	None
STG 5920	Theorizing Gender and Sexualities	9	12	C	None
SOC 5920	Research, Gender and Feminist Methodologies	9	12	C	None
SGD 5981	Gender Diversity and Mainstreaming in Development Policies	9	18	C	None
SGH 5981	Gender, Health Equity and Social Justice	9	18	C	None
SGW 5981	Gender Work: Local and Global Connections	9	18	C	None
<b>Total Credits for Semester 1</b>			<b>78</b>		
<b>Year 1, Semester 2</b>					
<b>Students continue to take two (2) compulsory year Courses</b>					
STG 5920	Theorizing Gender and Sexualities	9	12	C	None
SOC 5920	Research, Gender and Feminist Methodologies	9	12	C	None
<b>Students select a further two (2) electives below</b>					
SGJ 5982	Gender Justice and Human Rights	9	18	E	None
SAG 5982	Analyzing Gender and Media	9	18	E	None
SGE 5982	Gender Education and Human Development	9	18	E	None
SGM 5982	Gender and Environmental Management	9	18	E	None
<b>Total Credits for Semester 2</b>			<b>60</b>		
<b>TOTAL CREDITS FOR YEAR 1</b>			<b>138</b>		
<b>Year 2, Semesters 1 &amp; 2</b>					
SGS 5910	Research Thesis In Gender	9	120	C	Pass all first year courses with 138 credits.
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>258</b>		

\* Not a credit-bearing course

**Option Two: MA in Gender and Development (Part-Time Stream – 3 Years)**

Course Code	Course Title	NQF Level	NQF Credits	Compulsory (C)/ Elective (E)	Co-requisite/ Pre-requisite
<b>Year 1, Semester 1</b>					
<b>Students take all compulsory courses below:</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	None
STG 5920	Theorizing Gender and Sexualities (Year-long course)	9	12	C	None
SOC 5920	Research, Gender and Feminist Methodologies (Year-long course)	9	12	C	None
<b>Total Credits for Semester 1</b>			24		
<b>Year 1, Semester 2</b>					
<b>Students continue to take two (2) compulsory year Courses</b>					
STG 5920	Theorizing Gender and Sexualities		12	C	None
SOC 5920	Research, Gender and Feminist Methodologies	9	12	C	None
	Student select a further one (1) course below:	9			
SGJ 5982	Gender Justice and Human Rights	9	18	E	None
SAG 5982	Analyzing Gender and Media	9	18	E	None
<b>TOTAL CREDITS FOR YEAR 1</b>			<b>66</b>		
<b>Year 2, Semester 1</b>					
<b>Students take all compulsory courses below:</b>					
SGD 5981	Gender Diversity and Mainstreaming in Development Policies		18	C	
SGH 5981	Gender, Health Equity and Social Justice		18	C	None
SGW 5981	Gender Work: Local and Global Connections		18	C	None
<b>Total Credits for Semester 1</b>			<b>54</b>		
<b>Year 2, Semester 2</b>					
<b>Students select one (1) elective below</b>					
SGE 5982	Gender Education and Human Development		18	E	None
SGM 5982	Gender and Environmental Management		18	E	None
<b>TOTAL ACCUMULATIVE CREDITS IN YEAR 2</b>			<b>138</b>		
<b>Year 3, Semesters 1 &amp; 2</b>					
SGS 5910	Research Thesis In Gender		120	C	Pass all first year courses with 138 credits.
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>258</b>		

\* Not a credit-bearing course

#### **F.7.10 REQUIREMENTS FOR QUALIFICATION AWARD**

In order to be awarded the MA in Gender Studies degree, a candidate must have obtained all 258 credits.

#### **IMPORTANT NOTE**

**Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**F.8.1 PURPOSE AND RATIONALE**

The purpose of this qualification is to equip students with advanced knowledge and skills in German linguistics and/or literature to contribute as active role players in a globalised and industrialising society.

Being one of the national languages of Namibia whose development is ensured by the Namibian Constitution, German plays an important role in commerce, tourism, education, and social interaction and communication at all levels, locally and internationally. Since one of the University's functions is to expand the frontiers of knowledge about various social phenomena, research and development with regard to culture as manifested by the German language and literature are effectively represented in this qualification.

The University of Namibia is the only tertiary educational institution in Namibia that offers the opportunity for postgraduate studies in German linguistics and/or literature.

**F.8.2 CRITERIA FOR ADMISSION**

To qualify for admission to the MA in German Studies programme by coursework plus thesis, a student must be in possession of a relevant honours degree or postgraduate diploma recognised at NQF level 8 with a minimum average of 60% (Lower Second) in the relevant discipline.

**F.8.3 MODE OF DELIVERY**

The programme will be offered on full time and part time, face to face, evening timetable.

**F.8.4 DURATION OF STUDY**

- The duration of the programme shall be a minimum of two (2) years and a maximum of three (3) years on full time study, while on part time study the duration shall be a minimum of three (3) years and a maximum of five (5) years.
- An extension of the registration period of up to six months beyond the stipulated deadlines may be granted by relevant committees if valid reasons are advanced. Refer to the Postgraduate Regulations in this Prospectus.

**F.8.5 ASSESSMENT CRITERIA**

To pass a course (thesis included), a student should obtain a minimum final mark of 50%. Where examinations apply, a student should obtain a minimum continuous assessment mark of 40% to be admitted to the examination and normal examination regulations apply. Refer to individual course descriptors in the Faculty of Humanities and Social Sciences Prospectus.

**F.8.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A student may not register for more than 132 credits (five courses – including Academic Writing for Postgraduate Students) in the first year and for more than 108 credits (equivalent to the thesis) in any subsequent year.

**F.8.7 ADVANCEMENT AND PROGRESSION RULES**

A student must have obtained all 132 credits of the coursework component (year one) in order to advance to the thesis course.

**F.8.8 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted to the Faculty for a particular year of registration a **full-time** student must have passed the number of credits as indicated below:

- At the end of the first year of registration: 60 credits
- At the end of the second year of registration: 132 credits (all coursework courses)

In order to be re-admitted to the Faculty for a particular year of registration a **part-time** student must have passed the number of credits as indicated below:

- At the end of the first year of registration: 36 credits (one subject specialisation course)
- At the end of the second year of registration: 72 credits (the two subject specialisation courses)
- At the end of the third year of registration: 132 credits (all coursework courses)

### F.8.9 CURRICULUM COMPILATION

Course code	Course Title	NQF Level	Credits	Compulsory (C)/ Elective (E)	(Co-requisite)/ Pre-requisite
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	None
<b>Year 1 Semester 1 and 2</b>					
LL 5900	Research Design and Presentation	9	24	C	None
Students select three (3) of the following five (5) courses					
LLI 5980	Intercultural Communication	9	36	E	None
LL 5980	Advanced Applied Linguistics	9	36	E	None
LLE 5980	Lexicography	9	36	E	None
LLT 5980	Literature Literary and Theory	9	36	E	None
LLC 5980	Comparative Literary Studies	9	36	E	None
<b>TOTAL CREDITS YEAR 1</b>			<b>132</b>		
<b>Year 2 Semester 1 and 2</b>					
LGS 5910	Thesis in German Studies	9	108	C	Pass all Year 1 credits (132)
<b>TOTAL CREDITS YEAR 2</b>			<b>108</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>240</b>		

\* Not a credit-bearing course

### F.8.10 REQUIREMENTS FOR QUALIFICATION AWARD

In order to be awarded the MA in German Studies degree, a student must have obtained all 240 credits.

### IMPORTANT NOTE

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## **F.9 MASTER OF ARTS IN INDUSTRIAL/ORGANISATIONAL PSYCHOLOGY [13MIPS]**

### **NO INTAKE FOR 2015**

#### **F.9.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

The purpose of this qualification is to provide students with the competencies (knowledge, skills, abilities and ethical conduct) necessary in the fields of industrial and organisational (I/O) psychology. I/O psychology programme prepares graduates for four tasks, namely explaining individual, group and organisational behaviour, measuring behaviour and predicting potentiality, contributing to organisation development, and translating research findings and empowering potential users thereof.

The purpose of the MA in Industrial/Organisational Psychology programme can be articulated both in academic and professional terms:

##### **Academic:**

The academic purposes of the programme are to:

- Consolidate and deepen what has been learned previously by students in the area of I/O Psychology;
- Equip qualifying students with the necessary professional skills and attitudes based on scientific knowledge to function efficiently, effectively and independently within the field of I/O Psychology;
- Establish a base for participating in research through the acquisition of the necessary elementary research skills and tools and to provide a foundation for further learning; and to
- Stimulate an interest in academic study in the field of I/O Psychology so as to ensure a constant supply of well-equipped professionals for both the private and public sectors, who are both critical thinkers and socially aware.

##### **Professional:**

- Currently, the HPCNA (Social Work and Psychology Council of Namibia), does not register Industrial/Organizational psychologists (i.e. I/O Psychology is not a registrable category). However, various discussions have raised the issue of the need for statutory regulation of I/O Psychology in Namibia. Hence, in future, I/O Psychology graduates may be able to register in accordance with the regulations of the relevant professional body or council/s.
- Industrial Organisational (I/O) Psychology is the study of behaviour in work settings. I/O Psychology is very important in the workplace for promoting productive worker attitudes and behaviours and for selecting and promoting candidates in the most effective way. More and more organisations are hiring I/O psychologists to come in and help intervene into certain aspects of their company.
- It is clear that a need exists for industrial/organizational psychological services in any country on the globe. As no other tertiary institution in Namibia offers training in the Master's of Industrial/Organizational Psychology, it is essential that the University of Namibia, Psychology Section, offer this crucial qualification. Through this programme, graduates are empowered to assist individuals, organisations, and the community to remain healthy, productive, effective, and efficient.

##### **Programme Convenors:**

Dr. L. Marques – I/O Psychology Coordinator (Tel. 206 3056 – Email: lmarques@unam.na)

Prof. S. S. Babalola – Psychology Section Coordinator (Tel. 206 3800 – Email: sbabalola@unam.na)

#### **F.9.2 CRITERIA FOR ADMISSION**

To be admitted to the programme, a student shall be required to have:

- At least a C-grade average (i.e., 60% and above) in one of the following qualifications:
  - a) a 4-year Bachelors' degree with a single major in Industrial/Organizational Psychology,
  - b) a 4-year BPsych degree,
  - c) a 4-year Honours degree in Industrial/Organizational Psychology,
  - d) an equivalence of a 4-year BA Degree Honours in Industrial/Organizational or
  - e) an equivalence of a level 8 qualification (in Industrial/Organizational Psychology) on the Namibian Qualifications Authority.
- Undergo a selection process, which might include psychometric assessment, assessment centre activities, individual interviews, and two reference reports.
- In addition, other University of Namibia admission requirements for Master's degree programmes will apply.

#### **F.9.3 INTAKE**

Admission into to the programme takes place every alternate year.

#### **F.9.4 MODE OF DELIVERY**

The MA in Industrial/Organisational Psychology program will be offered only on a **full-time** basis, during the day.

### F.9.5 DURATION OF STUDY

The minimum duration for the MA Industrial/Organisational Psychology programme is two (2) years full-time and the maximum duration is three (3) years.

### F.9.6 ASSESSMENT CRITERIA

The assessment of coursework, mini-thesis and practicum shall be done in accordance with the General Regulations of the University of Namibia. Continuous Assessment (CA) will be based on 50%; Examination 50% while the minimum pass mark is 50%.

### F.9.7 MAXIMUM NUMBER OF COURSES PER YEAR

A maximum of 132 credits is allowed to be registered within an academic year.

### F.9.8 ADVANCEMENT AND PROGRESSION RULES

The student must pass all first-year courses in order to continue with the mini-thesis.

### F.9.9 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE PROGRAMME

In order to be re-admitted into the programme, the student must pass at least 120 credits of the taught courses.

### F.9.10 CURRICULUM COMPILATION

All courses are compulsory

#### Year 1:

Course code	Course Title	NQF Level	NQF Credits
<b>Semester 1</b>			
UAE 5819	Academic Writing for Postgraduate Students	8	*
PSI 5921	Change & Diversity Management	9	12
PSG 5921	Research Methodology & Statistics	9	12
PIO 5921	Talent Management	9	12
PIO 5941	Mentoring & Coaching	9	12
PIO 5961	Organizational Development	9	12
	<b>Total Credits Semester 1</b>		<b>60</b>
<b>Semester 2</b>			
PSG 5922	Professional Ethics	9	12
PSG 5942	Psychological Assessment	9	12
PSI 5922	Psychology of Work and Labour Relations	9	12
PIO 5962	Personnel Psychology & Human Resources Development	9	12
PIO 5922	Health & Wellness	9	12
PIO 5942	Positive Organizational Behaviour	9	12
	<b>Total credits Semester 2</b>		<b>72</b>
	<b>TOTAL CREDITS YEAR 1</b>		<b>132</b>

#### Year 2:

PSG 5900	Mini-Thesis	9	60
PSI 5909	Industrial Psychology Practicum	9	60
	<b>Total Credits Year 2</b>		<b>120</b>
	<b>TOTAL CREDITS FOR THE PROGRAMME</b>		<b>252</b>

### F.9.11 REQUIREMENTS FOR QUALIFICATION AWARD

To be awarded the Master of Arts in Industrial/Organisational Psychology degree, the student must pass all the courses, mini-thesis and practicum (252 credits).

**F.10.1 AIMS AND OBJECTIVES**

The MA (Performing Arts) programme offers various options to obtain a postgraduate qualification in the performing arts. A variety of options, related to performance, teaching, culture and research is offered and are dependent on the choice of the student after consultation with the Department. This programme is recommended and appropriate for all performing arts practitioners.

**Programme Co-ordinator:** Ms LDE Oliver-Sampson (tel. 206 3925)

**F.10.2 ADMISSION REQUIREMENTS**

- To qualify for admission to the MA (Performing Arts) programme, a candidate must normally be in possession of the any of the following qualifications, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations** Prospectus i.e. a recognised four-year Bachelor's degree or a recognised Honours degree or a recognised postgraduate diploma or a recognised qualification equivalent to the above
- Students who wish to register for the MA (Performing Arts) programme should apply in writing to the Head of Department before 31 October of the year preceding intended registration.
- The right of admission rests with the Department, Faculty and Senate.
- Students who are admitted to the MA (Performing Arts) programme may be required to do additional Courses, before or together with the programme.
- Students will not be allowed to major in fields for which their previous qualifications do not qualify them.

**F.10.3 DURATION OF STUDY**

The minimum period of registration for the MA (Performing Arts) programme is two (2) years full-time or part-time.

**F.10.4 CURRICULUM COMPILATION**

The MA (Performing Arts) programme consists of two parts. In the first year, students will complete their academic coursework studies and examinations. In the second year, students write a research thesis.

**PART 1: Coursework (Year I)**

Students register for the following courses in the first year of registration:		
Semester	Code	Course Title
1	UAE5819	Academic Writing for Postgraduate Students
	FHS5911	The Research Process
	FHS5951	Qualitative Research Design
Students add one (1) of the two (2) courses below (subject to departmental approval)		
1	FHS5931	Quantitative Research Design
	FHS 5971	Creative Research Design
2	FHS 5972	Seminars and Presentations
	FHS 5992	Writing Proposals, Reports and Publishing

Students register for the following year-course:		
Semester	Code	Year-course Title
	PAR 5910	Performance and Research

**Note:** To be admitted to Part 2 of the programme, a student must have passed all Courses in Part 1 (the coursework part).

**PART 2: Research Thesis (Year II)**

Students register for following course in the second year of registration:		
Semester	Code	Course Title
1 & 2	FHT 5910	Thesis

Students must submit a thesis (of approximately 25 000 – 50 000 words) on a topic selected in consultation with the Department, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus**.

## **F.11 DOCTOR OF PHILOSOPHY**

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the **General regulations and guidelines for postgraduate studies in this Prospectus** and in the **General Information and Regulations Prospectus**.

### **IMPORTANT NOTE**

Please consult the Faculty of Humanities and Social Sciences Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## **G. FACULTY OF HEALTH SCIENCES**

### **OFFICE OF THE DEAN**

Prof Peter Nyarang'o: MBChB (Nairobi), MMED (Surgery), Nairobi; MPH (University of North Carolina, Chapel Hill).

☎ (+264 61) 206 5023 📠 (+264 61) 206 5090 ✉ [lmuraranganda@unam.na](mailto:lmuraranganda@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

## **SCHOOL OF NURSING AND PUBLIC HEALTH**

### **OFFICE OF THE ASSOCIATE DEAN**

☎ (+264 61) 206 3827 📠 (+264 61) 206 3922 ✉ [iisaacs@unam.na](mailto:iisaacs@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### **Acting Associate Dean**

Dr K Hofnie-//Hoëbes: RN, RM, RCN, RNA, RT, BCUR (UNISA), BCUR PROGPRAXHONS (UNAM), MSC. (LONDON).DNSC (UNAM)

#### **Deputy Associate Dean**

Ms L B Van der Westhuizen: RN, RM, RNA, RT, BCUR (UWC), BCUR PROGPRAX (ACADEMY NAMIBIA), BCUR PROGPRAX HONS (UNAM), MCUR (RAU)

#### **Associate Dean (Oshakati Campus)**

Ms H Udjombala: RN, RM, RT, BSOCS (UN), BNSCADV PRAC PRACHONS (UNAM).M.CURR. (STELLENBOSCH)

### **ACADEMIC DEPARTMENTS/UNITS**

#### **Head of Department NURSING SCIENCE: Scientific Foundations of Nursing**

##### **- Ethos And Professional Practice, Nursing Education And Health Service Management**

Dr S Kuugongelwa: RN, RM, RT, RCN, DIPLND (UN), BCUR (UNISA), BNSC ADV PRAC HONS, MNSC, DNSC (UNAM)

☎ (+264 61) 206 3824 📠 (+264 61) 206 3922 ✉ [skuugongelwa@unam.na](mailto:skuugongelwa@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### **Head of Department: Public Health – Community Health Nursing Mental Health**

Dr P Angula RN, RM, RT, BNSC (UNAM) BNSC ADV PRAC HONS (UNAM), MNSC (UNAM), PhD NURSING SCIENCE (UKZN)

☎ (+264 61) 2063824 📠 (+264 61) 2063922 ✉ [pangula@unam.na](mailto:pangula@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### **Head of Department: Clinical Nursing Education Coordination Unit:**

Dr L Pretorius: RN, RM, RPN, BCUR (UNISA), BCUR PROG PRAX HONS (UNAM) MNSC (UNAM) DNSC (UNAM)

☎ (+264 61) 206 3170 📠 (+264 61) 206 3922 ✉ [lpretorius@unam.na](mailto:lpretorius@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### **Head of Department: Midwifery Science**

Ms S David: RN, RM, RT, RCN, DIPLOCC/N, DIPLND (UN), BACUR (UNISA), CHR (CAPE), MNSC (UNAM)

☎ (+264 65) 223 2247 📠 (+264 65) 223 2284 ✉ [sdavid@unam.na](mailto:sdavid@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### **Head of Department Allied Health: Radiography**

Ms L Kalondo: NDRD (UNAM), B.TECH (PEN.TECH), M.TECH (NMMU)

☎ (+264 61) 206 3792 📠 (+264 61) 206 3922 ✉ [lkalondo@unam.na](mailto:lkalondo@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

## G.1 POSTGRADUATE QUALIFICATIONS OFFERED BY SCHOOL OF NURSING AND PUBLIC HEALTH

The Faculty of School of Nursing and Public Health may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
School of Nursing and Public Health		
14PCAS	Postgraduate Certificate in Advanced Nursing Skills	1 (Full-time)
14PCPT	Postgraduate Certificate in Pharmacotherapy	1 (Full-time)
14PGDN	Postgraduate Diploma in Nursing Science with specializations:	
	(Operating Room)	1
	(Critical Care)	1
	(Health Promotion, Clinical Diagnosis and Treatment)	1
	(Clinical Instruction)	1
	(Emergency Nursing)	1
	(Mental Health Nursing Care) <b>NEW</b>	1
14NMPH	Master of Public Health	3
14MEPL	Master of Science in Applied Field Epidemiology/Laboratory Management	2
14MNSC	Master of Nursing Science	2
14DNSC	Doctor of Nursing Science	3
14DPHM	Doctor of Philosophy in Public Health	3

## G.2 POSTGRADUATE CERTIFICATE IN ADVANCED NURSING SKILLS [14PCAS]

### G.2.1 ADMISSION REQUIREMENTS

To register for the certificate course in Advanced Skills a candidate must comply with the following conditions:

- Registration as a nurse and midwife
- Furnish proof of his/her current registration with the Nursing Council of Namibia.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

### G.2.2 DURATION OF STUDY

The course extends over a period of ONE YEAR.

This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

### G.2.3 CURRICULUM COMPILATION

The curriculum for the certificate course in Nursing Advanced skills (14PGCAS) has been compiled as follows:

- Interpretation /analysis of laboratory results
- ECG interpretation
- Wound Care
- Radiography imaging

Course Code	Course Title	Hrs / week	NQF Level	Credits
<b>Semester 1</b>				
ANS4760	Advanced Nursing Skills	45 hrs per year	7	8
CAN4780	Clinical attachment in advanced nursing skills	Self accompanied learning	7	12
<b>Semester 2</b>				
ANS4760	Advanced Nursing Skills	45 hrs per year	7	8
CAN4780	Clinical attachment in advanced nursing skills	Self accompanied learning	7	12
<b>Total Credits</b>				<b>40</b>

### G.2.4 MODE OF DELIVERY

The course is presented by means of accompanied learning including 45 hours face – to – face teaching per year to allow candidates to attend this course during their off duty times. It is expected that this certificate be offered on Saturday mornings.

### G.2.5 PRACTICALS

Minimum 50 hours accompanied learning

## **G.3 POSTGRADUATE CERTIFICATE IN PHARMACOTHERAPY [14PCPT]**

### **G.3.1 ADMISSION REQUIREMENTS**

To register for the certificate course in Pharmacotherapy candidate must comply with the following conditions:

- B Degree or comprehensive Diploma in Nursing and Midwifery
- Registration as a nurse and midwife
- Furnish proof of his/her current registration with the Nursing Council of Namibia.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

### **G.3.2 DURATION OF STUDY**

The course extends over a period of ONE YEAR.

This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

### **G.3.3 CURRICULUM COMPILATION**

Course Code	Course Title	Hrs / week	NQF Level	Credits
<b>Semester 1</b>				
PCT 4760	Pharmacotherapy	45 hrs per year	7	8
CAP 4780	Clinical attachment in pharmacotherapy	Self accompanied learning	7	12
<b>Semester 2</b>				
PCT 4760	Pharmacotherapy	45 hrs per year	7	8
CAP 4780	Clinical attachment	Self accompanied learning	7	12
<b>Total Credits</b>				<b>40</b>

### **G.3.4 MODE OF DELIVERY**

The course is presented by means of accompanied learning including 45 hours face – to – face teaching per year to allow candidates to attend this course during their off duty times .

It is expected that this certificate be offered on Saturday mornings.

### **G.3.5 PRACTICALS**

Minimum 50hours accompanied learning.

### **IMPORTANT NOTE**

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**G.4.1 PURPOSE AND RATIONALE**

This qualification provides a career path for professional nurses who want to specialize in a specific area. A postgraduate diploma in nursing science would assist in preparing a professional nurse to function with advanced intellectual and clinical competence in specialized nursing settings as leaders, consultants, educators and specialist practitioners. They would also be prepared to deliver evidence based care with other team members. These nurses would be able to work as clinical nurse specialists in the health sector. In addition this qualification provides qualified nurses with high quality career orientation that meet their lifelong learning needs as well as the health needs of the community and society. All specializations will be offered every year, subject or depending on the number of students interested or nominated by various stakeholders for enrolment.

**G.4.2 ADMISSION REQUIREMENTS**

To be admitted for the Postgraduate Diploma in Nursing, the prospective student must have a Bachelor's degree in Nursing [at least at a level 7], or an equivalent level 7 qualification. In addition, students should have at least six (6) months appropriate clinical experience with proven evidence and proof of registration with the Nursing Council of Namibia should be provided.

**G.4.3 MODE OF DELIVERY**

The Postgraduate Diploma in Nursing Science will be offered full time on face to face teaching mode.

**G.4.4 DURATION OF STUDY**

The duration of the programme is one year with a maximum study period of two years.

**G.4.5 ASSESSMENT CRITERIA**

- A student must obtain a final mark of at least 50 % in each course.
- The final mark is based on the continuous assessment mark (CA), plus the mark obtained in the examination. The CA: Examination ratio is 50:50
- The subminimum in either the CA or examination mark is 40, except for the practical courses in this diploma, where the subminimum is 50%

**G.4.6 MAXIMUM NUMBER OF COURSES**

- A student may not register for more than 128 credits.
- All the courses are compulsory and are based on a specific specialization.

**G.4.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the programme, the student must pass at least 32 credits at the end of the first year of registration.

**G.4.8 REQUIREMENTS FOR QUALIFICATION AWARD**

A student will be awarded with the Postgraduate Diploma in Nursing Science if he/she has passed all courses prescribed for the qualification.

**G.4.9 IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM**

Old Curriculum		New Curriculum	
Course Code	Course Title	Course Code	Course Title
HSM4890	Health Service Management	HSM4860	Health Service Management
NHR4820	Health Research Methods	NHR4811	Health Research Methods
NRP4820	Health Research Project	NRP4812	Health Research Project
FPP4881	Foundations of Professional Practice	FPP4861	Foundations of Professional Practice
DAP4882	Dynamics of Advanced Nursing Practice	DAP4862	Dynamics of Advanced Nursing Practice
CCP4840	Critical Care Nursing Practical	CNC4860	Critical Care Nursing Practical
ENP4870	Emergency Nursing Practical	ENC4860	Emergency Nursing Practical
HAP4811	Specialized Human Anatomy and Physiology	HAP4881	Specialized Human Anatomy and Physiology
POR4840	Operating Room Nursing Practical	ORC4860	Operating Room Nursing Practical
SMB4801	Surgical Microbiology	SMB4802	Surgical Microbiology
SHA4812	Surgical Human Anatomy	SHA4801	Surgical Human Anatomy

CIF4840	Facilitation of Clinical Instruction	CIA4850	Clinical Instruction
FCI4820	Framework of Clinical Instruction		
NCA4840	Clinical Attachment	CIA4860	Clinical Attachment
NAP4812	Advanced Pharmacology	PCT4882	Pharmacotherapy
CDT4840	Practical: Clinical Diagnosis and Treatment	CDT4880	Practical: Clinical Diagnosis and Treatment
PAW4882	Applied Physical Assessment and Wound Care	No equivalent. Any student who should fail, will be accommodated by the lecturer through tutorials	
NEM4812	Emergency Medicine	No equivalent. Any student who should fail, will be accommodated by the lecturer through tutorials	

## G.4.10 CURRICULUM COMPILATION

### G.4.10.1 Specialization: Clinical Instruction

Course code	Course Title	NQF Level	NQF Credits	Compulsory (C)/ Elective (E)	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>					
UAE 4819	Academic Writing for Post Graduate students	8	*	C	None
HSM 4860	Health Service Management	8	8	C	None
FPP 4861	Foundations of Professional Practice	8	8	C	None
NHR 4811	Health Research Methods	8	16	C	None
CIF 4840	Clinical Instruction	8	16	E	None
CIA 4860	Clinical Attachment	8	8	E	None
HAP 4881	Specialized Human Anatomy and Physiology	8	12	E	None
<b>Total Credits Semester 1</b>			<b>68</b>		
<b>Year 1 Semester 2</b>					
HSM 4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP 4812	Health Research Project	8	16	C	NHR4811 (Co)
CIF 4840	Clinical Instruction	8	16	E	None
CIA4860	Clinical Attachment	8	8	E	None
<b>Total Credits Semester 2:</b>			<b>56</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME:</b>			<b>124</b>		

\* Not a credit-bearing course

### G.4.10.2 Specialization: Critical Care Nursing

Course code	Course Title	NQF Level	NQF Credits	Compulsory (C)/ Elective (E)	(Co-requisite)/ Pre-requisite
<b>Year 1 Semester 1</b>					
UAE4819	Academic Writing for Postgraduate students	8	*	C	None
HSM4860	Health Service Management	8	8	C	None
FPP4861	Foundations of Professional Practice	8	8	C	None
NHR4811	Health Research Methods	8	16	C	None
CCN4850	Critical Care Nursing	8	16	E	None
CCP4860	Critical Care Nursing Practical	8	8	E	None
HAP4881	Specialized Human Anatomy and Physiology	8	12	E	None
<b>Total Credits Semester 1</b>			<b>68</b>		
<b>Year 1 Semester 2</b>					
HSM4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP4812	Health Research Project	8	16	C	NHR4811 (Co)
CCN4850	Critical Care Nursing	8	16	E	None
CCP4860	Critical Care Nursing Practical	8	8	E	None
<b>Total Credits Semester 2:</b>			<b>56</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME:</b>			<b>124</b>		

\* Not a credit-bearing course

#### G.4.10.3 Specialization: Emergency Nursing

Course code	Course Title	NQF Level	NQF Credits	Compulsory (C) / Elective (E)	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>					
UAE4819	Academic Writing for Postgraduate students	8	*	C	None
HSM4860	Health Service Management	8	8	C	None
FPP 4861	Foundations of Professional Practice	8	8	C	None
NHR 4811	Health Research Methods	8	16	C	None
NEN4850	Emergency Nursing	8	16	E	None
ENC4860	Emergency Nursing Practical	8	8	E	None
HAP4881	Specialized Human Anatomy and Physiology	8	12	E	None
<b>Total Credits Semester 1</b>			<b>68</b>		
<b>Year 1 Semester 2</b>					
HSM4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP48212	Health Research Project	8	16	C	NHR4811 (Co)
NEN4850	Emergency Nursing	8	16	E	None
ENC4860	Emergency Nursing Practical	8	8	E	None
<b>Total Credits Semester 2:</b>			<b>56</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME:</b>			<b>124</b>		

\* Not a credit-bearing course

#### G.4.10.4 Specialization: Health Promotion, Clinical Diagnosis and Treatment

Course code	Course Title	NQF Level	NQF Credits	Compulsory (C) / Elective (E)	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>					
UAE4819	Academic Writing for Postgraduate students	8	*	C	None
HSM4860	Health Service Management	8	8	C	None
FPP 4861	Foundations of Professional Practice	8	8	C	None
NHR 4811	Health Research Methods	8	16	C	None
AHP4840	Advanced health promotion	8	8	E	None
CDT 4880	Practical: Clinical Diagnosis and Treatment	8	12	E	None
PAP4881	Patho-Physiology	8	12	E	None
<b>Total Credits Semester 1</b>			<b>64</b>		
<b>Year 1 Semester 2</b>					
HSM4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP4812	Health Research Project	8	16	C	NHR4811 (Co)
AHP4840	Advanced health promotion	8	8	E	None
CDT 4880	Practical: Clinical Diagnosis and Treatment	8	12	E	None
PCT4882	Pharmacotherapy	8	12	E	
<b>Total Credits Semester 2:</b>			<b>64</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME:</b>			<b>128</b>		

\* Not a credit-bearing course

#### G.4.10.5 Specialization: Operating Room Nursing

Course code	Course Title	NQF Level	Credits	Compulsory (C) / Elective (E)	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>					
UAE4819	Academic Writing for Postgraduate students	8	*	C	None
HSM4860	Health Service Management	8	8	C	None
FPP 4861	Foundations of Professional Practice	8	8	C	None
NHR 4811	Health Research Methods	8	16	C	None
ORN4810	Operating room nursing	8	16	E	None
ORC4860	Operating Room Nursing Practical	8	8	E	None
SHA4801	Surgical Human Anatomy	8	8	E	None
	<b>Total Credits Semester 1</b>		<b>64</b>		
<b>Year 1 Semester 2</b>					
HSM4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP4812	Health Research Project	8	16	C	NHR4811 (Co)
ORN4810	Operating room nursing	8	16	E	None
ORC4860	Operating Room Nursing Practical	8	8	E	None
SMB 4802	Surgical Microbiology	8	8	E	None
	<b>Total Credits Semester 2:</b>		<b>64</b>		
	<b>TOTAL CREDITS FOR THE PROGRAMME:</b>		<b>128</b>		

\* Not a credit-bearing course

#### G.4.10.6 Specialization: Mental Health Nursing Care (NEW)

##### G.4.10.6.1. PURPOSE AND RATIONALE

This qualification provides a career path for professional health care workers who want to specialize in mental health nursing. This post graduate diploma in mental health nursing would assist in preparing a registered nurse to function with advanced intellectual and clinical competence in mental health nursing settings as leaders, consultants, educators and specialist practitioners. They would also be prepared to deliver evidence based care with other team members. These nurses would be able to work as clinical nurse specialists in the mental health sector providing specialized services. In addition this qualification is to provide already qualified registered nurses with high quality career-orientated education that meets their life-long learning needs, as well as the needs of the community and the society. This qualification enables the student to utilize available resources in implementing the National Health Policy and Guidelines, to ensure health for the individual, family, community and the society with reference to Vision 2030 and the National Development Plan.

##### G.4.10.6.2. ADMISSION REQUIREMENTS

- Bachelor degree in nursing, or Equivalent qualification
- Proof of current registration with the Namibian Nursing Council
- Relevant clinical experience, plus proven evidence of placement in mental health hospital or unit for a minimum period of 3 months.

##### G.4.10.6.3. MODE OF DELIVERY

The Postgraduate Diploma in Nursing Science will be offered full time on face to face teaching mode.

##### G.4.10.6.4. DURATION OF STUDY

The duration of the programme is one year with a maximum study period of two years.

##### G.4.10.6.5. ASSESSMENT CRITERIA

- A student must obtain a final mark of at least 50 % in each course.
- The final mark is based on the continuous assessment mark (CA), plus the mark obtained in the examination. The CA: Examination ratio is 50:50
- The subminimum in either the CA or examination mark is 40, except for the practical courses in this diploma, where the subminimum is 50%.

#### **G.4.10.6.6. MAXIMUM NUMBER OF COURSES**

- A student may not register for more than 128 credits.
- All the courses are compulsory and are based on this specific specialization.

#### **G.4.10.6.7. MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the programme, the student must pass at least 32 credits at the end of the first year of registration.

#### **G.4.10.6.8. REQUIREMENTS FOR QUALIFICATION AWARD**

A student will be awarded with the Postgraduate Diploma in Nursing Science if he/she has passed all courses prescribed for the qualification.

#### **G.4.10.6.9. CURRICULUM COMPILATION**

Course code	Course Title	NQF Level	Credits	Compulsory (C) / Elective (E)	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>					
UAE4819	Academic Writing for Postgraduate students	8	*	C	None
HSM4860	Health Service Management	8	8	C	None
FPP4861	Foundations of Professional Practice	8	8	C	None
NHR4811	Health Research Methods	8	16	C	None
NMH4850	Mental Health Nursing	8	16	E	None
MHP4840	Mental Health Nursing Practical	8	8	E	None
SAP4821	Specialized Human Anatomy and Physiology for Mental Health	8	8	E	None
<b>Total Credits Semester 1</b>			<b>64</b>		
<b>Year 1 Semester 2</b>					
HSM4860	Health Service Management	8	8	C	None
DAP 4862	Dynamics of Advanced Nursing Practice	8	8	C	None
NRP4812	Health Research Project	8	16	C	NHR4811 (Co)
NMH4850	Mental Health Nursing	8	16	E	None
MHP4840	Mental Health Nursing Practical	8	8	E	None
CMH4822	Community Mental Health Nursing	8	8	E	None
<b>Total Credits Semester 2:</b>			<b>64</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME:</b>			<b>128</b>		

\* Not a credit-bearing course

#### **IMPORTANT NOTE**

Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**NO INTAKE FOR 2015****G.5.1 ADMISSION REQUIREMENTS**

To register for the Master in Public Health a candidate must:

- Hold a four year Degree or an equivalent qualification in a health related field, Obtained from a recognized institution of higher learning.
- Prospective candidate should have at least 3 years experience in a health – related work.
- All candidates should be computer literate
- PROSPECTIVE CANDIDATE SHOULD ENCLOSE A C.V WITH APPLICATION.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

**G.5.2 DURATION OF STUDY**

Minimum TWO years Maximum FOUR years to complete.

**G.5.3 CURRICULUM COMPILATION**

- TWO academic years of part-time course work completed by written examination each year.
- SECOND year completion of course work and proposal of research /thesis writing.

Course Code	Course Title	Hours	NQF Level	Credits
<b>Year 1 Semester 1</b>				
UAE5819	Academic Writing for Postgraduate Students	3	8	*
RMP5980	Research Methodology	2	9	12
HPH5980	Hist, Ethics, Phil and Theoretical Framework of Public Health	2	9	12
DEP5980	Demography and Epidemiology in Public Health	2	9	12
<b>Year 1 Semester 2</b>				
RMP5980	Research Methodology	2	9	12
HPH5980	Hist, Phil, Ethics and Theoretical Framework of Public Health	2	9	12
DEP5980	Demography and Epidemiology in Public Health	2	9	12
<b>Total Credits for Year 1</b>				<b>72</b>
<b>Year 2 Semester 1</b>				
DCP5980	Disease Control in Public Health	2	9	12
HPM5980	Health Services Planning and Management in Public Health	2	9	12
<b>Year 2 Semester 2</b>				
DCP5980	Disease Control in Public Health	2	9	12
MEP5982	Monitoring and Evaluation in Public Health	2	9	12
HPM5980	Health Services Planning and Management in Public Health	2	9	12
<b>Total Credits for Year 2</b>				<b>60</b>
<b>Year 3 Semester 1 and 2</b>				
RPT5900	Research Project /Thesis		9	120
<b>TOTAL CREDITS FOR THE PROGRAMME</b>				<b>252</b>

\* Not a credit-bearing course

**NB! SELECTION WILL BE DONE TO DETERMINE PLACEMENT FOR STUDENTS.  
NOTE THAT THE NUMBER OF PLACEMENTS IS LIMITED**

**IMPORTANT NOTE**

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## **G.6 MASTER OF SCIENCE IN APPLIED FIELD EPIDEMIOLOGY/LABORATORY MANAGEMENT**

### **[14MEPL]**

#### **G.6.1 PURPOSE AND RATIONALE**

The purpose is to train field epidemiologists and public health laboratory managers who will contribute measurably to the health of Namibia and beyond. Graduates will use the expertise and competencies acquired to strengthen surveillance of disease and other health events, effectively investigate and respond to outbreaks and provide evidence for decision making in various areas of health with the emphasis on problem solving. The graduates will also use their competencies in teaching and mentoring to train others thereby developing an institutionalized self-sustaining capacity to train in the country.

Programme description:

This course will train professionals in applied field epidemiology and public health laboratory management to enable them to provide epidemiological services to public health systems at central and regional levels. The trained professionals from this course will manage laboratory services for the public health system at all levels of health system. The course will also prepare professionals to implement a "One Health Concept" approach that brings humans, animals and environmental health together for synergized efforts and increased impact.

Field placement and Portfolio: The students/residents will be attached to the field for 75% of their two years training period. They will be supervised by approved field supervisors and lecturers from the UNAM Faculty of Health Sciences. The students/residents will be assessed and graded using a checklist of expected competencies. They will be expected to score a minimum of 50% to pass.

#### **G.6.2 CRITERIA FOR ADMISSION**

To be admitted for the Master of Science (Applied Field Epidemiology/Laboratory Management) the prospective candidate must be in possession of a Bachelor's degree or Post Graduate Diploma in a related field with exit level 8 (with at least C-grade average). Candidates should have at least two years appropriate work experience in the related field; must provide evidence of current employment within the public health system in Namibia.

#### **G.6.3 MODE OF DELIVERY**

The Namibian Field Epidemiology and Laboratory Training Programme (NamFELTP) with an epidemiology and laboratory tracks will be offered through a full time mode in collaboration with MOHSS, CDC and other line ministries, as stakeholders. Training will consist of approximately 25% face-to-face teaching and 75% field-based training, through field placement and portfolios.

#### **G.6.4 DURATION OF STUDY**

The minimum duration for full time students enrolled for the FELTP programme extends over a period of at least two (2) years. The maximum period of study is three (3) years.

#### **G.6.5 ASSESSMENT CRITERIA**

Assessment will be based on the General Regulations of the University of Namibia and Faculty of Health Sciences (School of Nursing and Public Health): Exam/CA=50/50. A combination of continuous assessments (class tests, assignments, seminars, portfolios, fieldwork) and examinations will be utilized.

- Admission to examination through continuous assessment: Theory 40%
- Practical assessment will be formative based on the completion of field-based competency indicators.
- Examination assessment mark for theory: 1 x 3 hour paper
- Formative assessment for practical / field-based competencies:
- The minimum final mark to pass is 50% (Theoretical assessment: 25%; Practical Assessment: 75%).

## G.6.6 CURRICULUM COMPILATION

Course code	Course Title	NQF Level	NQF Credits	Compulsory (C) / Elective (E)
<b>Year 1 Semester 1</b>				
EBC 5901	Applied Epidemiologic Methods and Biostatistics	9	12	C
SLP 5901	Public Health Surveillance and Laboratory Methods in Epidemiology	9	12	C
RSC 5901	Research Methods and Scientific Communication	9	12	C
ECP 5981	Epidemiology of Priority Public Health Conditions	9	18	C
FPP 5910	Field Placement and Portfolio 1	9	12	E
<b>Total Credits for Semester 1</b>			<b>66</b>	
<b>Year 1 Semester 2</b>				
UAE 5819	Academic Writing for Postgraduate Students	9	*	C
NCD 5902	Non-Communicable Diseases	9	12	C
LMT 5902	Leadership and Management, Teaching and Mentoring	9	12	C
FPP 5910	Field Placement and Portfolio 1	9	12	C
<b>Electives for Field Epidemiology</b>				
AEM 5982	Advanced Epidemiology Methods	9	18	E
PEE 5982	Prevention Effectiveness for Economic Evaluation	9	18	E
<b>Electives for Laboratory Management (Implementation 2015)</b>				
LMS 5982	Laboratory Management and Systems	9	18	E
QAL 5982	Quality Assurance in Public Health Laboratory Practice	9	18	E
<b>Total credits for Semester 2</b>			<b>72</b>	
<b>Total credits for Year 1</b>			<b>138</b>	
<b>Year 2 Semester 1</b>				
FPP 5930	Field Placement and Portfolio 2	9	12	C
AEP 5900	Master's Thesis	9	48	C
<b>Total credits for Semester 1</b>			<b>60</b>	
<b>Year 2 Semester 2</b>				
FPP 5930	Field Placement and Portfolio 2	9	12	C
AEP 5900	Master's Thesis	9	48	C
<b>Total credits for Semester 2</b>			<b>60</b>	
<b>Total credits for Year 2</b>			<b>120</b>	
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>258</b>	

\* Not a credit-bearing course

## G.6.7 REQUIREMENTS FOR QUALIFICATION AWARD

The Master of Science in Applied Field Epidemiology/Laboratory Management will be awarded to students credited with a minimum of 258 credits, and who have met the requirements of all courses. This requirement also refers to field placements and portfolios at the workplace.

## IMPORTANT NOTE

Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**NO INTAKE FOR 2015****G.7.1 ADMISSION REQUIREMENTS**

To register for the M. N. Sc. Degree, a candidate must:

- hold a degree in Nursing Science or an equivalent qualification;
- meet the general regulations for Masters study at the University of Namibia;
- annually furnish proof of current registration as a nurse with the Nursing Council of Namibian.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

**G.7.2 DURATION OF STUDY**

The Master course of study takes at least TWO YEARS to complete.

**G.7.3 CURRICULUM COMPILATION**

SEMESTER 1				
Course	Code	Hours	NQF Level	Credits
Master in Nursing Science	MNS 5900	6 tutorials	9	120
SEMESTER 2				
Course	Code	Hours	NQF Level	Credits
Master in Nursing Science	MNS 5900	6 tutorials	9	120
<b>TOTAL CREDITS:</b>				<b>240</b>

The curriculum for the M. N Sc. (14MNSC) consists of a thesis on an approved subject in the field of nursing or health aspects.

MNS 5900 – Master Thesis

**IMPORTANT NOTE**

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**G.8 DOCTOR OF NURSING SCIENCE****[14DNSC]****NO INTAKE FOR 2015****G.8.1 ADMISSION REQUIREMENTS**

To register for the Doctor of Nursing Science degree, a candidate must:

- Hold a Master's degree in Nursing Science or an equivalent qualification;
- Meet the general regulations for doctoral study at the University of Namibia;
- Annually furnish proof of current registration as a nurse with the Nursing Council of Namibia

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

**G.8.2 DURATION OF STUDY**

The degree is not awarded to the candidate unless (s/he has been registered at the University of Namibia for a minimum of two academic years. The maximum study period is four years. Extension will only be granted in exceptional cases and only for one year. A student, who desires an extension, must submit a motivated application to Senate for consideration.

**G.8.3 CURRICULUM COMPILATION**

SEMESTER 2							
Course	Code	Credits	NQF Level	Course	Code	Credits	NQF Level
Dissertation	DND 6000	180	10	Dissertation writing	DND 6000	180	10
<b>TOTAL CREDITS: 360</b>							

**G.9 DOCTOR OF PHILOSOPHY IN PUBLIC HEALTH****[14DPHM]****NO INTAKE FOR 2015****G.9.1 ADMISSION REQUIREMENTS**

To register for the Doctor of Philosophy in Public Health degree, a candidate must:

- Hold a Master's degree in Public Health or an equivalent qualification;
- Meet the general regulations for doctoral study at the University of Namibia;

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

**G.9.2 DURATION OF STUDY**

The degree is not awarded to the candidate unless (s/he has been registered at the University of Namibia for a minimum of two academic years. The maximum study period is four years. Extension will only be granted in exceptional cases and only for one year. A student, who desires an extension, must submit a motivated application to Senate for consideration.

**G.9.3 CURRICULUM COMPILATION**

SEMESTER 2							
Course	Code	Credits	NQF Level	Course	Code	Credits	NQF Level
Dissertation	NPH 6000	180	10	Dissertation writing	NPH 6000	180	10
<b>TOTAL CREDITS: 360</b>							

**G.9.4 EXAMINATION REGULATIONS**

The examiners of the thesis may, should they deem necessary, call the candidate for an interview before the result is recommended. No person is allowed to report for the examination more than once without approval of Senate.

Please consult the Section on Examination Regulations in the general regulations and guidelines for postgraduate programmes in this Prospectus and the General Information and Regulations Prospectus.

## SCHOOL OF PHARMACY

### OFFICE OF THE ASSOCIATE DEAN

☎ (+264 61) 206 5023    📠 (+264 61) 206 5090    ✉ [lmuraranganda@unam.na](mailto:lmuraranganda@unam.na)    📬 Private Bag 13301, Windhoek, Namibia

#### Associate Dean

Assoc. Prof Timothy Rennie: MPharm (Hons), University of London; PhD, University of London; Member of the Royal Pharmaceutical Society; Member of the Pharmaceutical Society of Namibia

#### Deputy Associate Dean

Dr Vetjaera Haakuria: BSc(Chemistry/Molecular Microbiology), University of Namibia; BSc Honours (Biotechnology), Rhodes University; MSc (Biotechnology), University of the Witwatersrand; PhD (Biochemical Engineering), University College London

### ACADEMIC DEPARTMENTS/UNITS

#### Head of Department: Pharmacology & Therapeutics

Dr. M Adorka: BPharm (Pharmacology), University of Science & Tech, Ghana; MPharm (Clinical), University of Bradford, England; PhD (Pharmacy Practice), Northwest University, South Africa

☎ (+264 61) 206 5020    📠 (+264 61) 206 5090    ✉ [madorka@unam.na](mailto:madorka@unam.na)    📬 Private Bag 13301, Windhoek, Namibia

## G.10 POSTGRADUATE QUALIFICATIONS OFFERED BY THE SCHOOL OF PHARMACY

The School of Pharmacy may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
18MPHM	Master of Pharmacy (by Thesis)	2 FT& 3 PT
18DPHC	Doctor of Philosophy in Pharmaceutical Chemistry	3
18DPHP	Doctor of Philosophy in Pharmaceutics	3
18DPPH	Doctor of Philosophy in Pharmacology	3
18DPPP	Doctor of Philosophy in Pharmacy Practice	3

### G.11 MASTER OF PHARMACY – BY THESIS

[18MPHM]

The Master of Pharmacy (by Thesis) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate programmes in this Prospectus and the General Regulations and Information Prospectus.

### G.12 DOCTOR OF PHILOSOPHY

The Doctor of Philosophy in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate programmes in this Prospectus and the General Regulations and Information Prospectus.

## H. FACULTY OF LAW

### OFFICE OF THE DEAN

☎ (+264 61) 206 3622 📠 (+264 61) 206 3703 ✉ [ahusselmann@unam.na](mailto:ahusselmann@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### Dean

Prof J Baloro: LLB (Hon) (Ghana), LLM (Temple), PhD (London), Barrister-at-Law of the Supreme Court of Ghana

#### Deputy Dean

Ms Y Dausab: BA Law; LLB (UWC); LLM (Pretoria)

### ACADEMIC DEPARTMENTS

Enquiries regarding specific subjects and departments should be addressed to the relevant head of department.

#### Department of Commercial Law

Head of Department: Mr F Mundia: BA (Theology) Andrews University-Zimbabwe; B Juris; LLB (University of Kwazulu-Natal); LLM (Jurisprudence) (University of Free State);

☎ (+264 61) 206 3651 📠 (+264 61) 206 3703 ✉ [kmundia@unam.na](mailto:kmundia@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### Department of Private and Procedural Law

Head of Department: Ms AL Zender: B Juris; LLB; LLM (University of Namibia)

☎ (+264 61) 206 3830 📠 (+264 61) 206 3703 ✉ [azender@unam.na](mailto:azender@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

#### Department of Public Law and Jurisprudence

Head of Department: Ms LPK Nuugwedha BA, HED (Exempt), B Ed (PG) (Univ. of Fort Hare; BA (Hon), DEAL, M Ed, B Juris, LL B (UNAM); Legal Practitioner of the High Court of Namibia

☎ (+264 61) 206 3088 📠 (+264 61) 206 3703 ✉ [knuugwedha@unam.na](mailto:knuugwedha@unam.na) 📧 Private Bag 13301, Windhoek, Namibia

## H.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF LAW

The Faculty of Law may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
16MLAW	Master of Laws (by Thesis)	2 FT& 3 PT
16DPLA	Doctor of Philosophy (Law)	3

## **H.2 MASTER OF LAWS (BY THESIS)**

**[16MLAW]**

The Faculty of Law offers a Master of Laws degree which shall be examined by research only in any field of law approved by the Faculty.

The LL M (by Thesis) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate Courses of Study in this Prospectus and the General Regulations and Information Prospectus.

### **H.2.1 ADMISSION REQUIREMENTS**

A person may be considered for admission as a candidate for the degree of Master of Laws if

- s/he has a good law degree with at least a C-grade average (i.e. 60-69%) of the University of Namibia or an equivalent degree of another University/institution recognized by the Senate, on the recommendation of the Faculty of Law, for the purpose; or
- s/he has in any other manner attained a level of competence, which in the opinion of senate, on the recommendation of the faculty of law, is adequate for the purpose of admission as a candidate for the degree.

### **H.2.2 DURATION OF STUDY**

- A full-time candidate shall complete the approved thesis for the degree within one (1) academic year; a part time candidate within two (2) academic years.
- The faculty board may, in justified cases, extend the duration of studies of a full-time candidate up to two (2) academic years and a part-time candidate up to three (3) academic years.

### **H.2.3 CURRICULUM COMPILATION**

The curriculum for the Master of Laws (by research) is as follows:

Year	Course Title	Code	NQF Level
1	Academic Writing for Postgraduate Students	UAE 5819	8
1	Masters Research Proposal (Law)	LMP 5100	9
1	LL M Thesis	LTH 5900	9

## **H.3 DOCTOR OF PHILOSOPHY IN LAW**

**[16DPLA]**

The Doctor of Philosophy in Law (PhD) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate Courses of Study in this Prospectus and the General Regulations and Information Prospectus.

### **IMPORTANT NOTE**

**Please consult the Faculty of Law Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## I. FACULTY OF SCIENCE

### OFFICE OF THE DEAN

☎ (+264 61) 206 3742    📠 (+264 61) 206 3791    ✉ [mmatengu@unam.na](mailto:mmatengu@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### Dean

Dr F Gideon: B.Sc. (UNAM), BSc-Hons, MSc (Rhodes Univ), Ph.D (University of North West)

#### Deputy Dean

Dr M A Kandawa-Schulz: M.Sc. Dr.rer.nat. (University of Rostock)

### ACADEMIC DEPARTMENTS

#### DEPARTMENT OF BIOLOGICAL SCIENCES

Head of Department: Dr. E.Julies: B.Sc., B.Sc.Hons (Rhodes Univ), PGDE (UNAM), M.Sc. (Univ of Ghent, Belgium), Dr. Rer. nat. (Max Planck Inst. for Marine Microbiology, Bremen, Germany)

☎ (+264 61) 206 3561    📠 (+264 61) 206 3791    ✉ [ejulies@unam.na](mailto:ejulies@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

Head of Department: Dr G Kahaka: B.Sc. (UNAM), MSc & PhD (Nottingham University, UK)

☎ (+264 61) 206 3484    📠 (+264 61) 206 3791    ✉ [gkahaka@unam.na](mailto:gkahaka@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### DEPARTMENT OF GEOLOGY

Head of Department: Dr. A.W. Wanke: Diplom Arbeit/MSc (Göttingen), PhD (Würzburg)

☎ (+264 61) 206 3833    📠 (+264 61) 206 3791    ✉ [awanke@unam.na](mailto:awanke@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### DEPARTMENT OF MATHEMATICS

Head of Department: Dr M M Mugochi BSc Hons (UZ), MPhil (UZ), PhD (UNISA)

☎ (+264 61) 206 3524    📠 (+264 61) 206 3791    ✉ [mmugochi@unam.na](mailto:mmugochi@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### DEPARTMENT OF PHYSICS

Head of Department: Dr R Steenkamp: B.Sc., M.Sc., Ph.D. (NWU, RSA)

☎ (+264 61) 206 3673    📠 (+264 61) 206 3791    ✉ [steenkamp@unam.na](mailto:steenkamp@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### DEPARTMENT OF STATISTICS AND POPULATION STUDIES

Head of Department: Dr H Nickanor: BSc (UNAM), PGD, M.A. (UB); PhD (UCT)

☎ (+264 61) 206 3959    📠 (+264 61) 206 3791    ✉ [nnickanor@unam.na](mailto:nnickanor@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

## I.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF SCIENCE

The Faculty of Science may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
11MSCB	Master of Science in Biodiversity Management	2
11MMBL	Master of Science in Microbiology	2
11MSCC	Master of Science in Chemistry	2
11MSIB	Master of Science in Industrial Biochemistry	2
11MSGI	Master of Science in Applied Geology	2
11MSPG	Master of Science in Petroleum Geology	2
11MSCM	Master of Science in Mathematics	2
11MSNU	Master of Science in Nuclear Science	2
11MSPH	Master of Science in Physics	2
11MSST	Master of Science in Statistics and Demography	2
11MASC	Master of Science (by Thesis)	2
11DPSC	Doctor of Philosophy	3

**I.2.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

This programme was designed to meet the demand and needs of various stakeholders and to address the national demand that exists. It is aligned with the National Development Plan and the main goal of the proposed curriculum is to produce graduates that are well trained and able to fit into various employment sectors namely, agricultural sector, forestry, Aquatic sciences, scientific research institutes, environment sectors. It will also enable students to conduct original and high quality scientific research. This qualification involves experiential learning and problem solving and will provide students with the necessary technical skills, scientific knowledge and exposure to enable them to solve practical problems of scientific nature in Namibia. In addition this programme gives students sufficient background to be able to continue with higher degree programmes at tertiary institutions.

**I.2.2 ADMISSION REQUIREMENTS**

Applicants who have obtained a Bachelor of Science (Hons) degree in Environmental Biology, Biology, Ecology, Geography, Forestry, Agriculture and Aquatic Sciences, at NQF level 8 or equivalent are eligible to apply. The applicants will be accepted on the basis of their undergraduate records with an overall average mark of at least 60%. Applicants who graduated from UNAM with a 4-year BSc degree and an average of at least 60% may also be admitted if they passed Research Methodology and had a Research component in Environmental Biology as part of their undergraduate degree. The department will evaluate such applications.

**I.2.3 MODE OF DELIVERY**

Programme is offered on full time study mode.

**I.2.4 DURATION OF STUDY**

This programme is a 2 year full time study mode. The general UNAM postgraduate regulations regarding maximum and minimum duration of study apply.

**I.2.5 ASSESSMENT CRITERIA**

The following regulations were adopted to ensure high standards and comparative degree quality.

**Course work Examinations**

- A minimum of 50% continuous assessment (CA) to write the semester module final examination,
- A 3 hour examination at the end of each semester for the respective modules,
- A student will qualify for supplementary / second opportunity examinations provided that the final module mark is between 45-49%, subject to the UNAM subminimum rule,
- A weighting of 40% for CA and 60% for the final examination will be applied,
- Pass mark for each module is 50%, subject to the UNAM subminimum rule.

**Master thesis**

- A minimum of 50% required to pass the written thesis
- Following UNAM Postgraduate regulations for, the viva voce of students will not be graded.
- Written thesis shall contribute 100% of the Master thesis final mark

**Overall degree mark**

- The overall mark for the MSc degree shall comprise 50% average module final marks and 50% master thesis final mark

Each student is required to propose a topic and write a proposal for research in accordance with the UNAM general regulations for Postgraduate studies. All modules of year one must be passed before a student can proceed with the thesis. The official registration for the thesis will depend upon acceptance of his/her proposal by the UNAM Postgraduate School through the Faculty of Science Postgraduate Committee and noting by Senate. Two supervisors are recommended per student and the main supervisors must be a PhD holder, while the co-supervisor may have a MSc degree in a specialized field of Environmental Biology or in the discipline relevant to the research topic. All theses shall be examined internally and externally.

## I.2.6 IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

Codes	New/Revised Course Name	Codes	Old/Equivalent Course Name
EBM 5921	Biostatistics, Scientific Presentation and Publication		None, since the old module EBM5911 has 24 credits and the new one only 12 credits. Student has to repeat old module if failed.
	None, since the new module EBM5921 has only 12 credits	EBM 5911	Biostatistics, Scientific Presentation and Publication
UAE 5819	Academic Writing for Postgraduate Students	UAE 5819	Academic Writing for Postgraduate Students
	None	EBB 5911	Evolution of Biodiversity
EBM 5931	Assessing Biodiversity	EBM 5931	Assessing Biodiversity
EBB 5922	Applied Biogeography		None, since the old module EBB5931 has 24 credits and the new one only 12 credits. Student has to repeat old module if failed.
	None, since the new module EBB5922 has only 12 credits	EBB 5931	Applied Biogeography
EBL 5931	Integrated Water and Land use and Biodiversity Management	EBL 5911	Integrated Land use and Water Resources Management
EBL 5962	Natural Resource Economics		None, since the old module EBL5912 has 24 credits and the new one only 12 credits. Student has to repeat old module if failed.
	None, since the new module EBL5962 has only 12 credits	EBL 5912	Natural Resource Economics and Management
EBL 5942	Environmental law		None, since the old module EBL5932 has 24 credits and the new one only 12 credits. Student has to repeat old module if failed.
	None, since the new module EBL5942 has only 12 credits	EBL 5932	Environmental law
EBL 5952	GIS and Remote sensing	EBL 5952	GIS and Remote sensing
EBM 5922	Management of Natural History Collections	EBM 5912	Management of Natural History Collections
EBB 5972	Functional Biodiversity of Terrestrial Ecosystems	EBF 5912	Functional Biodiversity of Arid and Semiarid ecosystems
		EBF 5932	Functional Biodiversity of woodland and forest Ecosystem
EBB 5952	Functional Biodiversity of Aquatic Ecosystems	EBF 5952	Functional Biodiversity of Marine Ecosystems
		EBF 5972	Functional Biodiversity of Freshwater Ecosystems
	None	EBL 5902	Internship
EBL 5900	Thesis	EBL 5900	Master Thesis

## I.2.7 CURRICULUM COMPILATION

### Year 1

Course Code	Course Title	NQF Level	Credits	Compulsory / Elective
<b>Semester 1</b>				
UAE 5819	Academic Writing for Postgraduate students	9	*	C
EBM 5921	Biostatistics, Scientific Presentation & Publication	9	12	C
EBM 5931	Assessing Biodiversity	9	24	C
EBL 5931	Integrated Water and Land use and Biodiversity Management	9	24	C
<b>Total credits for Semester 1</b>			<b>60</b>	
<b>Semester 2 (Electives)</b>				
EBL 5962	Natural Resource Economics <b>OR</b>	9	12	E
EBL 5942	Environmental law	9	12	E
EBL 5952	GIS and Remote sensing <b>OR</b>	9	24	E
EBM 5922	Management of Natural History Collections <b>AND</b>	9	12	E
EBB 5922	Applied Biogeography	9	12	E
EBB 5972	Functional Biodiversity of Terrestrial Ecosystems <b>OR</b>	9	24	E
EBB 5952	Functional Biodiversity of Aquatic Ecosystems	9	24	E
<b>Total Credits for Semester 2</b>			<b>60</b>	
<b>Total Credits for YEAR 1</b>			<b>120</b>	
<b>Year 2</b>				
EBL 5900	Master Thesis	9	120	C
<b>Total Credits for YEAR 2</b>			<b>120</b>	
<b>Total number of Credits for the programme</b>			<b>240</b>	

\* Not a credit bearing course

## I.2.8 ADVANCEMENT AND PROGRESSION RULES

Students have to pass all modules of year 1 before they can proceed to year 2 (thesis).

## I.2.9 RE-ADMISSION REQUIREMENTS

Students will be re-admitted into the programme, provided that they have passed the equivalent of 6 full modules (96 credits) in year one.

## I.2.10 REQUIREMENTS FOR QUALIFICATION AWARD

The MSc in Biodiversity Management degree will be awarded to students credited with a total of 240 credits, who have passed all their courses and completed their thesis (120 credits) satisfactory.

## IMPORTANT NOTE

Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

**I.3.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

This programme was designed to meet the demand and needs of various stakeholders and to address the national demand that exists. It is aligned with the National Development Plan and the main goal of the proposed curriculum is to produce graduates that are well trained and able to fit into various employment sectors namely, agricultural sector, human health, biological industries, scientific research institutes, environment sectors. It will also enable students to conduct original and high quality scientific research. This qualification involves experiential learning and problem solving and will provide students with the necessary technical skills, scientific knowledge and exposure to enable them to solve practical problems of scientific nature in Namibia. In addition this programme gives students sufficient background to be able to continue with higher degree programmes at tertiary institutions.

**I.3.2 CRITERIA FOR ADMISSION**

Applicants who have obtained a Bachelors of Science (Hons) degree in Microbiology, Biochemistry, Molecular Biology, Biotechnology, Food Science, and Veterinary Sciences at NQF level 8 are eligible to apply. The applicants will be accepted on the basis of their undergraduate records with an average mark of at least 60%. Applicants who graduated from UNAM with a 4-year BSc degree and an average of at least 60% may also be admitted if they passed Research Methodology and had a Research component in Microbiology or Molecular Biology as part of their undergraduate degree. The department will evaluate such applications. Admission is competitive and a maximum of 20 students will initially be allowed into the programme.

**I.3.3 MODE OF DELIVERY**

This program is offered as full-time study mode.

**I.3.4 DURATION OF STUDY**

The Master of Microbiology is offered through coursework and thesis, extending over two years of full-time study. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

**I.3.5 ASSESSMENT CRITERIA**

The following regulations were adopted to ensure high standards and comparative degree quality.

**Course work Examinations**

- A minimum of 50% continuous assessment to write the semester module final examination
- A 3 hour examination at the end of each semester for the respective modules
- A student will qualify for supplementary / second opportunity examinations provided that the final module mark is between 45-49%
- A weighting of 50% for CA and 50% for the final examination will be applied
- Pass mark for each module is 50%

**Master thesis**

- A minimum of 50% required to pass the written thesis

**Overall degree mark**

- The overall mark for the MSc degree shall comprise 50% average module final marks and 50% master thesis final mark

Each student is required to propose a topic and write a proposal for research before the end of the first year. The official registration for the thesis will depend upon acceptance of his/her proposal by the postgraduate committee. Two supervisors are recommended per student and the main supervisors must be a PhD holder, while the co-supervisor may have a MSc degree in a specialized field of Microbiology. All theses shall be externally examined.

### I.3.6 CURRICULUM COMPILATION

Students will be able to choose one of three specializations:

- Food Microbiology
- Biomedicine
- Environmental Microbiology

A student within each specialization should take all the modules offered as an elective within the particular specialization.

#### Year 1

Course code	Course	NQF Level	NQF Credits	Compulsory/ Elective
<b>Students will take all of the following courses:</b>				
UAE 5819	Academic Writing for Postgraduate students	9	*	C
MMB 5921	Computing Techniques and Bioinformatics	9	12	C
MMB 5941	Research Methodology and Project Proposal Writing	9	12	C
MMB 5922	Microbial Evolution	9	12	C
MMB5942	Bio prospecting and Entrepreneurship in Microbiology	9	12	C
<b>Students in the Food Microbiology stream will take all of the following modules</b>				
MMF 5911	Food Microbiology	9	24	E
MMF 5921	Food safety	9	12	E
MMF 5912	Food Biotechnology	9	24	E
MMF 5922	Climate Change and Food Security	9	12	E
MME 5912	Microbiology of wastewater	9	24	E
<b>Students in the Biomedical Microbiology stream will take all of the following modules</b>				
MMM 5931	Clinical Microbiology and Diagnostics	9	24	E
MMM 5911	Microbial Principles and Processes	9	24	E
MMM 5912	Molecular Microbiology and Biotechnology	9	24	E
MMM 5932	Climate Change and emerging diseases	9	24	E
<b>Students in the Environmental Microbiology stream will take all of the following modules</b>				
MME 5911	Environmental Biotechnology	9	24	E
MME 5921	Geo-Microbiology and biogeochemistry	9	12	E
MME 5912	Microbiology of wastewater	9	24	E
MME 5922	Extremophiles	9	12	E
MME 5932	Climate change and Microbial Biodiversity	9	24	E
<b>Total for first Year</b>			<b>144</b>	

#### Year 2

MMB 5900	Thesis	9	120	C
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>264</b>	

\* Not a credit bearing course

### I.3.7 EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. In addition to module-specific regulations, attendance of at least 80% in a particular module is a requirement for examination admission. Students must pass all modules for them to proceed to the master thesis. A mixture of assessment modes will be used: written, oral or practical examinations, reports and presentations.

### I.3.8 FORMAT AND EVALUATION OF THESIS WORK

Before a student can proceed to the thesis, he/she must first successfully complete the coursework examinations. Each student will submit a Master Thesis/Dissertation during the second year. The thesis must be drafted in English language. The thesis must follow the format as prescribed in the guide for Post-graduate studies at UNAM. The thesis will be evaluated by internal and external examiner within one month after submission. The UNAM grading system will be used for the evaluation.

### I.3.9 PRACTICALS

Attendance of practical classes and field trips is compulsory.

### I.3.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to students credited with a total of 264 credits, who have satisfactory completed the thesis (120 credits) and obtained at least a 50% final mark.

## DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

### I.4 MASTER OF SCIENCE IN CHEMISTRY

[11MSCC]

#### I.4.1 ADMISSION REQUIREMENTS

The MSc programme in the Department of Chemistry is open to all Bachelor of Science graduates with NQA level 8 or equivalent qualification and with chemistry as one of their majors. The admission to the MSc programme of the holders of the B.Sc (Chemistry) degree is not automatic. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required. The course normally extends over a minimum period of two years for full-time students.

#### I.4.2 DURATION OF STUDY

The Master of Science in Chemistry is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year. The duration of the MSc in Chemistry is two (2) years for full-time students and three (3) years for part-time students. Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

#### I.4.3 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course. Coursework component in the first year will be assessed through written tests, laboratory work, seminar presentation and final examination.

#### I.4.4 CURRICULUM COMPILATION

The curriculum for the MSc in Chemistry consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate programmes in this Prospectus and the General Regulations & Information Prospectus.

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

Course Code	Course Title	NQF Level	Credits	Compulsory /Elective	Prerequisites
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	
CHM 5961	Chemistry Seminars	9	12	C	
CHM 5911	Advanced Analytical and Instrumental Methods	9	24	C	
CHM 5991	Research Methodology and Project Proposal	9	12	C	
<b>Electives (Any two courses)</b>					
CHM 5931	Advanced Organic Chemistry	9	24	E	
CHM 5951	Advanced Inorganic Chemistry	9	24	E	
CHM 5971	Advanced Physical Chemistry	9	24	E	
CHI 5931	Advanced Industrial Chemistry	9	24	E	
<b>Total Credits Semester 1</b>					<b>96</b>
<b>Year 1 Semester 2: Electives (Any two courses)</b>					
CHM 5912	Current Topics in Analytical Chemistry	9	24	E	CHM5911
CHM 5932	Current Topics in Organic Chemistry	9	24	E	CHM5931
CHM 5972	Current Topics in Physical Chemistry	9	24	E	CHM5971
CHM 5952	Current Topics in Inorganic Chemistry	9	24	E	CHM5951
CHI 5932	Current Topics in Industrial Chemistry	9	24	E	CHI5931
<b>Total Credits Semester 2</b>					<b>48</b>
<b>Total Credits Year 1</b>					<b>144</b>
<b>Year 2</b>					
CHM 5900	M.Sc. Thesis		120	C	Pass in all year 1 courses
<b>Total Credits Year 2</b>					<b>120</b>
<b>Total Credits for the programme</b>					<b>264</b>

\* Not a credit bearing course

#### **I.4.5 MAXIMUM NUMBER OF COURSES PER YEAR**

Student must have 144 Credits before passing to year 2.

Full time students must have 120 Credits in year 2, to be able to graduate

Part time students must have 60 credits in year 2 to be able to proceed to year 3.

#### **I.4.6 ADVANCEMENT AND PROGRESSION RULES**

Student must have passed all year 1 courses (144 **credits**) before passing to year 2.

A candidate must first successfully complete the coursework examinations before commencing thesis work.

#### **I.4.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

#### **I.4.8 PRACTICALS**

Four compulsory practical classes (mini Projects) in the chosen field of study are offered in the first semester. Each practical runs over three weeks. A well-written practical report in the form of a journal article should be submitted. All calculations must be submitted separately.

#### **I.4.9 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates credited with a minimum of 264 **credits**, and who have met the requirements of the compulsory and elective sections.

#### **IMPORTANT NOTE**

**Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**I.5.1 ADMISSION REQUIREMENTS**

The MSc in Industrial Biochemistry is open to all BSc graduates with NQA level 8 or equivalent qualification and with biochemistry, molecular biology or microbiology as one of their majors. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

**I.5.2 MODE OF DELIVERY**

Programme is offered either on full time or part time basis.

**I.5.3 DURATION OF STUDY**

The Master of Science in Industrial Biochemistry is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year. Relevant committees may grant an extension up to six (6) months beyond the stipulated period if valid reasons are advanced.

**I.5.4 ASSESSMENT CRITERIA**

The curriculum for the Master of Science in Industrial Biochemistry consists of coursework and research leading to a thesis. Coursework component in the first year will be assessed through written tests, laboratory work, seminar presentation and final examination. Each course assessment is based on continuous assessment mark (50%) and examination mark (50%). Continuous assessment mark is computed as 60% test and 40% practical mark. In order to pass a course, a student must obtain a final mark of at least 50%. Refer to specific courses for detailed assessment criteria.

**I.5.5 MAXIMUM NUMBER OF COURSES PER YEAR**

Maximum number of courses is equivalent to the number of courses offered in the first year (12 courses).

**I.5.6 CURRICULUM COMPILATION**

Course Code	Course Name	NQF Level	Credits	Compulsory (C) /Elective (E)	Co-requisites
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Post Graduate Students	8	*	C	
CHM 5911	Advanced Analytical and Instrumental Methods	9	24	C	
CHM 5921	Research Methodology and Project Proposal	9	12	C	
CHB 5921	Enzymology and Enzyme Technology	9	12	C	
CHB 5941	Nutrition, Metabolism and Cell Signaling	9	12	C	
CHB 5961	Neurobiochemistry and Clinical Biochemistry	9	12	C	
<b>Total credits Semester 1</b>			<b>72</b>		
<b>Year 1 Semester 2:</b>					
CHM 5962	Instrumental Methods and Techniques in Biochemical analysis	9	12	C	CHM5911
CHB 5942	Biochemistry Seminars	9	12	C	CHM5921
CHB 5962	Strategic Resource Management	9	12	C	CHM5921
CHB 5902	Bioinformatics and Industrial Biotechnology	9	12	C	CHB5921
CHC 5942	Environmental Toxicology and Management	9	12	C	HB5941
CHN 5942	Natural products and Pharmaceutical Production	9	12	C	CHB5961
<b>Total credits Semester 2</b>			<b>72</b>		
<b>Total credits Year 1</b>			<b>144</b>		
<b>Year 2</b>					
CHB 5900	M.Sc. Thesis		120	C	Pass in all year 1 courses
<b>Total credits Year 2</b>			<b>120</b>		
<b>Total credits for the programme</b>			<b>264</b>		

\* Not a credit bearing course

### **I.5.7 MSC THESIS IN THE SECOND YEAR**

A candidate must first successfully complete the coursework examinations before commencing thesis work. The thesis must be drafted in English language and submitted to the supervisor. It must be in the University approved format. The thesis will be evaluated by UNAM approved internal and external examiners. The UNAM grading system will be used for the evaluation. Each student will defend the thesis in a viva voce examination. Refer to the General Information and Regulations Prospectus and Postgraduate Prospectus for detailed information.

### **I.5.8 ADVANCEMENT AND PROGRESSION RULES**

Student must pass all year 1 courses (144 credits) in order to progress to year 2.

### **I.5.9 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

The applicants will be re-admitted into the department /programme if they have passed at least 33% of their first year courses.

### **I.5.10 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates credited with a minimum of 264 credits, and who have met all the requirements of the degree programme.

### **IMPORTANT NOTE**

**Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**I.6 MASTER OF SCIENCE IN APPLIED GEOLOGY****[11MSG1]****I.6.1 ADMISSION REQUIREMENTS**

To register for a MSc postgraduate degree programme a candidate must hold a BSc Honours degree in Geology (NQF level 8) or a recognized equivalent qualification. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

**I.6.2 MODE OF DELIVERY**

The programme is offered on a full-time basis on a block course schedule over a period of two years for full time students. The mode of teaching will include lectures, seminars, laboratory practicals, field practicals, site visits, case studies and group projects.

Student intake into the first year will be done every two years due to the limited human resources in the geology department so that courses are offered only every second year (first year courses in odd years [i.e. 2013, 2015,...] and second year courses in the even years [i.e. 2014, 2016,...]). Yearly intake will be considered once the capacity of the department has expanded within the anticipated growth of the Science Faculty.

**I.6.3 DURATION OF STUDY**

The study duration shall be two years for full time students. The maximum study period shall not exceed three years. An extension of registration beyond the stipulated maximum study period may be granted by relevant committees if valid reasons are advanced.

**I.6.4 ASSESSMENT CRITERIA**

Assessment criteria are based on written examinations (50%) and continuous assessments (50%) based on tests, assignments, field studies, industrial attachment, laboratory practicals and seminar presentations for each course as well as the final master thesis which is based on a research project. A minimum of 50% is required to pass each course and a student is required to attend 80% of all lectures and practicals. The thesis will be supervised by a PhD holder and examined by at least one internal and one external examiner of a recognized institution.

**I.6.5 MAXIMUM NUMBER OF COURSES PER YEAR**

The maximum number of courses in year one are eleven (11) with a total of 132 credits, including field work, technical visits and industrial attachments. The maximum number of courses in the second year is six (6) with a total of 72 credits. The MSc thesis (60 credits) is scheduled in the second year.

**I.6.6 ADVANCEMENT AND PROGRESSION RULES**

Students must pass all first year courses (132 credits) in order to advance to the second year of study. A candidate must pass all first year coursework examinations before commencing with the MSc thesis.

**I.6.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION**

To be re-admitted to the Faculty of Science for a particular year of registration, a student must have passed the minimum number of courses required as indicated below:

- 4 courses (equivalent to 96 credits) by the end of the first year.

### I.6.8 CURRICULUM COMPILATION

Course Code	Course Title	NQF Level	NQF Credits	Compulsory (C) /Elective (E)	Prerequisites
<b>Year 1 (Common Courses)</b>					
UAE 5819	Academic Writing for Postgraduate Students	8		C	None
GLY 5901	Applied GIS and Remote Sensing	9	12	C	None
GLY 5921	Mineral Processing and Metallurgy	9	12	C	None
GLY 5911	Project Management, Economics and Law	9	24	C	None
GLY 5941	Research methodology	9	12	C	None
GLY 5902	Applied Geochemistry	9	12	C	None
GLY 5922	Applied Geophysics	9	12		None
GLY 5912	Field Techniques and Technical Visits	9	24	C	None
GLY 5919	Industry Internship	9	24	C	None
<b>Total Credits Year 1</b>			<b>132</b>		
<b>Year 2 (Major in Exploration and Economic Geology (132 Credits))</b>					
GLA 5901	Ore Forming Processes	9	12	E	GLY5902, GLY5912
GLA 5911	Exploration Techniques, Methodology, and Economics	9	24	E	GLY5901, GLY5912, GLY5922
GLA 5931	Ore Body Modelling and Evaluation	9	24	E	GLY5912
GLA 5921	Underground and Open Pit Mining	9	12	E	GLY5921, GLY5912
GLY 5900	Master Thesis (Mini Thesis)	9	60	C	All first year courses
<b>Total Credits Year 2</b>			<b>132</b>		
<b>Total Credits for the Programme</b>			<b>264</b>		

<b>Year 2 (Major in Environmental Geology and Hydrogeology(132 Credits))</b>					
GLE 5911	Hydro-geochemistry	9	24	E	GLY5902
GLE 5931	Protection and Management of Water Resources	9	24	E	GLY5902, GLY5911
GLE 5941	Environmental impact assessment and sustainable development	9	12	E	GLY5911, GLY5912
GLE 5961	Impact of mining activities on aquatic systems	9	12	E	GLY5902, GLY5911
GLY 5900	Master Thesis (Mini Thesis)	9	60	C	All first year courses
<b>Total Credits Year 2</b>			<b>132</b>		
<b>Total Credits for the programme</b>			<b>264</b>		

\*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

### I.6.9 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with all 264 credits, and who have met the requirements of the compulsory courses, industrial attachments, field and laboratory practicals as well as the project thesis. In addition students are required to provide proof of competency of at least one foreign language other than English. It is recommended that students should learn a language that is relevant in internationally operating companies (this is a fact for all major mining companies operating in Namibia and also a request from AREVA) such as French, Russian, German or Chinese. The language course(s) will be offered in consultation with the UNAM Language Centre (non-degree purposes).

**Student will graduate with an MSc in Applied Geology, either majoring in Exploration & Economic Geology or majoring in Environmental Geology & Hydrogeology depending on the elective courses a student chooses in year two of the programme.**

### IMPORTANT NOTE

**Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

**I.7.1 ADMISSION REQUIREMENTS**

To be admitted for the Master of Science in Petroleum Geology, a student must hold a BSc Geology (Honours) degree (NQF level 8) or a recognized equivalent qualification. The applicants will be accepted on the basis of their undergraduate record (grades and course contents). An average mark of 60% or above is required. For overseas students equivalent qualifications are required. International students whose tertiary education was not in English must proof proficiency in English (IELTS 7.0 or better).

For all students, interviews shall be considered to confirm their suitability for admission. The number of successful applicants will be limited by the availability of resources.

**I.7.2 MODE OF DELIVERY**

The programme is offered on a full-time basis on a block course schedule over a period of two years for full time students. The mode of teaching will include lectures, seminars, laboratory practicals, field practicals, site visits, case studies, and group projects. Examinations shall follow each teaching block within a reasonable time frame (3-10 days).

Student intake into the first year will be done every two years due to the limited human resources in the Geology Department so that courses are offered only every second year (first year courses in odd years [i.e. 2015, 2017,...] and second year courses in the even years [i.e. 2016, 2018,...]). **Next student intake is 2015.**

**I.7.3 DURATION OF STUDY**

The study duration shall be two years for full time students. The maximum study period shall not exceed three years. An extension of registration beyond the stipulated maximum study period may be granted by relevant committees if valid reasons are advanced.

**I.7.4 ASSESSMENT CRITERIA**

Unless otherwise indicated, assessment is based on a written examination and continuous assessments (CA) with a 50 (exam):50 (CA) weighting for each course. Examinations shall follow each teaching block within a reasonable time frame (3-10 days). The final-year master thesis is based on a research project. A minimum of 50% is required to pass each course and a student is required to attend 80% of all lectures and practicals. The thesis will be supervised by a PhD holder and examined by at least one internal and one external examiner of a recognized institution.

**I.7.5 MAXIMUM NUMBER OF COURSES PER YEAR**

The maximum number of courses in year one are one full courses and nine half course for a total of 132 credits, including field work. The MSc Thesis and Industry Internship are scheduled in the second year, for a total of 132 credits. The MSc thesis contributes with 120 credits.

**I.7.6 ADVANCEMENT AND PROGRESSION RULES**

Students must pass all first year courses in order to advance to the second year of study.

**I.7.7 CURRICULUM COMPILATION**

**All courses are compulsory**

**YEAR 1**

Course Code	Course Title	NQF Level	NQF Credits	Pre-Requisite
UAE 5819	Academic Writing for Postgraduate Students	9	*	None
GLY 5941	Research Methodology	9	12	None
GLP 5901	Sedimentology and Sedimentary Basins	9	12	None
GLP 5921	Petroleum Systems	9	12	None
GLP 5941	Geophysics, Seismic Acquisition and Processing	9	12	None
GLP 5961	Petrophysics	9	12	None
GLP 5902	Sequence Stratigraphy and Stratigraphic Forward Modelling	9	12	None
GLP 5912	Subsurface Geology & Seismic Interpretation	9	24	None
GLP 5942	Sedimentary Petrography and Organic Geochemistry	9	12	None
GLP 5962	Reservoir Geology and Prospect Analysis	9	12	None
GLP 5990	Field Trip – Onshore Analogues	9	12	None
<b>Total Credits for YEAR 1</b>			<b>132</b>	

**YEAR 2**

COURSE CODE	COURSE TITLE	NQF LEVEL	NQF CREDITS	PRE-REQUISITE
GLP 5999	Industry Internship	9	12	All 1 <sup>st</sup> year courses <sup>2</sup>
GLP 5900	Master Thesis	9	120	All 1 <sup>st</sup> year courses
<b>Total Credits</b>			<b>132</b>	

\*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

**I.7.8 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to MSc candidates credited with all **264 credits**, and who have met the requirements of the compulsory courses, industrial attachments, field and laboratory practicals as well as the MSc Thesis.

In addition students are required to provide proof of **competency in first aid and health & safety**. This competency should strongly relate to field activities, in particular field trips. It is required that students obtain a competency certificate from a recognized institution that offers tailor made training. According course(s) are, for example, offered by e-med rescue. It is recommended that students obtain their certificate before commencing any coursework.

**IMPORTANT NOTE**

**Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## DEPARTMENT OF MATHEMATICS

### I.8 MASTER OF SCIENCE IN MATHEMATICS

[11MSCM]

#### I.8.1 ADMISSION REQUIREMENTS

The MSc Programme in the Department of Mathematics will require a minimum of a BSc, with a Mathematics Major, in the lower second class division or an equivalent qualification at NQF Level 8. That means applicants will need to have attained an average mark of at least 60% in their undergraduate programme. Students who have completed the old BSc Programme in Mathematics must do all courses of the current fourth year programme in order to gain admission to the MSc Programme.

#### I.8.2 DURATION OF STUDY

The duration of the MSc in Mathematics is two (2) years for full-time students and three (3) years for part-time students. Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

#### I.8.3 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course.

#### I.8.4 CURRICULUM COMPILATION

The curriculum for the MSc in Mathematics consists of coursework and the writing of a research thesis. The design of the Programme provides candidates with the opportunity to become pure mathematicians or applied mathematicians due to the introduction of options in the second semester of the first year of study. The MSc in Mathematics will be offered in compliance with the general regulations and guidelines for postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

**Note: The student must pass all first year course before (s)he can proceed with the MSc Thesis**

Course Code	Course Title	NQF Level	Credits	Compulsory (C) /Elective (E)	Prerequisites
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	
MAT 5901	Mathematical Modeling	9	12	C	
MAT 5921	Advanced Analysis	9	12	C	
MAT 5951	Differential Geometry	9	24	C	
<b>Total Credits Semester 1</b>			<b>48</b>		
<b>Year 1 Semester 2</b>					
<b>Option A (Pure Mathematics)</b>					
MAT 5922	Research Methodology	9	12	C	
MAT 5902	Graph Theory	9	12	E	
MAT 5932	Topics in Topology	9	24	E	
MAT 5942	Algebraic Topology	9	12	E	
MAT 5972	Topics in Algebra	9	24	E	
<b>Total Credits Semester 2</b>			<b>84</b>		
<b>Total Credits Year 1</b>			<b>132</b>		
<b>Option B (Applied Mathematics)</b>					
MAA 5922	Research Methodology	9	12	C	
MAA 5902	Stochastic Differential Equations	9	12	E	
MAA 5912	Mathematical Biology	9	24	E	
MAA 5942	Dynamical Systems	9	12	E	
MAA 5972	Topics in Finance	9	24	E	
<b>Total Credits Semester 1</b>			<b>84</b>		
<b>Year 2 Semester 1</b>					
MAT 5931	Measure Theory and Integration	9	24	C	
<b>Year 2 Semester 1 &amp; 2</b>					
MAT 5950	MSc Thesis	9	96	C	
<b>Total Credits Year 2</b>			<b>120</b>		
<b>Total Credits for the programme</b>			<b>252</b>		

#### I.8.5 SEMINARS

Students are expected to give a seminar presentation as part of their continuous assessment in each course.

## DEPARTMENT OF PHYSICS

### I.9 MASTER OF SCIENCE IN PHYSICS

[11MSPH]

#### I.9.1 ADMISSION REQUIREMENTS

The admission requirement for the proposed M.Sc. programme will be a University of Namibia NQF Level 8 degree in Physics or equivalent degree from a recognised university. The applicant will be accepted on the basis of his/her undergraduate academic record with an average mark of at least 60%. Former UNAM double major Physics graduates may be admitted but will first have to take and pass relevant additional undergraduate courses prescribed by the Department on a case by case basis.

#### I.9.2 DURATION OF STUDY

The duration of this programme will be two (2) years minimum and three (3) years maximum for full-time students. The first year will mostly consist of coursework, while the second year will be dedicated to a supervised research project and the writing of a thesis.

#### I.9.3 ASSESSMENT CRITERIA

Formal examinations, subject to external moderation, will take place at the end of each semester of the first year of the programme. A minimum continuous assessment mark of 40% and a minimum of 80% class attendance is required to be admitted to write the examination in a specific course. Students must pass all courses in order to proceed to the thesis component of the degree. In all cases, a minimum mark of 50% is required to pass.

#### I.9.4 CURRICULUM COMPILATION

Course Code	Course Title	NQF Level	Credits	Compulsory (C) /Elective (E)	Prerequisites
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8	*	C	
PHY 5911	Advanced Quantum Mechanics	9	24	C	
PHY 5931	Research Methodology	9	24	C	
PHY 5951	Mathematical Methods of Physics	9	24	C	
<b>Total Credits Semester 1</b>			<b>72</b>		
<b>Year 1 Semester 2</b>					
PHY 5972	Advanced Classical Mechanics	9	24	C	
PHY 5912	Lasers and Applications	9	24	E	
PHY 5932	Radiation Physics	9	24	E	
PHY 5952	Computational Physics	9	24	E	
PHY 5992	Astro- and Space Physics	9	24	E	
<b>Total Credits Semester 2</b>			<b>72</b>		
<b>Total Credits Year 1</b>			<b>144</b>		
<b>Year 2 Semester 1 &amp; 2</b>					
PHY 5900	MSc Thesis	9	120	C	
<b>Total Credits Year 2</b>			<b>120</b>		
<b>Total Credits for the programme</b>			<b>264</b>		

\*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

#### I.9.5 FORMAT AND EVALUATION OF THESIS

During the thesis year, the student shall conduct supervised research in a Senate approved field of study. At the end of this year, the candidate must submit a completed Master Thesis/Dissertation in the English language. This thesis must be in a format prescribed by the Department as per University regulations. The completed thesis will be evaluated by the supervisor(s) and one (or more, if needed) external examiners, normally within a month after submission. The student will be expected to successfully defend his/her thesis in a viva voce examination.

#### I.9.6 PRACTICALS

Attendance of practical classes, experiments, projects, field trips and/or internships as prescribed by the course lecturers and thesis supervisor(s) are compulsory.

**I.10.1 PURPOSE AND RATIONALE**

The purpose of this programme is to provide high calibre physical science graduates with a theoretical and practical training in the field of nuclear science and technology. This programme will provide the successful candidate with advanced knowledge in radiation protection, health physics and nuclear techniques. The programme will enable candidates to find employment opportunities in local industries, educational and research institutes, various public sectors, private companies, etc. where nuclear scientists and health physicists are needed. It will also enable successful candidates to carry out advanced research work in nuclear science and contribute to knowledge.

Currently there is a shortage of nuclear scientists in the country. There is therefore a need to strengthen human resource capacity in both the public and private sectors with regard to qualified and competent nuclear scientists. This programme responds to the needs of the country in qualified human resources in radiation protection, health physics and nuclear techniques. In fact, different stakeholders such as the National Radiation Protection Authority in the Ministry of Health and Social Services support the programme. Furthermore, Namibia is one of the International Atomic Energy Agency (IAEA) member states and the programme should benefit from the Agency as the IAEA actively promotes the peaceful uses of nuclear science and technology.

**I.10.2 CRITERIA FOR ADMISSION**

- The admission requirement for the programme will be a NQF Level 8 degree or its equivalent with major in Physics or Chemistry or Mathematics with one of the following disciplines on at least a second year level: Chemistry, Mathematics, Physics, Geology and Computer Science as shown in the table below. The applicant will be accepted on the basis of his/her undergraduate academic record with an average mark of 60%.
- Former UNAM double major graduates with majors in two of the above mentioned disciplines may be admitted but may first have to take and pass relevant additional undergraduate modules prescribed by the Department on a case by case basis.

S/N	MAJOR COURSE	ONE OTHER DISCIPLINE AT SECOND YEAR LEVEL
(i)	Physics	Mathematics or Chemistry or Computer Science or Geology
(ii)	Chemistry	Physics or Mathematics or Computer Science or Geology
(iii)	Mathematics	Physics or Chemistry

**I.10.3 MODE OF DELIVERY**

This programme will be offered on a full-time basis.

**I.10.4 DURATION OF STUDY**

The Master of Science in Nuclear Science cannot be completed in less than two (2) years. The programme must be completed within three (3) years of full-time study.

**I.10.5 ASSESSMENT CRITERIA**

- A minimum of 40% continuous assessment to write the final examination
- A 3-hour theory examination in each full module at the end of each semester
- A 2-hour theory examination in each half module at the end of each semester
- A weighting of 50-50% respectively for CA and the final examinations
- An average pass mark of 50% in all the modules including the thesis

**I.10.6 ADVANCEMENT AND PROGRESSION RULES**

Students will be required to pass all the modules of year one of the programme before starting their research work in the second year.

**I.10.7 MAXIMUM NUMBER OF COURSES PER YEAR**

A student will register for the equivalent of seven full modules (144 credits at level 9 and 24 credits at level 8) in the first year. In the second year, a student will register for the MSc thesis (120 credits).

### I.10.8 CURRICULUM COMPILATION

#### YEAR 1 (144 credits)

Code	Course Title	NQF Level	NQF Credits	Compulsory/ Elective
<b>Semester 1</b>				
UAE5819	Academic Writing for Postgraduate Students	8	*	C
NUC 5911	Principles of Nuclear Physics	9	24	C
NUC 5901	Nuclear Instrumentation	9	12	C
NUC 5921	Mathematical Methods for Nuclear Scientists	9	12	C
PHY 5931	Research Methodology	9	24	C
	<b>Total credits for Semester 1</b>		<b>72</b>	
<b>Select one of the four electives</b>				
<b>Semester 2</b>				
NUC 5912	Nuclear Chemistry	9	24	C
NUC 5932	Radiation Protection and Health Physics	9	24	C
NUC 5902	Radiobiology	9	12	C
NUC 5922	Nuclear Reactor Science and Technology	9	12	E**
NUC 5942	Radiation Techniques and Applications	9	12	E**
NUC 5962	Special Topics in Nuclear Science and Technology	9	12	E**
NUC 5982	Computational Physics for Nuclear Scientists	9	12	E**
	<b>Total credits for Semester 2</b>		<b>72</b>	
	<b>Total credits for Year 1</b>		<b>144</b>	

\* Non contributory course

#### YEAR 2 (120 credits)

Code	Course Title	NQF Level	Compulsory/ Elective	NQF Credits	Pre/Co requisites
NUC 5910	MSc Thesis	9	C	120	Passed all first year modules
	<b>Total credits for Year 2</b>			<b>120</b>	
	<b>Total credits for the programme</b>			<b>264</b>	

### I.10.9 REQUIREMENTS FOR QUALIFICATION AWARD

To be awarded with the MSc in Nuclear Science degree, the student must have passed all prescribed courses and the thesis (264 NQF credits).

### IMPORTANT NOTE

Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## DEPARTMENT OF STATISTICS AND POPULATION STUDIES

### I.11 MASTER OF SCIENCE IN APPLIED STATISTICS AND DEMOGRAPHY [11MSST]

#### I.11.1 ADMISSION REQUIREMENTS

The MSc Programme in the Department of Statistics will require a minimum of a BSc, with a Statistics or Population studies Major, in the lower second class division (60-69%) or an equivalent qualification.

#### I.11.2 DURATION OF STUDY

The Master of Science in Applied Statistics and Demography cannot be completed in less than two (2) years. The programme must be completed within three (3) years of full-time study.

#### I.11.3 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course.

#### I.11.4 CURRICULUM COMPILATION

The curriculum for the MSc Applied Statistics and Demography consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate Courses of study in the General Prospectus: Information, Regulations & Fees.

Course Code	Course Title	NQF Level	Credits	Compulsory (C) /Elective (E)	Prerequisites
<b>Year 1 Semester 1</b>					
UAE 5819	Academic Writing for Postgraduate Students	8		C	
STM 5911	Research Design and Methodology	9	24	C	
STM 5921	Population and Development	9	12	C	
STM 5951	Statistical Computing	9	24	C	
<b>Total Credits Semester 1</b>			<b>60</b>		
<b>Year 1 Semester 2</b>					
<b>Option B (Applied Mathematics)</b>					
STM 5912	Generalized Linear Models	9	24	C	
STM 5932	Multivariate Data Analysis	9	24	E	
STM 5922	Monitoring and Evaluation	9	12	E	
STM 5952	Demographic Analysis	9	24	E	
<b>Total Credits Semester 1</b>			<b>84</b>		
<b>Year 2 Semester1 &amp; 2</b>					
STM 5900	MSc Thesis	9	120	C	Pass all first year courses
<b>Total Credits Year 2</b>			<b>120</b>		
<b>Total Credits for the programme</b>			<b>264</b>		

#### I.11.5 PRACTICALS

All practicals are compulsory.

#### IMPORTANT NOTE

Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate Programmes in this Prospectus and the General Regulations and Information Prospectus.

**I.12.1 ADMISSION REQUIREMENTS**

Possession of a good M.Sc. degree. Working experience is highly recommended. Admission will depend on availability of suitably qualified supervisors in the respective field of research.

**IMPORTANT NOTE**

**Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## SCHOOL OF COMPUTING

### HEAD OF DEPARTMENT: DEPARTMENT OF COMPUTER SCIENCE

Dr. T K Mufeti: BSc (UNAM), BScHons (Rhodes), M.Sc. (Rhodes), PhD (Rhodes University)

☎ (+264 61) 206 3348 📠 (+264 61) 206 3791 ✉ tndakunda@unam.na 📧 Private Bag 13301, Windhoek, Namibia

## I.13 POSTGRADUATE QUALIFICATIONS OFFERED BY THE SCHOOL OF COMPUTING

The School of Computing may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
22MSCI	Master of Science in Information Technology	2 FT& 3 PT
	Doctor of Philosophy	3

## I.14 MASTER OF SCIENCE IN INFORMATION TECHNOLOGY [22MSCI]

### I.14.1 ADMISSION REQUIREMENTS

The applicants will be accepted on the basis of their undergraduate records. The Master of Science in Information Technology programme is open to all Bachelor's degree holders with Computer Science major or Computer related field and with a minimum average pass mark of 60%.

### I.14.2 DURATION OF STUDY

The Master of Science in Information Technology is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

### I.14.3 CURRICULUM COMPILATION

**ALL courses are compulsory and are not necessarily offered every academic year.**

#### YEAR 1

CODE	COURSE TITLE	PRE-REQUISITES
<b>SEMESTER 1</b>		
UAE 5819	Academic Writing for Postgraduate Students	None
CMP 5931	Discrete Mathematics	None
CMP 5951	Computer Graphics	None
CMP 5971	Advanced Operating Systems	None
<b>SEMESTER 2</b>		
CMP 5912	Cryptography and Network Security	None
CMP 5932	Research Methodology and Research Proposal	None
CMP 5952	Advanced Software Engineering	None
CMP 5972	Data Communication and Computer Networks	None

#### YEAR 2

CODE	COURSE TITLE	PRE-REQUISITES
<b>SEMESTER 1 AND 2</b>		
CMP 5900	Thesis	Passed ALL first year courses

### I.14.4 EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. The candidate should pass the formal examinations in the taught courses before registering for the Thesis. A candidate who fails any part of his/her Master's Degree Programme and who is allowed to repeat that part may be exempted by Senate, on the recommendations of the Departmental panel of examiners from those courses or components from that part s/he passed.

### I.14.5 PRACTICALS

Attendance of practical classes is compulsory.

## SCHOOL OF MILITARY SCIENCE

### OFFICE OF THE ASSOCIATE DEAN

☎ (+264 61) 206 3124    📠 (+264 61) 206 3791    ✉ [mmatengu@unam.na](mailto:mmatengu@unam.na)    ✉ Private Bag 13301, Windhoek, Namibia

#### Associate Dean

Dr. Vincent Mwange: BA Humanities, University of Swaziland, Kwaluseni, Swaziland; MM Public and Development Management, University of the Witwatersrand, Johannesburg; PhD Public and Development Management, University of the Witwatersrand, Johannesburg.

#### Deputy Associate Dean

Prof. Dr. sc. techn. habil. Frank-Michael Adam: Spec.-Dipl.=M.Sc. in Milit. Civil. Eng. (Milit.Eng.Academy, Moscow); PhD in Civil. Eng. (SPBGASU, St. Petersburg); Dr. sc. techn. habil. Civil.Eng. (SPBGASU, St. Petersburg)

## I.15 POSTGRADUATE QUALIFICATIONS OFFERED BY THE SCHOOL OF MILITARY SCIENCE

The School of Military Science may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
21PDSS	Postgraduate Diploma in Security and Strategic Studies	1
21MASS	Master of Arts in Security and Strategic Studies	3

## I.16 POSTGRADUATE DIPLOMA IN SECURITY AND STRATEGIC STUDIES [21PDSS]

### I.16.1 PURPOSE AND RATIONALE FOR THE QUALIFICATION

The Namibia Defense Force has developed and expanded its services to various sectors of the Namibian economy since independence. However, in order to improve its performance, it is important that the Armed Force invests more resources in training its Officers to acquire leverage academic competencies benchmarked against the best in the world. In addition, a need has been identified to train Officers at the postgraduate diploma level to adequately prepare them for entry into Masters of Arts in Security and Strategic Studies. The purpose is to improve their performance and the overall efficiency and effectiveness in public service delivery in Namibia. The postgraduate diploma programme will include both the professional aspects of the security actors and related academic disciplines.

The Postgraduate Diploma in Security and Strategic Studies seeks to contribute towards the academic training of senior officers by broadening their scope of understanding and shaping their skills in operational functionality on issues that affect the defence and security of Namibia. Therefore, the study programme comprises of a carefully selected mix of mutually supporting military and academic courses. The programme is guided by the dictum that war is fought and won not with military hardware, but with intelligence and dexterity.

The rationale of the Postgraduate Diploma in Security and Strategic Studies (12 PDSS) is aimed to fill the skills gap by providing an opportunity for seniors officers and other cadres engaged in defence and security services in various levels in the Government of the Republic of Namibia. Furthermore to obtain an academic qualification that would enable them to enhance their effectiveness, with a primary focus on supervision, leadership and management.

### I.16.2 CRITERIA FOR ADMISSION

- Prospective students must be in possession of a Bachelor's degree or an equivalent degree from the University of Namibia or any other recognized institution of higher learning.
- Students who do not comply with (1) above, but possess senior military qualifications such as Senior Staff and Command Courses and Ten (10) years of experience, in a senior management/command position may also be considered for admission.
- Prospective students will be required to write a one page submission to articulate the goals of their undertaking the Postgraduate studies, and the Faculty reserves the right to interview applicants.
- Submission of an application for admission to the Postgraduate Diploma in Security and Strategic Studies programme does guarantee admission to the programme.

### I.16.3 MODE OF DELIVERY

This programme will be offered on a block release basis. The mode of teaching will include lectures, assignments (individual/group), seminars etc.

### I.16.4 DURATION OF STUDY

The duration of the programme is one year. The maximum duration for this programme is two years.

### I.16.5 ASSESSMENT CRITERIA

The studies, examination procedures, and admission to examinations for the Postgraduate Diploma in Security and Strategic Studies (PDSSS) will be governed by the University of Namibia examination regulations.

a) Continuous assessment: 50% b) Final Examination (paper 1x3 hours): 50%

Pass requirements - A student must obtain a minimum of 40% in continuous assessment to qualify for admission to examinations and a minimum of 50% to pass a particular course. Where summative assessment in the form of examination is not applicable, a student must obtain a minimum of 50% from continuous assessment, comprising of not less than two assessable tasks to pass the course.

### I.16.6 MINIMUM REQUIREMENTS FOR RE-ADMISSION

A student will not be re-admitted into the Postgraduate Diploma if he/she has not passed at least: four (4) courses (equivalent to 64 credits by the end of year one).

### I.16.7 CURRICULUM COMPILATION

Course code	Course Title	NQF Level	Pre-requisite	NQF Credits
<b>Semester 1</b>				
UAE 4819	Academic Writing for Postgraduate Students	8	None	*
MSS 4811	Research Methodology	8	None	16
MSS 4831	Contemporary World Politics	8	None	16
MSS 4851	National and Human Security	8	None	16
MSS 4871	Democratic Government and the Security Sector	8	None	16
<b>Total Credits Semester 1</b>				<b>64</b>
<b>Semester 2</b>				
MSS 4812	Research Project	8	PRP 4831	16
MSS 4832	Introduction to Public Policy Process	8	None	16
MSS 4852	Strategic Studies and management	8	None	16
<b>ELECTIVES: SELECT ONLY ONE</b>				
MSM 4812	Military History of Africa (capita selecta) (compulsory for members of defence)	8	None	16
MSD 4812	Diplomacy Theory and Practice (compulsory for members from Foreign Affairs.)	8	None	16
MSP 4812	Political Economy of Food Security (compulsory for Agric & Forestry)	8	None	16
MSP 4832	Public Safety and Rule of Law (compulsory for members from Safety & Sec.)	8	None	16
MSI 4812	International, Regional and Sub-Regional Organisations	8	None	16
MSR 4812	Conflict Resolutions	8	None	16
<b>Total Credits Semester 2</b>				<b>64</b>
<b>TOTAL CREDITS</b>				<b>128</b>

\*The electives will be offered depending on the expertise available.

\* UAE4819 is a non-contributory course

### I.16.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Security and Strategic Studies (PDSSS) will be awarded to students credited with a minimum number of 152 credits, and who have met the requirements of 136 credits from compulsory and 16 credits from elective courses.

**I.17.1 PURPOSE AND RATIONALE OF THE PROGRAMME**

The aim of this multidisciplinary MA programme in security and strategic studies is to enhance the experience in defence management by equipping participants with appropriate strategic management skills to contribute effectively to the broad holder of development policy, operational research, procurement, support, budgeting and contracting, resource management and forward planning in the security sector.

This programme is designed for senior members of the security sector especially the armed forces and employees of other bodies/organizations whose operations call for specialized knowledge in defence and security matters. It offers participants advanced preparation for further career development in strategic studies, international relations, foreign policy, security sectors governance and management. The course is, therefore, appropriate for members of the armed forces, police force, correctional services, intelligence agencies and employees of the Ministry of Foreign Affairs especially members of the diplomatic corp.

The programme is in line with UNAM's mission "To provide quality higher education through teaching, research and advisory services to our customers with the view to produce productive and competitive human resources capable of driving public and private institutions towards a knowledge-based economy, economic growth and improved quality of life."

**I.17.2 CRITERIA FOR ADMISSION**

Students may be admitted to this programme if they meet the General Admission Requirements of the University of Namibia and comply with additional requirements below:

- A student must have a good Bachelor Honours degree with at least a C-grade average, from the University of Namibia or equivalent.
- A student must have a good Postgraduate Diploma in Security and Strategic Studies from the University of Namibia or a comparable level 8 diploma.
- A prospective student may be interviewed and assessed before recommending his/her application to the relevant UNAM structures.

**I.17.3 MODE OF DELIVERY**

The MA in Security and Strategic Studies is offered on a block release basis.

**I.17.4 DURATION OF STUDY**

The MA in Security and Strategic Studies programme should be completed within two (2) years. A one (1) year extension beyond the specified two years can be granted by the University on the recommendation of the School of Military Science and with the consent of the supervisor/s involved.

**I.17.5 ASSESSMENT CRITERIA**

A combination of continuous assessment (50%) and an examination (50%) will be used to assess each of the typical courses in this programme. Continuous assessment will consist of a subset of the following, depending on the course needs: class tests, project, research and assignments.

A student registered for a course work programme shall write an examination at the end of each course. To qualify for admission to the examination a student must obtain a minimum Continuous Assessment (CA) mark of 40.

**I.17.6 MAXIMUM NUMBER OF COURSES PER YEAR**

Seven courses in Year 1 and three courses and a thesis in Year 2.

**I.17.7 ADVANCEMENT AND PROGRESSION RULES**

All First Year courses must be passed before proceeding to the Thesis component.

### I.17.8 CURRICULUM COMPILATION

All courses are compulsory

Course Code	Course Title	NQF Level	NQF Credits	(Co-requisite) / Pre-requisite
<b>Year 1 Semester 1</b>				
UAE 5819	Academic Writing for Postgraduate Students	8	*	None
MSS 5911	The State & Human Security	9	24	None
MSS 5931	The Study of Contemporary World Politics	9	24	None
MSS 5951	Strategic Management	9	24	None
	<b>Total Credits Semester 1</b>		<b>72</b>	
<b>Year 1 Semester 2</b>				
PAR 5962	Research Methodology	9	12	None
MSS 5912	Comparative Foreign Policy	9	24	None
MSS 5932	National Security and Development	9	24	None
	<b>Total credits Semester 2</b>		<b>60</b>	
	<b>TOTAL CREDITS YEAR 1</b>		<b>132</b>	
<b>Year 2 Semester 1</b>				
MSS 5971	Intelligence Strategy	9	24	None
MSE 5911	Elements of National Power	9	24	None
MSS 5981	Research Paper	9	18	
	<b>Total credits Semester 1</b>		<b>66</b>	
<b>Year 2 Semester 2</b>				
MSS 5992	Thesis	9	60	PAR 5962
	<b>Total credits semester 2</b>		<b>60</b>	
	<b>Total credits Year 2</b>		<b>126</b>	
	<b>TOTAL CREDITS FOR THE PROGRAMME</b>		<b>258</b>	

### I.17.9 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification of Master of Arts in Security and Strategic Studies will be awarded to students credited with the 258 credits prescribed in the curriculum.

### IMPORTANT NOTE

Please consult the Faculty of Science Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty

## J. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

### J.1. PREAMBLE

The guidelines and regulations presented in this prospectus are intended to familiarize Departments, Centres, Faculties and candidates with the University of Namibia's (UNAM's) sound and well co-ordinated Postgraduate programmes.

### J.2. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

#### J.2.1 POSTGRADUATE DIPLOMA COURSES

- 1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the School of Postgraduate Studies, and approved by Senate.
- 2) Postgraduate Diploma courses offer specialized training, which is career-oriented. Students with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enrol for a Postgraduate Diploma course in Education.
- 3) The Postgraduate Diploma courses normally have a minimum of **one year** duration for **full-time** students, and **two years** for **part-time** students; are **taught** courses (i.e., involve lectures, seminars, practicals, written tests and examinations, etc.); and also include a small independent research component.

#### J.2.2 MASTER'S DEGREE COURSES

- 1) Postgraduate training programmes at Master's degree level are of two types:
  - (a) Programmes whereby the Master's degree is pursued by research alone, entailing the writing of a thesis, in accordance with guidelines provided by the UNAM Postgraduate Studies Committee.
  - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then normally up to one academic year of research and writing a thesis, as a partial fulfilment of the requirements for the Master's degree.
- 2) Students admitted to both taught and research Master's degree courses have the option of doing their Master's studies on a **full time** or **part time** basis. Full time students shall complete their Master's degree programmes within **two** academic years and part-time students will be allowed up to **three** years to complete their programmes, unless otherwise stipulated by faculty specific regulations. An extension of the registration period of up to six (6) months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.
- 3) Senate approval is required for any Faculty to run Master's programmes with the duration of one academic year.
- 4) Heads of the various academic Departments at UNAM are requested, when applying for the approval of new programmes, to indicate whether they have adequate staff strength to mount Master's degree programmes by course work and/or thesis, and also to submit names of staff members who have the necessary research and training experience to serve as supervisors for Master's degree candidates in their respective fields. Departments should only offer programmes when they have adequate numbers of qualified staff.
- 5) Where experts in relevant academic fields are to be found in various Ministries and other institutions outside UNAM, such experts will be co-opted as co-supervisors of the postgraduate students. Such potential external supervisors will be encouraged to propose thesis research areas which, in their opinion, are areas of high research priority, with respect to the socio-economic needs of Namibia.

### **J.2.3 DOCTORAL COURSES**

- 1) 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.
- 2) Doctoral courses at UNAM are normally undertaken by research and the writing of a dissertation. The duration of a doctoral programme is normally a minimum of three (3) years for full-time students, and five years for part-time students. An extension of the registration period of up to six (6) months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.
- 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 students applying for admission in their Departments.

### **J.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 contributions 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 will 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, Medical and the Natural Sciences

### **J.2.5 APPROVAL OF POSTGRADUATE PROGRAMMES**

Before all 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.

## **J.3. ELIGIBILITY FOR ADMISSION**

### **J.3.1 POSTGRADUATE DIPLOMA**

- 1) Prospective students must be in possession of a Bachelor's degree from an 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/Department/Institute to be equivalent to a Bachelor's degree, may, under special circumstances, also be considered for admission.

### **J.3.2 MASTER'S DEGREE**

- 1) Prospective students must be in possession of a good level 8, honours Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma, based on a first degree, from a recognized Institution.

- 2) Students without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good level 8, honours Bachelor's degree or a good 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 enrol (e.g. teaching experience and a screening test for M.Ed. admission.)

### **J.3.3 DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES**

- 1) Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study.
- 2) Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme.

### **J.3.4 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.

## **J.4. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM**

### **J.4.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES**

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

Before completing the application form, please familiarize yourself with all aspects pertaining to postgraduate studies as set out in this prospectus. You are strongly advised to ensure that you send all relevant documentation with your application form, together with a non-refundable application fee. Receipt of your application will be acknowledged by mail. If you apply for a Master's degree, it is a requirement to submit an evaluation of your qualifications from the Namibia Qualifications Authority (NQA) if you obtained your Bachelor's degree from an institution other than the University of Namibia. Incomplete applications will not be considered. If you apply for a qualification by research alone, please ensure that you attach to the application form proposed\_research topic, consisting of an outline of a research proposal, indicating the suggested research topic, stating the research problem to be tackled, the proposed research methods, etc.

#### **Application forms for Postgraduate qualifications:**

Unless otherwise stated, 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, University of Namibia, and can also be downloaded from the UNAM Webpage: <http://www.unam.na>

The closing date for all postgraduate applications is **31 July** of each year (**No late applications will be accepted after this date**).

#### **Processing of applications**

The completed and processed application forms will be forwarded by the Student Records Section to the Faculty Officer: School of Postgraduate studies who in turn will forward your application to the relevant Faculty Admission Committee which may require the student to be interviewed and/or write a screening test.

For Master's by research only and Doctoral candidates, the relevant Department will allocate a Supervisor/Supervisors, according to your area of study who will confirm the recommendation to the School of Postgraduate Studies in writing. The Faculty Officer: School of Postgraduate Studies will scrutinize your application to ensure that you fulfil the minimum admission requirements and, if successful, will forward you a provisional admission letter. Students need to submit this confirmation letter to the Office of the Registrar in order to be registered for the Research Proposal. Please acquaint yourself with the different modes of the programmes offered (e.g. by coursework and thesis or by thesis only). If the postgraduate programme is only offered by thesis, the Supervisor will inform you on the following:

- 1) The way forward with regard to writing the Research Proposal - there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students should decide on their own topic and follow the instructions on how to write research proposals as given in Annex 1.
- 2) The procedures on submitting your Research Proposal.
- 3) Different committee systems to evaluate, recommend and approve the Research Proposal.
- 4) The importance to keep to registration deadlines for draft and final submissions.
- 5) Inform the student when to register for the Master's Thesis or Doctorate Dissertation after final approval by the relevant Committees and Senate.

#### **J.4.2 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 your 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. Kindly note that should you be in possession of a work permit, you will still need to apply for a study permit if you are offered provisional admission to the University of Namibia. It is not allowed to enter Namibia on a visitor's visa in the hope of filing an application for a study permit from within Namibia. All applications for study permits should be submitted and issued before entering Namibia.

#### **J.4.3 REGISTRATION OF THE SELECTED CANDIDATES**

- 1) Candidates who are registered in programmes involving coursework and a thesis/ dissertation will be required to enrol in recommended faculty **core** and **elective** (optional) courses, as prescribed in the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus under the relevant Faculty.
- 2) On the basis of the availability of qualified staff in the department, Master's by research alone and Doctoral candidates will be registered for the research proposal. The final registration of the candidates will be undertaken after the approval by the Faculty Postgraduate Studies Committee of their fully fledged research proposal.
- 3) All Postgraduate Students shall be required to register for the compulsory course on "Academic Writing for Postgraduate Students".
- 4) All Postgraduate Students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 5) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.
- 6) All Postgraduate Students shall be required to register every year for the duration of the specific programme.

- 7) 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.
- 8) In the case where a student did not register for an academic year, the student is expected to re-apply for admission for the subsequent year of study before the closing date of postgraduate applications.
- 9) The year of non-registration will not count as part of the duration of the study.

#### **J.4.4 ENROLMENT IN SPECIFIC COURSES**

Candidates who are registered for postgraduate study by thesis/dissertation alone may, if recommended by relevant Faculties and approved by the UNAM Postgraduate Studies Committee, be required to enrol in selected courses, which will help to bridge any gaps in their earlier training or expose them to new developments in their study disciplines.

#### **J.4.5 SANDWICH POSTGRADUATE TRAINING**

- 1) Where the staffing strength and the teaching and research equipment for postgraduate training at UNAM can be complemented by co-operation linkage agreements with institutions abroad, sandwich postgraduate training programmes are to be established and jointly run.
- 2) Through sandwich arrangements, students will undertake part of their training in suitable institutions abroad, and also benefit from co-supervisors from institutions with which UNAM will establish co-operation linkage agreements.

#### **J.4.6 CANCELLATION AND EXEMPTION OF COURSES**

- 1) All Postgraduate Students are expected to acquaint themselves with the deadline dates for cancellation and exemption of courses as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 2) No course cancellations will be effected without the completion of the required course cancellation form signed by the student and Faculty Officer: School of Postgraduate Studies.
- 3) Students have to submit complete exemption applications before the stipulated due dates to the School of Postgraduate Studies after recommendation by the applicable lecturer and Head of Department. Incomplete exemption application forms will not be considered.
- 4) Postgraduate Students may apply for a break in their studies 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 break in studies should be provided.
- 5) Students must re-apply before the closing date for applications for the subsequent academic year after the break in studies.

#### **J.4.7 COURSEWORK EVALUATION AND GRADING**

- 1) Students who are registered for lectured postgraduate courses will be examined according to procedures approved by Senate.
- 2) In all Faculties/Institutes, the meaning attached to letter grades awarded by examiners is as follows:

<b><u>Grade</u></b>	<b><u>Interpretation</u></b>	<b><u>% Equivalence</u></b>
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 the coursework and thesis/dissertation students), s/he must first successfully pass the coursework examinations. Successful completion of the coursework phase shall mean attaining at least a D-grade average. However, some faculties allow students to proceed with the research proposal writing with one course of not more than 24 credits outstanding in the course work component, provided that the outstanding course is not Research Methodology.
- 4) Supplementary examinations as contained in General Information and Regulations Prospectus will apply to postgraduate students.

#### J.4.8 THESIS/DISSERTATION RESEARCH

- 1) Candidates who successfully complete the coursework phase, or who are registered for postgraduate study by thesis/dissertation research 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) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their theses/dissertations in accordance with the guidelines provided by the UNAM Postgraduate Studies Committee and approved by Senate.
- 4) 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.
- 5) 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.
- 6) Every Master's thesis submitted shall be examined by at least two specialists approved by Senate on recommendation by the Faculty Postgraduate Studies Committee through the UNAM Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University. **The supervisor should not be one of the examiners.** [Refer to regulation J.7.2 (14)]
- 7) The examiners shall be required to submit a detailed assessment of the thesis/dissertation, and also write definite recommendations on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions being made, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/dissertation should be rejected outright. (See Annex 4 for more details)
- 8) 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 to the UNAM Postgraduate Studies Committee and Senate.
- 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 recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/ dissertation.
- 10) A postgraduate candidate, who disagrees with the results of the examination as approved by Senate, may appeal, giving reasons and evidence to support the appeal. Senate will then have the case examined by an Appeals Committee.
- 11) Candidates who are registered by thesis/dissertation research alone (both Master's and Doctoral students) will normally appear for **viva voce** examinations. These will be conducted in accordance with the procedures approved by Senate on recommendation by the UNAM Postgraduate Studies Committee. (See Annex 4)

#### J.4.9 REGULATIONS AND GUIDELINES FOR 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 reputed 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.

#### **J.4.10 CONFERMENT OF DEGREES**

##### **Higher Doctorates**

- 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 years of the previous application.

#### **J.4.11 SUBSEQUENT PUBLICATION FROM A THESIS/DISSERTATION**

Papers or publications extracted from a thesis/dissertation submitted for a postgraduate degree of UNAM must contain a statement acknowledging that the work is based on a thesis/dissertation submitted to the University of Namibia.

### **J.5. GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS**

- 1) The terms "thesis" and "dissertation" carry different connotations in various countries.
- 2) At the University of Namibia, the terms are conceived in the context of common usage in many universities, whereby the term **thesis** is used for a written document presenting the results of research by Master's degree students, while a **dissertation** refers to a corresponding document submitted by doctoral candidates.
- 3) The guidelines to supervisors define what is expected of theses and dissertations, respectively.
- 4) Applicants for admission to postgraduate training programmes by research only and by coursework and thesis/dissertation shall be required to write thesis/dissertation research proposals. (Refer to Annex 1).
- 5) The Research and Publications Office (RPO) shall issue ethical clearance certificates to postgraduate students after their research proposals have been approved by the Faculty Postgraduate Studies Committee and after notification by the UNAM Postgraduate Studies Committee.
- 6) Similarly, the Director: School of Postgraduate Studies shall issue research permission letters to postgraduate students after their research proposals have been approved by the Faculty Postgraduate Studies Committee, after notification by the UNAM Postgraduate Studies Committee and after issuance of the ethical clearance certificates.

### **J.6. GUIDELINES 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.

### **J.7. GUIDELINES ON THE SUPERVISION OF RESEARCH BY POSTGRADUATE CANDIDATES**

#### **J.7.1 INTRODUCTION**

- 1) Every postgraduate students shall be assigned a supervisor/supervisors (at least **one** supervisor for Master's students and **two** supervisors for Doctoral candidates) nominated by the relevant Department and approved by Senate on recommendation by the UNAM Postgraduate Studies Committee. This shall be both for lectured and independent research courses. Where the student's research topic is multidisciplinary in nature, or where the need for additional expert supervision in the same discipline exists, or where the student's postgraduate training programme involves sandwich arrangements, one or more additional supervisors will be appointed.
- 2) Postgraduate student supervisors will be appointed from amongst suitably qualified members of the Faculties/Centres.

- 3) A list of recommended supervisors, with the abridged curriculum vitae of each supervisor, shall be submitted by the relevant Faculty Postgraduate Studies Committee for approval to the first UNAM Postgraduate Studies Committee meeting of each academic year.

#### **J.7.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS**

- 1) The supervisor should 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) A supervisor shall be allowed to supervise postgraduate students only in his/her field of study, expertise and research experience. This will help to ensure high standards of attainment, and to avoid possible embarrassments resulting from the rejection of theses/dissertations by examiners. To supervise Master's students and Doctoral level candidates adequately, the supervisor should have a doctoral degree. He / she can co-supervise Master's students with members of staff holding a Master's qualification but who have specialized expertise. In exceptional cases a supervisor without a doctoral degree will be considered subject to a motivation by the Department why the person should supervise the student.
- 3) The supervisor has the responsibility of knowing his/her students well, and of being familiar with whatever special problems they may have. Where the problems affect the student's research progress, s/he shall communicate these to the UNAM Postgraduate Studies Committee through the Head of the relevant Department and the Faculty Postgraduate Studies Committee, in good time.
- 4) Supervisors should know what is expected of them when supervising Master's degree theses and Doctoral dissertation research respectively. Thus they 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 stage when learning about research methodology, experimental design and research technique and also when preparing the initial drafts of their theses.
- 5) The doctoral dissertation, unlike the Master's thesis, is recognition of successful postgraduate **research experience**. 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 very much 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 considerably more initiative in conducting the research.
- 6) After completion of a research proposal, the doctoral candidate should be able to work **independently** and to be **guided** rather than directed by his/her supervisor. It will, nevertheless, remain the supervisor's responsibility to guide the candidate in the right direction.
- 7) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects. The proposed research topic must be approved by relevant Faculty Postgraduate Studies Committees, through relevant Faculty Boards before the candidate formally begins to undertake his/her research.
- 8) At the end of each semester, the supervisor shall provide an evaluation of the candidate's progress, presenting his/her assessment as to whether the candidate 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 13 for the format of the progress report).

- 9) The supervisors must be able to look ahead and recognize potential impediments to the research problem in good time. They should be able to determine, through their previous research experience, what can be achieved meaningfully by their postgraduate students, within the time allocated for the study.
- 10) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate courses shall, in consultation with the supervisors, arrange **compulsory** research seminar series, which will enable the candidates to stand on their own feet, and to think carefully about why they proposed to use approaches which they intend to adopt in their research etc.
- 11) The supervisors have the responsibility of monitoring the candidate's research progress throughout the research period. There are various methods through which they could be kept up-to-date about the candidate's research progress:
  - (a) both the supervisor and the candidate must submit **compulsory** written reports on the progress of the student to the Faculty and the School of Postgraduate Studies before the end of each semester (refer to Annex 13).
  - (b) 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;
  - (c) participation in the research seminar series suggested above, where the candidate could present any breakthroughs s/he may have made in the research, and benefit from other scholars' inputs during the discussions.
- 12) The supervisor ultimately has the responsibility of, in the end, assisting the candidate 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.
- 13) Although the writing of the postgraduate thesis/dissertation is entirely the responsibility of the candidate, 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 candidate during the critical stage of thesis/dissertation writing;
  - (b) discuss the drafts of the thesis/ dissertation with the candidate throughout the process;
  - (c) read the candidate'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, or should 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.
- 14) Towards the end of the research phase, the Head of the relevant 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 candidate's research topic, who could be nominated by the relevant Faculty Postgraduate Committee as external examiners for the candidate's thesis/ dissertation. **Examiners shall not be selected from the pool of examiners already approved for courses in the specific programme.**
- 15) If the candidate has two or more supervisors, one of these should be appointed Chairperson of the Supervisory Committee. If the main supervisor should be away from the University for more than three consecutive months, an acting supervisor is appointed to guide the candidate in the interim.
- 16) If, in the course of the candidate'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 candidate refuses to follow the supervisor's advice, both the supervisor and the candidate should report the problem in writing to the Head of the relevant Department, with a copy to the Chairperson of the Faculty Postgraduate Studies Committee for appropriate action. Where necessary a new supervisor could be appointed by the UNAM Postgraduate Studies Committee; the student could be discontinued from studies; the supervisor or the candidate could be warned of any weaknesses.
- 17) Since the supervisor's responsibility is so central and critical in postgraduate student research, and since the task of supervising postgraduate student research is time-consuming, it is decided that:
  - (a) in order to ensure adequate supervision, a single staff member shall not supervise more than five (5) postgraduate candidates;

- (b) staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned.
- 18) After approval of the research proposal and its summary by the Faculty Postgraduate Studies Committee and after notification by the UNAM Postgraduate Studies Committee, ethical clearance must be obtained from the Research and Publications Office (RPO).
- 19) Similarly, research permission letter must be issued and signed by the supervisor and must be submitted for signature of the Director: School of Postgraduate Studies, after issuance of the ethical clearance certificate (see Annex 10).

## **J.8. REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS**

- 1) At least three months prior to the scheduled date for the submission of the thesis/dissertation, the respective postgraduate candidates 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 11, Part A).
- 2) The notice shall be accompanied by an **abstract** of the thesis/dissertation of between 200-300 words in the case of Master's theses, and 300-400 words for Doctoral dissertations for consideration by the Faculty Postgraduate Studies Committee. The abstract shall be a synopsis of the methodology of the research undertaken, the findings, and the major conclusions reached.
- 3) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty Postgraduate Committees and Annex 11, Part B shall be submitted together with the notice as per Annex 11, Part A for approval by Senate on recommendation by the UNAM Postgraduate Studies Committee (see Annex 15 for the format of the abridged curriculum vitae).
- 4) The Director: School of Postgraduate Studies shall issue a letter of appointment to the thesis/ dissertation examiners (see Annex 12).
- 5) Candidates submitting the thesis/dissertation after the due date may not graduate and shall register and pay the registration fee for the subsequent academic year.

## **POSTGRADUATE FEES**

- 1) All registered candidates 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).
- 2) The work of students whose fees are in arrears will not be assessed until the arrears have been cleared.

\*\*\*\*\*

## ANNEX 1

### GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS

#### Preamble

These guidelines have been developed for prospective postgraduate candidates (including postgraduate certificate and postgraduate diploma students), who are about to enter into the research phase of their studies, in an attempt to ensure that they embark on their research with a clear focus, and in the right direction. In preparing their research projects/proposals, for Postgraduate Diploma, Master's and Doctoral work, prospective candidates should consult with Heads of relevant Departments, who will refer them to lecturers and Professors with relevant experience and expertise. Moreover, prospective candidates should work closely with their supervisors when preparing their research projects/proposals.

**The following guidelines also apply for postgraduate certificate and postgraduate diploma students**

#### Tentative Title

The title of the mini thesis/thesis/dissertation research proposals should be clear and concise. From the title, one should be able to infer clearly the subject of the mini thesis/thesis/dissertation. This means that the title should be self-explanatory and limited to the scope of the study.

1. **Title** of the proposed study (refer to Annex 8 for the format of the title page)
2. **Introduction**
  - 2.1 **Orientation of the proposed study**

In a general overview and using key literature pieces, students should state research concerns, disagreements, controversies, unanswered questions and gaps in knowledge that give rise to research problems of their interest.
  - 2.2 **Statement of the problem**

Students should concisely formulate their research problems by clearly indicating research issues they would like to investigate in their studies. This should include the purposes of their studies
  - 2.3 **Either objectives of the study or research questions (NOT BOTH)**

Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.
  - 2.4 **Hypotheses of the study (where needed)**

Where applicable, particularly in the Natural Sciences, students should state unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.
  - 2.5 **Significance of the study**

Students should state the importance of their studies, the anticipated contribution of such studies to knowledge and to socio-economic progress.
  - 2.6 **Limitation of the study**

Students should indicate the scope, logistical and resource limitations of their studies.
3. **Literature Review and (where applicable) the theoretical framework**

In this section students should prepare critical, synthesized and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains uninvestigated.
4. **Methodology**
  - 4.1 **Research Design**

Students should provide clear statements on either quantitative or qualitative research designs they intend to use. It is not necessary to provide the definitions of the research designs. However, they should specify how they intend to use particular research designs in their studies. They should not merely provide the distinction between the two generic designs
  - 4.2 **Population (where applicable)**

Students should, where applicable, specify the population to which they would like to generalize their research findings.
  - 4.3 **Sample**

Students should clearly explain how they intend to draw samples from the target populations. They should specify how they intend to appropriately use either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.

#### 4.4 Research Instruments

Research instruments and measures that would be used to collect data should be clearly provided under this section.

#### 4.5 Procedure

The manner in which data would be collected should be explained here. How research instruments would be used to collect data should be specified in this section.

#### 4.6 Data analysis

In this section, students should provide specific strategies that they would employ to analyze their data. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.

#### 4.7 Budget (for sponsored students only)

This section is only applicable to sponsored students

### 5. Research Ethics

Students should provide information on how they shall observe research ethics when conducting their studies. Merely stating what research ethics are, would not be sufficient.

### 6. References

Students should use the **Publication Manual of the American Psychological Association (APA)** except law students, who should use the South African Law Journal Referencing format when citing sources of information in text and when preparing reference lists at the end of their research proposals. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old.

7. Postgraduate students **should not use** the **Wikipedia** as a valid academic source of information as the information presented in it is not verifiable.

### Length of research proposals submitted for consideration by the Faculty Postgraduate Studies Committee

1. The length of abridged versions of student research proposals for submission to the Faculty Postgraduate Studies Committee shall be as follows:
  - 1.1 Research Proposals from students at the Master's Degree level shall not exceed 12 double-spaced typed pages in length.
  - 1.2 Research proposals from students at the Doctoral Degree level shall not exceed 14 double-spaced typed pages in length.
  - 1.3 In each case, research proposal summaries (between 2-4 double-spaced typed pages in length shall be submitted to the UNAM Postgraduate Studies Committee for noting.
  - 1.4 The font size 12, Times New Roman format shall be used in all cases.

### The limit of the number of times postgraduate student research proposals can be considered by the postgraduate studies committee

Postgraduate Students shall be allowed to re-submit their revised research proposals to the Faculty Postgraduate Studies Committee for up to a maximum of **3 times within a period of one academic years.**

### De-registration of postgraduate students who fail to make progress

Faculties shall deregister postgraduate students who fail to make progress after the two years of re-registration for their research proposals or for coursework programmes, after the permitted duration of their studies.

### Referees

The Postgraduate Studies Committee may wish to require scholars who know the applicant well to comment on his/her ability to undertake the proposed research. It is important, therefore, that the applicant includes names (and full addresses) of two or three possible referees who could give an assessment of the applicant's abilities.

**NB: These Guidelines must be followed to prepare full Research Proposals at the faculty level.**

**In view of the new terms of reference of the Postgraduate Studies Committee as recommended by UNAM Council and the Postgraduate Studies Committee recommendations, research proposals must be thoroughly scrutinized and approved at Faculty level. Research proposals from Departments will only be forwarded to the Faculty Postgraduate Studies Committee after the students have given seminars. The dates of seminars must be clearly indicated and recorded in the UNAM Calendar.**

**Only research proposal summaries will be submitted to the UNAM Postgraduate Studies Committee for noting after approval of the full research proposal and its summary by the Faculty Postgraduate Studies Committee. The checklist for processing research proposals and their summaries (Annex 9) must be signed by the Chairperson of the Faculty Postgraduate Studies Committee and the Dean of the Faculty as confirmation of the approval by the Faculty Postgraduate Studies Committee.**

## **ANNEX 2**

### **GUIDELINES ON THE WRITING OF RESEARCH PROPOSAL SUMMARIES**

Each student shall submit, via the main supervisor, a summary of their intended research proposal for approval by the Faculty and notification by the University of Namibia Postgraduate Studies Committee before proceeding with the data collection for the thesis or dissertation.

The complete summary itself shall be two to four pages in length (excluding the title page) and should contain the sections indicated below. The sections should not have headings but shall be separated by way of paragraphing.

#### **Title**

The title should clearly describe what the study will entail but must be concise and semantically correct. It should preferably not exceed 15 words. The title will appear on the title page and should not be repeated on the first page of the summary.

The title page should be prepared according to the UNAM Postgraduate Studies Committee requirements (see Annex 8 of the Postgraduate Prospectus)

#### **Statement of the problem**

The observed problem(s) or issue(s) that the research will be concerned with should be stated clearly and concisely. At least one key source as evidence for the problem/s should be included in this statement.

#### **Research Aim(s)**

Based on the statement of the problem, students should formulate either research questions or research objectives (not both). They should do this unambiguously and should specifically take care that these objectives are researchable. Where applicable, testable hypotheses need to be included under the research aims.

#### **Methodology**

Students should briefly but very clearly describe the research design(s) they intend to use for the research. Following the research design they need to outline the specific research methods that will be employed to enable them to answer the research questions. The population for the study shall be defined clearly after which the sample and sampling procedures will be described very precisely. If the research has different phases, the methodology for each phase will need to be outlined clearly. Under the methodology section the research instruments and measures that would be used to collect data, should also be explained concisely.

#### **Data Analyses**

Specific strategies for the analyses of the research data as described above need to be outlined. The data analyses for each subsection of the study must be clearly indicated.

#### **Research Ethics**

Concise but clear and relevant ethical considerations for the study shall be included. These should not merely be vague statements but should be related to the research to be undertaken. This part may be omitted if the study itself is informed by ethical considerations or an understanding of these.

#### **References**

The student shall indicate five or six key references that he/she intends to use for the study. The relevance of these references should be clear and these should reflect the most recent developments in the specific field of study. The key references should be presented strictly based on APA requirements (SA Law Journal format for law students).

#### **Format required**

Typed in font size 12 Times New Roman on good quality A4 paper and typed double spacing on one side only  
Page numbers to be centered at the bottom of the page and as Arabic numerals (i.e. "1", "2", "3"...)   
Margins (see present guidelines).

## **ANNEX 3**

### **REGULATIONS AND GUIDELINES FOR WRITING AND PRESENTATION OF POSTGRADUATE THESES AND DISSERTATIONS**

#### **Broad Guidelines on Mini Thesis/Thesis/Dissertation Manuscript Preparation**

##### **Typing/Word-processing**

The mini thesis/thesis/dissertation must be typed or printed on good quality A4 paper. The typescript must be clear, double-spaced, and on one side of the paper. In addition, the letter size of 12 and the Times New Roman format should be used.

##### **Pagination**

The preliminaries (i.e., parts preceding the Introduction) must be in lower case Roman numerals (i.e.: (i), (ii), (iii), (iv)...), beginning with the title page. The pages in the main body of the mini thesis/thesis/dissertation should be numbered in Arabic numerals (i.e.: "1", "2", "3", "4"...) consecutively throughout. The page numbers should be centred in the upper margin.

##### **Margins**

The left hand margin must be 4.0 cm from the left edge of the paper; the right hand margin must be 2.5 cm from the right edge; the top margin 4.0 cm from the top of the page, and the bottom one 2.5 cm from the bottom edge of the paper.

##### **Title page**

The title page must be organized such that it is symmetrically arranged. The page should show the title of the mini thesis/thesis/dissertation in CAPITALS; should contain a statement that the thesis/dissertation is being submitted in fulfilment or partial fulfilment of the requirements for the degree mentioned; should give the month and year of graduation, and the name of the degree for which it has been submitted. (See Annex 8)

##### **Abstract**

Following the title page, the mini thesis/thesis/dissertation shall contain an abstract which concisely and comprehensively summarizes the essential points and conclusions emanating from the research. The abstract should, as stated earlier, be between 200-300 words in the case of Master's theses, and 300-400 words for Doctoral dissertations. Furthermore, it should include the purpose of the study, the methodology used, the main findings, conclusions and recommendations in the case of a dissertation.

##### **Format of the Abstract**

1. The abstract must be double-spaced typed and on one side of the paper. In addition, the font size 12, Times New Roman format shall be used in all cases.
2. The page margins indicated above for the thesis/dissertation must be used.
3. The abstract should not contain any headings.

##### **Table of Contents**

The Table of Contents shall be analytical and refer to specific pages where each major component of the mini thesis/thesis/ dissertation is found. If there is a list of Tables, or a list of Figures, these should be arranged separately, but in the general format of the Table of Contents.

##### **Acknowledgements**

The mini thesis/thesis/dissertation shall also contain an Acknowledgements section, in which the candidates express their appreciation and gratitude to all the people and institutions which rendered help in the course of the study.

##### **Dedication**

If the candidate wishes to dedicate the mini thesis/thesis/dissertation to any person, the dedication should be concisely written, and should appear in the preliminaries.

## Declarations

The mini thesis/thesis/dissertation shall also contain the various declarations as pointed out earlier (i.e., one stating that the thesis/dissertation is the candidate's original work, and that it has not been submitted for a degree elsewhere; and a declaration of copyright; see annex 3).

## Body of the Thesis/Dissertation

- (a) Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be cited by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality.
- (b) The text should contain a comprehensive Introduction and Literature Review, a statement of the research problem, the objectives, the hypotheses, the Materials and Methods used in the research, a description and statistical analysis of the research data, a discussion of the results, a statement on the practical applications and implications of the research findings, and possibly also suggestions for further research. There should also be a conclusion, summing up, in not more than 1 000 words, the major findings of the research. All these aspects should be presented into chapters on Introduction, Literature Review, Methodology, Results, Discussion, Recommendations and Conclusion.

## Language

The presentation of the thesis/dissertation shall normally be in English. The use of a language other than English requires approval of Senate.

## Literature Cited

All the literature cited in the text must be arranged in alphabetical order at the end of the mini thesis/thesis/dissertation, in accordance with the format used in the Publication Manual of the American Psychological Association (APA). This should be the case as well for citations in the text of research proposals, theses and dissertations. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old. Candidates shall use more primary than secondary sources of information to guide their research.

If a candidate draws from work that s/he has published previously, it should be fully cited.

## Length of Theses/Dissertations

The suggested guidelines are as follows (A4 double spacing):

- (a) **Master's theses for coursework programmes:** The recommended length of Master's theses for coursework programmes is as follows:
  - Theses with 60 – 100 credits – a minimum of 15,000 words and a maximum of 25,000 words;
  - Theses between 100 – 140 credits – a minimum of 25,000 words and a maximum of 35,000 words;
  - Theses above 140 credits – a minimum of 40,000 words and a maximum of 65,000 words.
- (b) **Master's theses (by research):**  
The recommended length of a Master's thesis is a minimum of 40 000 words and a maximum of 65 000 words.
- (b) **Doctoral dissertations:** The recommended length of a Doctoral dissertation is a minimum of 80 000 words and a maximum of 140 000 words.

## Submission of Theses/Dissertations

The initial submission of the thesis/dissertation shall be **two** copies for Master's candidates and **four** copies for doctoral candidates. These shall be in loose-bound form.

After approval of the thesis/dissertation, by the examiners, and after all the corrections recommended by the examiners have been made, **five** fully bound copies of the theses/dissertations shall be submitted to the Faculty Postgraduate Studies Committee. In addition, candidates should submit electronic versions of their theses/dissertation in PDF format.

The colour for Master's theses shall be **red**, and that for Doctoral Dissertations shall be **black**.

Candidates should ensure that when binding the theses/dissertations, the spine shall contain the name of the candidate, the degree for which it was submitted, and the year of degree award (graduation year).

## ANNEX 4

### REGULATIONS AND GUIDELINES ON THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS

#### MASTER'S THESES AND DOCTORAL DISSERTATIONS

- 1) Every thesis/dissertation shall be assessed by at least two examiners in the case of Master's candidates and at least three examiners for Doctoral candidates. At least one of the examiners in each case must be external to the University of Namibia. Supervisors should not act as Internal Examiners as they would not critically examine students' work they have supervised. Departments shall utilize appropriately qualified staff from other departments in the University to act as internal examiners when they have within their ranks insufficient staff to draw internal examiners from. Internal and External Examiners shall not be selected from the pool of examiners already approved for courses in the specific programme and should be approved by Senate.
- 2) The examiners shall be required to submit their detailed reports about the theses/dissertations within a period of two months from the date of receipt of the documents. If their 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 6).
  - (g) The External Examiners should address their comprehensive written and typed reports to the Director: School of Postgraduate Studies.
- 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.

#### 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 Board and 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.

#### **VIVA VOCE EXAMINATIONS**

- 1) In addition to writing a thesis/dissertation, the postgraduate candidates who are registered as per provisions under Regulation J.4.3 (2), shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.
- 2) The **viva voce** examination shall take place only after the Postgraduate Studies Committee and the Senate are satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of an acceptable standard.
- 3) The questions to be asked in the **viva voce** examination shall primarily be focused on the candidate's thesis/dissertation research area.
- 4) The members of the **viva voce** panel shall be so selected as to ensure that the candidate is examined by scholars who are sufficiently qualified and experienced in the research field.
- 5) 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.
- 6) 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.
- 7) The **viva voce** panelists shall be provided with full texts of the theses/dissertations, and also of the examiners' reports, at least two weeks before the date scheduled for the oral examination.
- 8) 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 candidate;
    - \* the broader subject area in which the study is based is fully grasped by the candidate, and
    - \* any weaknesses in the thesis/dissertation can be adequately clarified by the candidate, and
  - (b) to make a definite recommendation to the UNAM Postgraduate Studies Committee and Senate, as to whether the candidate be deemed to have **passed** or **failed**.
- 9) The **viva voce** panel shall, as far as possible, endeavour to reach a unanimous decision on the candidate's performance. Where the panelists are unable to reach a consensus as to whether the candidate 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.
- 10)
  - (a) At the end of the oral examination, the panel shall sign a **viva voce** Examination Results Form (Annex 7) making a specific recommendation to the UNAM Postgraduate Studies Committee on the candidate'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.
- 11) 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 candidate 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 candidate shall be deemed to have failed outright.
- 12) The duration of the **viva voce** shall not normally exceed **three** hours.
- 13) Doctoral work shall not be graded: the examination shall be on pass/fail basis only.

## ANNEX 5

### SUMMARY ON THE DECLARATIONS WHICH MUST BE CONTAINED IN THE SUBMITTED THESES/ DISSERTATIONS

- (1) Every thesis/dissertation shall be accompanied by a statement declaring that the document is a true reflection of the candidate's own research, and has not been submitted for a degree in any other institution of higher learning.
- (2) The thesis/dissertation shall contain a statement of copyright, reading as follows: No part of this thesis/ dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by any means (e.g., electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of the author, or the University of Namibia in that behalf.
- (3) In presenting a thesis/dissertation, the candidate shall be deemed by so doing to have granted the University the right to reproduce it in whole or in part, in any manner or format which the University may deem fit, for any person or institution requiring it for study and research; provided that the University shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

These declarations should be used in theses/dissertations exactly as follows:

#### DECLARATIONS

. I, [student's name], declare hereby that this study is a true reflection of my own research, and that this work, or part thereof has not been submitted for a degree in any other institution of higher education.

. No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.

. I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit, for any person or institution requiring it for study and research; providing that The University of Namibia shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

..... [signature]  
[Student's name]

Date.....

## ANNEX 6

### SUMMARY OF RECOMMENDATIONS ON POSTGRADUATE THESIS AND DISSERTATION

Name of Candidate: .....

Degree registered for: .....

Thesis/Dissertation Title: .....

	EXAMINERS RECOMMENDATIONS*	(X)
1.	PASSED Mark allocated (in the case of a Master's Thesis) .....	
1.1	Thesis/Dissertation PASSES AS IT IS (no revisions or typographical corrections required). Mark allocated (in the case of a Master's Thesis) .....	
1.2	Thesis/Dissertation PASSES SUBJECT TO corrections of typographical nature and other minor errors (list of errors attached to Main Report). Mark allocated (in the case of a Master's Thesis) .....	
1.3	Thesis/Dissertation recommended for publication.	
2.	REJECTED Mark allocated (in the case of a Master's Thesis) .....	
2.1	Thesis/Dissertation REJECTED, BUT MAY BE RE-SUBMITTED after one or more of the following (specify): Mark allocated (in the case of a Master's Thesis) .....	
	2.1.1 Additional data collection	
	2.1.2 Additional data analysis	
	2.1.3 Additional literature review	
	2.1.4 Thesis/Dissertation Re-writing	
	2.1.5 Other (specify in Main Report)	
2.2	Thesis/Dissertation REJECTED OUTRIGHT (reasons specified in Main Report). Mark allocated (in the case of a Master's Thesis) .....	

\* Please make your recommendation by placing an (X) in the right hand column.

Name of Examiner: .....

Signature:..... Date: .....

\*\* The Examiner should be aware of the fact that the report will be made available to the candidate. In the case of **passes** for Master's theses, an indication should be made (in the Main Report) whether or not the Candidate passes with **distinction (80% or more)**.

\*\*\* Examiners should use the outline in Annex 4 when preparing their detailed reports.

\*\*\*\* Doctoral dissertations shall not be graded but either passed or failed.

## ANNEX 7

### VIVA VOCE EXAMINATION RESULTS FORM (NO MARK SHOULD BE ALLOCATED – ONLY PASS/FAIL)

Name of Candidate: .....

Degree registered for: .....

Thesis/Dissertation Title: .....

.....

.....

No.	EXAMINERS' RECOMMENDATION	(X)
1.	PASSES	
1.1	Candidate PASSES and no additional adjustments in the thesis/dissertation are required.	
1.2	Candidate PASSES SUBJECT TO minor corrections and revisions in the thesis, as stated in the report by the viva voce Chairperson.	
2.	FAILS	
2.1	Candidate FAILS, but should be given another chance of defending the thesis/dissertation after rectifying the weaknesses detailed in the viva voce Chairperson's report.	
2.2	Candidate FAILS OUTRIGHT (reasons detailed in viva voce Chairperson's report).	

  

No.	Panel member's name*	Designation	Signature	Date
1.		Chairperson		
2.		External Examiner		
3.				
4.				
5.				
6.				
7.				

\* In case of disagreement, each panelist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 2.1 or 2.2) s/he prefers.

\*\* The VIVA VOCE Panel Chairperson should prepare a more detailed report according to instructions contained in Annex 4 under Viva Voce Examinations.

## ANNEX 8

(Research Proposal/Summary/Mini Thesis/Thesis/Dissertation title page)

STUDY OF THE MARINE PHYTOPLANKTON OF NAMIBIA

A RESEARCH PROPOSAL/THE SUMMARY OF A RESEARCH PROPOSAL/ A MINI THESIS/THESIS/DISSERTATION  
SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE (SPECIFIC DEGREE NAME IN FULL)

OF

THE UNIVERSITY OF NAMIBIA

BY

.....  
(Name of candidate)

.....  
(Student Number)

.....  
Month and year of graduation

Main Supervisor: .....

Co-supervisor(s): .....

NB: INDICATE **IN FULFILMENT** IF THERE IS NO COURSEWORK AND IN **PARTIAL FULFILMENT** IF THERE  
IS COURSEWORK

## ANNEX 9

### SCHOOL OF POSTGRADUATE STUDIES

#### CHECKLIST FOR PROCESSING RESEARCH PROPOSALS AND THEIR SUMMARIES

Faculty: .....

Department: .....

Postgraduate Programme Student is enrolled in: .....

Name of Student: .....

Student Number: .....

Title of Study to be conducted: .....

.....

Name (s) of Supervisor (s): .....

**Instructions:** Tick (✓) **YES** or **NO** in the space provided to indicate whether particular actions and tasks were undertaken. In addition, indicate the dates when the actions or tasks were undertaken.

NATURE OF ACTION TAKEN	RESPONSE CHOICES				DATE WHEN ACTION WAS TAKEN
	YES		NO		
The candidate has registered as a UNAM student					
The research proposal has been prepared under the guidance of a supervisor or supervisors.					
The research proposal has been considered and approved at departmental level.					
The research proposal and its summary have been considered and approved by the Faculty Postgraduate Studies Committee and not merely by a subcommittee of this committee.					
The research proposal and its summary have been verified as conforming to UNAM guidelines for preparing research proposals by the Faculty Postgraduate Studies Committee Chairperson					
The research proposal summary has been considered and approved by the Faculty Postgraduate Studies Committee with revisions					
The research proposal summary was <b>NOT</b> approved by the Faculty Postgraduate Studies Committee but referred back to the Department for revision.					
The research proposal and its summary have been revised and edited by the student for content and language errors under the guidance of the supervisor (s).					
The revised research proposal and its summary have been checked for content and language errors by the supervisor(s)					

Signature of the Main Supervisor:.....

Date:.....

Signature of the Co-Supervisor (s) (if any):.....

Date:.....

Signature of the Faculty Postgraduate Studies Committee Chairperson:.....

Date:.....

Signature of the Dean:.....

Date:.....

## ANNEX 10

### RESEARCH PERMISSION LETTER TEMPLATE

Date: -----

#### TO WHOM IT MAY CONCERN

#### RE: RESEARCH PERMISSION LETTER

1. This letter serves to inform you that student: ----- (Student number: -----) is a registered student in the Department of ----- for the ----- degree at the University of Namibia. His/her research proposal was reviewed and successfully met the University of Namibia requirements.
2. The purpose of this letter is to kindly notify you that the student has been granted permission to carry out postgraduate studies research. The School of Postgraduate Studies has approved the research to be carried out by the student for purposes of fulfilling the requirements of the degree being pursued.
3. The proposal adheres to ethical principles as per attached Ethical Clearance Certificate.

Thank you so much in advance and many regards.

Yours truly,

Name of Main Supervisor: -----

Signed: -----

**Dr. C. N.S. Shaimemanya**

**Signed:** -----

**Director: School of Postgraduate Studies**

**Tel:** 2063523

**E-mail:** [cshaimemanya@unam.na](mailto:cshaimemanya@unam.na)

## ANNEX 11

### PART A TO BE COMPLETED BY STUDENT

**Student Address:**-----  
-----  
-----  
-----

The Post Graduate Committee  
The University of Namibia  
Private Bag 13301  
WINDHOEK  
Namibia

Dear Director,

### NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

I, ----- (Student number:-----) hereby notify the Postgraduate Studies Committee of my intention to submit my ----- (degree name) thesis/dissertation for examination.

The title of my thesis/dissertation is:-----  
-----  
-----  
-----

Please find attached my thesis Abstract.

Yours sincerely,-----  
Date:-----  
Signature:-----

**SCHOOL OF POSTGRADUATE STUDIES**  
**SUPERVISORS/EXAMINERS FORM**

Student Number:		
Surname and Initials:		
Contact (Cell number):		
Postal Address:		
E-mail address:		
Degree (Masters/PhD)		
Title of thesis/dissertation:		
Names of Main Supervisor		Affiliation of Supervisor:
Names of Co-Supervisor		Affiliation of Supervisor:
Names of Co-Supervisor		Affiliation of Supervisor:
Names of Co-Supervisor		Affiliation of Supervisor:
External Examiner		Affiliation of Examiner
Internal Examiner		Affiliation of Examiner
Internal Examiner		Affiliation of Examiner

-----  
 SIGNATURE OF MAIN SUPERVISOR

-----  
 DATE

**For office use only:**

<p>-----</p> <p><b>FACULTY OFFICER</b>                      <b>DATE</b></p> <p><b>School of Postgraduate Studies</b></p>	<p>-----</p> <p><b>DIRECTOR:</b>                                      <b>DATE</b></p> <p><b>School of Postgraduate Studies</b></p>
<b>REMARKS:</b>	<b>REMARKS:</b>

## ANNEX 12

### EXAMINER APPOINTMENT LETTER TEMPLATE

**Must be printed on official UNAM Letterhead (copies of letterheads should not be used)**

Date

**Examiner Physical Address**

Dear Prof XXX

**Examination of Thesis/Dissertation: Mr/Ms A. Zooland**

I understand that you have indicated willingness to examine the above mentioned candidate's thesis/dissertation and I have pleasure in confirming that Senate has appointed you as an examiner. Thank you very much for agreeing to act as examiner.

The thesis manuscript is enclosed herewith. Please return the thesis/dissertation manuscript with your comments within **2 months** together with your report which is to be addressed to the **Director, School of Postgraduate Studies**. Attached please find Annex 4 with guidelines to follow in preparing your report and Annex 6 on Summary of Recommendations on Postgraduate Thesis and Dissertation. Also enclosed is the Tariff List of fees for Examiners.

Would you please let me know as soon as possible that you have received the thesis/dissertation manuscript? Given the anxiety felt by candidates regarding the examination process, I should appreciate your endeavouring to let me have your report as soon as possible. Should you be unable to complete the examination by XXXX, given your other commitments, please let me know.

Yours Sincerely,

Dr C.N. S. Shaimemanya  
Director, School of Postgraduate Studies,  
Tel: +264 61 206 3523  
**E-mail:** [cshaimemanya@unam.na](mailto:cshaimemanya@unam.na)  
cc. HOD, Department XXX

## ANNEX 13

### PART A TO BE COMPLETED BY STUDENT AND HEAD OF DEPARTMENT

#### SCHOOL OF POSTGRADUATE STUDIES PROGRESS REPORT (STUDENT)

Student Name: .....

Student Number: .....

Postgraduate Programme Student is enrolled in: .....

Student Contact Details: .....

Student E-mail Address: .....

Mode of study: Full Time/Part Time: .....

Academic year of first registration: .....

Supervisor's Name: .....

Supervisor's Contact Details: .....

Supervisor's E-mail Address: .....

Research Title: .....

#### PROGRESS TO DATE:

a) Do you consider that you have made satisfactory progress during the academic year and will be on track to complete according to your Research Proposal/Thesis/Dissertation Plan?	YES/NO
b) Did you have regular contact with your supervisor?	YES/NO
c) Indicate way of contact with your supervisor (face-to-face or e-mail) and dates Contact sessions: Face-to-face..... E-mail ..... Telephone .....	
d) Are you satisfied with your progress?	YES/YES with concern/ NO with reasons
e) Are there any problems/issues that you would like to draw to the attention of the Faculty/School of Postgraduate Studies?	YES/NO
f) If yes, have you discussed these problems with your Supervisor or Head of Department?	YES/NO

- Please comment on any individual aspects or your progress with which you are either particularly satisfied or dissatisfied.
- Please outline any concerns or problems you may have.

Comments: (You may use a separate page for your comments)

--

Signed: .....

Date: .....

Student's Name: .....

Signed: .....

Date: .....

Head of Department's Name: .....

## SCHOOL OF POSTGRADUATE STUDIES

### PROGRESS REPORT (SUPERVISOR)

Supervisor's Name: .....

Supervisor's Contact Details: .....

Supervisor's E-mail Address: .....

Faculty: .....

Department: .....

Student Name: .....

Student Number: .....

Postgraduate Programme Student is enrolled in: .....

Research Title: .....

Mode of study: Full Time/Part Time: ..... Academic year of first registration: .....

Current Status of Proposal/Thesis/Dissertation (tick appropriate box)

In Progress


To be reviewed


Submitted

Approved

Progress of the student:

a) Has the student's attendance been satisfactory with respect to the supervisory meetings?	YES/NO
b) When was the last session with the student?	Date of meeting
c) Has the student attended the sessions as agreed?	YES/NO
d) Is the student's progress satisfactory and should he/she be permitted to continue? ..... ..... .....	YES/YES with concern/ NO with reasons

Comments on student's progress in the Proposal/Thesis/Dissertation (Please use a separate page for your comments under the following headings:

PER SEMESTER	PROGRESS MADE
1 <sup>st</sup> Semester/ 2 <sup>nd</sup> Semester	<u>What is the latest progress in the development of the Proposal/Thesis/Dissertations?</u>
	<u>What are your expectations for the next stage/Is the progress of the student satisfactory?</u>
	<u>Any other comments: E.g. Concern about continuation or completion on – time, etc.</u>

Signed: .....

Date: .....

Supervisor's Name: .....

Signed: .....

Date: .....

Head of Department's Name: .....

## ANNEX 14

### SCHOOL OF POSTGRADUATE STUDIES CHECKLIST FOR PROCESSING THESES AND DISSERTATIONS

Faculty: .....

Department: .....

Postgraduate Programme Student Enrolled in: .....

Name of Student: .....

Student Number: .....

Title of thesis/dissertation: .....

Name(s) of supervisor(s): .....

Date when the thesis/dissertation was sent to examiners: .....

Date when comments on the thesis/dissertation were received from examiners: .....

Comments from examiners were responded to by the candidate under the guidance of the supervisor(s) .....

.....

Supervisor(s) checked the thesis/ dissertation to ensure that the candidate made the revisions he or she was required to make .....

.....

Supervisor (s) checked the thesis/dissertation to ensure that it was proof read before sending it for binding .....

.....

Name and signature of supervisor(s): .....

Date: .....

.....

Name and signature of the Head of Department: .....

Date: .....

.....

Date when the bound copies of the thesis/dissertation were submitted to Faculty Postgraduate Studies Committee for inspection and noting .....

.....

Name and signature of the Chairperson of the Faculty Postgraduate Studies Committee: .....

Date: .....

.....

Name and signature of the Dean: .....

Date: .....

## **ANNEX 15**

### **SCHOOL OF POSTGRADUATE STUDIES**

#### **RECOMMENDED FORMAT OF THE ABRIDGED CURRICULUM VITAE**

Title: Prof., Dr., Mr., Mrs., Ms.

Academic or equivalent institution to which affiliated:

Qualifications:

Specific Academic Rank:

University teaching experience in years:

Area (s) of expertise:

Record of postgraduate student supervision for the last 5 years:

List of key research projects undertaken or coordinated for the last 5 years:

Record of publications in the last 10 years (i.e. books, chapters in books, articles in refereed journals, articles in edited and refereed conference proceedings, etc.):

***The abridged CV should not be more than three pages long***

