

GENERAL PROSPECTUS 2008

GENERAL INFORMATION AND REGULATIONS PROSPECTUS 2008



THE UNIVERSITY OF NAMIBIA

UNIVERSITY OF NAMIBIA

GENERAL INFORMATION AND REGULATIONS PROSPECTUS 2008

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1. MISSION STATEMENT OF THE UNIVERSITY OF NAMIBIA

1.1 MISSION STATEMENT

- ❖ Continue to develop the University as a leading national institution and a major role model for teaching and research that significantly contributes to nation-building, and thereby to accord high priority to research across a broad spectrum of relevant fields by encouraging inter-disciplinary approaches to the resolution of real-world problems.
- ❖ Cultivate standards of excellence in teaching, research, community service and all the prescribed functions of UNAM, through constructive criticism, constant self-improvement, self-evaluation, and peer assessment.
- ❖ Make the University services, expertise, skills, scholarly leadership, and facilities accessible to all such persons as are likely to benefit from them, regardless of race, colour, gender, ethnic origin, religion, creed, physical condition, social and/or economic status.
- ❖ Safeguard and promote principles of University autonomy, with the view of providing a conducive environment; an appropriate atmosphere and opportunities for UNAM's scholars to pursue the development of their capacities and capabilities to the highest intellectual potential.
- ❖ Serve as a repository for the preservation, promotion, development and articulation of national values and culture, through the promotion of Namibian history, art and languages.
- ❖ Undertake basic and applied research, with a view to contribute toward the social, economic, cultural and political development of Namibia.
- ❖ Encourage endogenous development and application of science and technology.
- ❖ Provide advisory, consultancy, and extension services throughout the country, with the view of promoting community education and appropriate know-how, thus enhancing society's productivity and socio-economic development to achieve national and regional cohesion and international understanding.

2. OFFICE BEARERS AND CONTACT NUMBERS

2.1 **Chancellor**
His Excellency, Dr Sam S Nujoma

2.2 Council Members

Presidential Appointments

Prof Filemon Amaambo (Chairperson)
Dr Ndeutala Angolo-Amutenya (Vice-Chairperson)
Mr Albertus Aochamub
Dr Gabrielle Schneider
Mr Siseho Simasiku
Ms Inge Zaamwani

Ministry of Education

Mr Vitalis Ankama

Ministry of Finance

Mr Calle Schlettwein

Windhoek Municipality Council

Ms Agnes Kafula

External Non-Resident

Judge Harold Levy
Prof Keto Mshigeni

Alumni

Mr Tylvas Amunjela
Mr Moses Moses

UNAM Management

Prof Lazarus Hangula (Vice Chancellor)
Prof Osmund Mwandemele (Pro-Vice Chancellor: Academic Affairs and Research)
Mr Zacheus Kazapua (Pro-Vice Chancellor: Administration and Finance)
Mr Alois Fledersbacher (Registrar)
Mr Job Jansen (Bursar)
Ms Ellen Namhila (Librarian)

Senate Members

Dr Lischen Haoses-Gorases
Dr Erica Maass
Prof Kingo Mchombu
Dr Louise Mostert

Administrative Staff Representative

Ms Barbara Seibes-Böck

SRC

Mr Tango Kandjaba (President)
Ms Lovisa Namutewa

Management Observers

Mr Reginald Izaks (Director: Human Resources)
Dr Itah Kandjii-Murangii (Dean of Students)
Mr James Kwenani (Director: Estate Services)
Mr Edwin Tjiramba (Director: Communications and Marketing)

2.3 Central Administration

Central Administration

Postal address: Private Bag 13301, Windhoek, NAMIBIA

Street address: 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

Centre for External Studies

Postal address: Private Bag 13245, Windhoek, NAMIBIA

Street address: 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

UNAM Northern Campus

Postal address: P.O. Box 3654, Oshakati, NAMIBIA

Street address: Eliader Mwatale Street, Oshakati

TELEPHONE NUMBERS

int. (+264+61+...)

Office of the Vice Chancellor

Vice Chancellor (Prof Lazarus Hangula)	206 3933
Pro-Vice Chancellor: Academic Affairs & Research (Prof Osmund Mwandemele)	206 3934
Pro-Vice Chancellor: Administration & Finance (Mr Zach JN Kazapua)	206 3082
Director: Communications & Marketing (Mr Edwin Tjiramba)	206 3445
Director: Estate Services (Mr James Kwenani)	206 3904
Director: Human Resources (Mr Reginald Izaks)	206 3103

Office of the Registrar

Registrar (Mr Alois Fledersbacher)	206 3044
Assistant Registrar: Academic Administration (Ms Annelie v/d Hoeven)	206 3832
Senior Student Records Officer (Ms Irene Esterhuizen)	206 3786
Student Information Enquiries	206 3666
Bursary Officer (Mr Dewaldt Willems)	206 3769
Assistant Registrar: Examinations (Mr Abraham Ockhuizen)	206 3842
Senior Examination Officer (Mr Nick Gaseb)	206 3899
Examination Enquiries	206 3256

Office of the Bursar

Bursar (Mr Joppie Jansen)	206 3076
Assistant Bursar: Systems and Management (Mr Ralph van Rooi)	206 3021
Assistant Bursar: Income and Revenue (Ms Loma Mbware)	206 3068
Assistant Accountant: Student Debtors (Ms Katy Majiedt)	206 3045
Financial Enquiries	206 3191

Office of the Dean of Students

Dean of Students (Dr Itah Kandjii-Murangi)	206 3765
Secretary: Enquiries	206 3956
Assistant Dean: Professional Services (Ms Margareth Mainga)	206 3156
Assistant Dean: Student Support & Liaison Services (Mr Levi Shigwedha)	206 3762
Student Counsellor (Ms Eunice Willibard)	206 3605
Senior Sport & Culture Officer (Mr Ben Naobeb)	206 3759
Manager: Catering (Ms Bernardine Mbai)	206 3771

Library

Librarian (Ms Ellen Namhila)	206 3243
Secretary: General Enquiries	206 3874
Enquiries: Circulation Services	206 3059
Librarian: User Services (Mr Chenjerai Mabhiza)	206 3531
Head: Archives and Records Management (Mr Jochen Kutzner)	206 3692
Head: Technical Services & Systems (Ms Renate Morgenstern)	206 3869

Centre for External Studies

Director (Dr Gertrud Frindt)	206 3619
Deputy Director (Ms Regina Shikongo)	(065) 2232270
Assistant Registrar: CES (Ms Carin Slabbert)	206 3722
Enquiries	206 3676

2.4 Faculties

Faculty of Agriculture and Natural Resources

Executive Dean (Prof Godwin P Kaaya)	206 3425
Deputy Dean (Neudamm) (Dr Martin B Schneider)	206 3180
Deputy Dean (Ogongo) (Dr Luke Kanyomeka)	(065) 2235204
Secretary (Ms Mona T Cloete)	206 3890
Faculty Officer (Mr Esau Nowaseb)	206 3895

Faculty of Economics and Management Science

Dean (Dr Boniface S Mutumba)	206 3837
Deputy Dean (Dr Omu T Kakujaha-Matundu)	206 3399
Secretary (Ms Josephine Fillemon)	206 3772
Faculty Officer (Ms Sophia Alfred)	206 3987
Coordinator: Income Generating Courses (Mr Martino Olivier)	206 3794

Faculty of Education

Dean (Dr Johannes J Katzao)	206 3643
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Deputy Dean (Prof Choshi D Kasanda).....	206 3726
Secretary (Ms Maggy van Rooi)	206 3724
Faculty Officer (Mr Errol van Wyk)	206 3978
Faculty of Humanities and Social Sciences	
Dean (Prof Kinso J Mchombu).....	206 3641
Deputy Dean (Prof Marianne Zappen-Thomson)	206 3857
Secretary (Ms Diani Jonach).....	206 3801
Faculty Officer (Ms Erika Thomas).....	206 3813
Faculty of Law	
Dean (Prof Johannes N Horn)	206 3230
Deputy Dean (Mr Fritz S Ngiishililwa)	206 3993
Secretary (Ms Judy Abrahams)	206 3662
Faculty Officer (Ms Desiree Davies)	206 3998
Faculty of Medical and Health Sciences	
Dean (Dr Lischen Haoses-Gorases).....	206 3200
Deputy Dean (Dr Jacoba M van der Vyver)	206 3205
Secretary (Ms Ina Isaacs).....	206 3827
Faculty Officer (Ms Leah Prinsonsky).....	206 3826
Faculty of Science	
Dean (Prof Enos M R Kiremire)	206 3934
Deputy Dean (Dr Isaac Mapaire)	206 3790
Secretary (Ms Maureen Matengu-Lizazi)	206 3046
Faculty Officer (Ms Tekla Tjipura)	206 3047

2.5 UNAM Northern Campus

Int. (+264+65+...)

Director (Ms Paulina Uugwanga).....	2232234
Dean of Studies (Dr Adedayo A Ogunmokun)	2232242
Deputy Director (CES) (Ms Regina Shikongo)	2232270
Head of Department: Nursing Science (Ms Katriina K Shikongo)	2232253
Administrative Officer (Nursing Science) (Ms Tekla Ndevashiya)	2232267
Enquiries.....	2232000

3. COMMITTEES OF THE UNIVERSITY OF NAMIBIA

STANDING COMMITTEES OF COUNCIL

- ❖ Council
- ❖ Executive Committee of Council
- ❖ Staff Appointments Committee
- ❖ Staff Development Committee
- ❖ Finance Committee
- ❖ Audit Committee
- ❖ Physical Planning Committee
- ❖ Appeals Committee

STANDING COMMITTEES OF SENATE

- ❖ Senate
- ❖ Executive Committee of Senate
- ❖ Academic Planning Committee
- ❖ Admissions and Examinations Committee
- ❖ Bursaries and Awards Committee
- ❖ Calendar & Timetable Committee
- ❖ Honorary Degrees Committee
- ❖ Library and Information Technology Committee
- ❖ Postgraduate Studies Committee

MANAGEMENT COMMITTEES AND WORKING GROUPS

- ❖ Vice Chancellor's Management Committee
- ❖ Staff Disciplinary Committee
- ❖ Student Disciplinary Committee
- ❖ Budget Task Force
- ❖ PVC Academic Forum
- ❖ PVC Administration Forum
- ❖ Tender Board
- ❖ Faculty / Centre Boards

LIST OF ACRONYMS, COMMITTEES & CHAIRPERSONS

ACRONYM	COMMITTEES	CHAIRPERSON & SECRETARY
AC	Audit Committee	Chairperson: Dr N Angolo-Amutenya Meetings Secretary: Ms Joey Matthews
AEC	Admissions and Examinations Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Anne-Marie Tsuses
APC	Academic Planning Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Kapé Tujendapi
BAC	Bursaries and Awards Committee	Chairperson: Mr A Fledersbacher Meetings Secretary: Mr Dewaldt Willemse
BTF	Budget Task Force	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
C	Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
CTC	Calendar and Timetable Committee	Chairperson: Mr A Fledersbacher Meetings Secretary: Ms Kapé Tujendapi
ECC	Executive Committee of Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
ECS	Executive Committee of Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
FC	Finance Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
HDC	Honorary Degrees Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Kapé Tujendapi
LITC	Library and Information Technology Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Anne-Marie Tsuses
PGSC	Postgraduate Studies Committee	Chairperson: Prof R Zimba Meetings Secretary: Ms Kapé Tujendapi
PPC	Physical Planning Committee	Chairperson: Mr Z Kazapua Meetings Secretary: Ms Kapé Tujendapi
RPC	Research and Publications Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Pamela Claassen
PVC:ACF	PVC Academic Forum	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Kapé Tujendapi
PVC:ADF	PVC Administration Forum	Chairperson: Mr Z Kazapua Meetings Secretary: Ms Anne-Marie Tsuses
SAC	Staff Appointments Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Anne-Marie Tsuses
SDC	Staff Development Committee	Chairperson: Prof L Hangula Meetings Secretary: Mr Arndt Joubert
SEN	Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
VCMC	Vice Chancellor's Management Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews

4. ACADEMIC CALENDAR

FIRST SEMESTER

08 January	University opens
18 January	Lecturers resume office duties
21 Jan - 15 Febr	Registration – Distance Teaching (CES) (Last day for Late Registration: 22 February)
04 - 15 February	Registration – Full- &, Part-time (Last day for Late Registration: 22 February)
18 February	Lectures commence for FIRST SEMESTER
21 March	EASTER BREAK starts
31 March	Lectures resume after Easter Break
30 May	Lectures end for FIRST SEMESTER
03 June	First Opportunity Examinations commence (Semester I modules)
20 June	First Opportunity Examinations end (Semester I modules)

SECOND SEMESTER

21 July	Lectures commence for SECOND SEMESTER
08 September	SPRING BREAK starts
15 September	Lectures resume after Spring Break
31 October	Lectures end for SECOND SEMESTER
04 November	First Opportunity Examinations commence (Semester II & Double modules)
21 November	First Opportunity Examinations end (Semester II & Double modules)
12 December	Academic Year ends & University closes (until 06 January 2009)
06 January 2009	University opens (2009 academic year)
07 January 2009	Second Opportunity Exams commence (Semester I, II & Double modules)
16 January 2009	Lecturers resume office duties
24 January 2009	Second Opportunity Examinations end (Semester I, II & Double modules)

5. DUE DATES FOR THE 2008 ACADEMIC YEAR

(i)	GENERAL	
	Last day for Late Registration (<i>Late fee payable</i>)	22 February
	Last day for approval of exemption(s)	22 February
	Last day for approval of retention of continuous assessment mark	22 February
	Last day for approval of module(s) & qualification changes	22 February
	Last day to submit outstanding documentation	25 July
	Last day to cancel enrolment	03 October
(ii)	CANCELLATIONS	
	<u>Semester I modules</u>	
	Last day to cancel Semester I modules	30 April
	<u>Semester II modules</u>	
	Last day to cancel Semester II modules	03 October
	<u>Double modules</u>	
	(A double module normally extends over one academic year)	
	Last day to cancel Double modules	03 October
(iii)	FINANCE	
	<u>Semester I modules</u>	
	Last day to cancel with 100 % credit	07 March
	Last day to cancel with 50 % credit	11 April
	<u>Semester II modules</u>	
	Last day to cancel with 100 % credit	08 August
	Last day to cancel with 50 % credit	05 Sept
	<u>Double modules</u>	
	(a double module normally extends over one academic year)	
	Last day to cancel with 100 % credit	07 March
	Last day to cancel with 50 % credit	30 May

6. DEGREES, DIPLOMAS AND CERTIFICATES

	Minimum duration (years)
Faculty of Agriculture and Natural Resources	
Degrees	
Bachelor of Science in Agriculture	4
Bachelor of Science in Natural Resources	4
Master of Science (Agriculture)	2
Master of Science (Rangeland Resources Management)	2
Doctor of Philosophy (Agriculture)	2
Diplomas	
Diploma in Agriculture (Offered by UNAM as from 2009)	3
Diploma in Forestry (Offered by UNAM as from 2009)	3
Faculty of Economics and Management Science	
Degrees	
Bachelor of Accounting (General)	4 (Full time)
.....	6 (Part time)
Bachelor of Accounting (Chartered Accountant Route)	4 (single major)
Bachelor of Administration	4
Bachelor of Business Administration	4 (Full time)
.....	6 (Part time)
.....	6 (Distance Teaching)
Bachelor of Commerce (Phasing out)	4
Bachelor of Economics	4
Master of Arts in Security & Strategic Studies	2
Master of Arts in Political Studies	2
Master of Public Administration	2
Master of Public Policy and Administration	2
Master in Business Science	2
Master of Science in Economics	2
Master of Science in Financial Accounting	2
Doctor of Philosophy in Political Studies	2
Doctor of Philosophy (Public Administration)	2
Diplomas	
Diploma in Local Government Studies	2
Diploma in Management and Taxation	2
Diploma in Accounting and Auditing	2
Advanced Diploma in Accounting and Auditing	1
Advanced Diploma in Management and Taxation	1
Postgraduate Diploma in Business Science	1
Postgraduate Diploma in Internal Auditing	2
Certificates	
Certificate in Accounting and Auditing	1
Certificate in Management and Taxation	1
* Certificate in Mid-level Management	1
Faculty of Education	
Degrees	
Bachelor of Education	4
.....	6 (Distance Teaching)
Bachelor of Education (Adult Education)	4
Master of Education	2
Master of Education (Adult Education)	2
Doctor of Philosophy (Adult Education)	2
Doctor of Philosophy (Curriculum Studies, Instruction and Assessment)	2
Doctor of Philosophy (Educational Foundation and Administration)	2
Diplomas	
Diploma in Adult Education and Community Development	3
.....	4 (Distance Teaching)
* Diploma in Education (African Languages)	2
* Diploma in Education (Bio - / Maths - / Phys Science - specialization)	2
* Specialized Diploma in Education (Home Econ & Fashion and Fabrics)	3
Specialized Diploma in Educational Management & Leadership	2
Specialized Diploma in Gender and Development Studies	1
Specialized Diploma in Special Education	1
* Postgraduate Diploma in Education	2
Faculty of Humanities and Social Sciences	
Degrees	
Bachelor of Arts	4 (Double major)
Bachelor of Arts: Media Studies	4 (Double major)
Bachelor of Arts: Social Work	4 (Single major)
Bachelor of Arts: Tourism	4 (Double major)

Bachelor of Arts: Library Science	4 (Double major)
Bachelor of Psychology	4 (Single major)
Bachelor of Theology (Phasing out).....	4
Master of Arts (Performing Arts).....	2
Master of Arts (Religion).....	2
Master of Arts (Theology).....	2
Master of Arts (Industrial Psychology).....	2
Master of Arts (Clinical / Counseling Psychology).....	2
Doctor of Philosophy.....	2
Diplomas	
Diploma in Information Studies (Phasing out).....	2
Diploma in Library Science.....	2
Diploma in Records Management.....	2
Diploma in Public Relations	2
Diploma in Theology (Phasing out).....	2
Diploma in Visual Arts.....	3
Postgraduate Diploma in Translation.....	1
Certificates	
* Certificate in HIV/AIDS Counseling	1
Faculty of Law	
Degrees	
Baccalaureus Juris	3 (Full time)
.....	4 (Part time)
Bachelor of Laws	2 (Full time)
.....	3 (Part time)
Master of Laws.....	1 (Full time)
.....	2 (Part time)
Diplomas	
Specialized Diploma in Dispute Resolution (Mediation, Arbitration & Conciliation)	1
Certificates	
Certificate in Dispute Resolution (Mediation, Arbitration & Conciliation).....	6 months
Specialized Certificate in Customary Law	1
Faculty of Medical & Health Sciences	
Degrees	
++ Bachelor of Science (Pre-Medical Training).....	2
* Bachelor of Nursing Science (Nursing Education & Health Service Management).....	4
Bachelor of Nursing Science (Clinical)	4
Bachelor of Radiography	4
Master of Nursing Science.....	2
Master of Nursing Science (Medical – Surgical Nursing)	2
Master of Public Health.....	2
Doctor of Nursing Science.....	2
Diplomas	
Diploma in Comprehensive Nursing and Midwifery Science (Phasing out)	4
Diploma in Midwifery Science	1
National Diploma in Radiography (Diagnostic) (Phasing out).....	3
Advanced University Diploma in Nursing Science (Operating Room)	1
Advanced University Diploma in Nursing Science (Critical Care)	1
Advanced University Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)	1
Certificates	
Certificate in Accident and Emergency.....	3 months
Certificate in Pharmacotherapy	10 months
Certificate in Theatre Technique	3 months
Faculty of Science	
Bachelor of Science	4
Bachelor of Science (Population Studies).....	4
++ Bachelor of Science (Engineering)	2
Master of Science (by Thesis)	2
Master of Science (Biodiversity Management & Research).....	2
Master of Science (Information Technology)	2
Master of Science (Chemistry)	2
Doctor of Philosophy	2
* Centre for External Studies (Distance Teaching)	
++ Only first two (2) years offered at UNAM	

7. GENERAL AND EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES

A. GENERAL REGULATIONS

7.1 PREAMBLE

- 7.1.1 The regulations that appear in this Prospectus are based on the University of Namibia Act, no 18 of 1992, and the statutes and regulations approved by Council and Senate in terms of the Act and Statutes.
- 7.1.2 These general regulations apply to all faculties unless expressly excluded by special regulations of a faculty.
- 7.1.3 If the special regulations of a faculty prescribe special requirements for the study of a module, such regulations also apply where the said module is offered in another faculty, unless the special regulations of the latter faculty prescribe otherwise.
- 7.1.4 Senate reserves the right to alter, amend, cancel or replace any of the academic regulations, and shall be the final authority for the interpretation of these regulations.
- 7.1.5 Subject to 7.1.4, no student who has started a programme of study following one set of regulations shall be adversely affected by a regulation subsequently adopted.
- 7.1.6 Senate has the power to exempt any student from any of the academic regulations.
- 7.1.7 In these regulations the following terms shall be used as indicated:
- (a) **Admission**
approval to report for registration as a student of the University;
 - (b) **Study Programme/Curriculum**
a complete plan of study, lasting over a specified period, which leads to a degree, diploma or certificate qualification;
 - (c) **Academic year**
that portion of a calendar year approved by the Calendar and Timetable Committee for the academic activities of the University;
 - (d) **Semester**
one half of the academic year (normally fourteen teaching weeks);
 - (e) **Subject**
a discipline or field of study offered by a department in which a student may take a major or other component of his/her programme;
 - (f) **Module**
a separately examinable component, normally extending over one semester at four periods per week or alternatively two periods per week extending over two semesters;
 - (g) **Half Module**
a separately examinable component, normally extending over one semester at two periods per week;
 - (h) **Double Module**
a module that extends over one academic year at four periods per week and terminates in an examination at the end of the year. (For the composition of a curriculum a double module is regarded as equal to two modules);
 - (i) **Paper**
each module, for the purposes of examination, shall be divided into one or more components called papers. A paper shall normally be a formal written, oral or practical examination of 1½ to 3 hours duration;
 - (j) **Syllabus**
the contents of a module;
 - (k) **Continuous Assessment Mark (CAM)**
the accumulated numerical value, expressed as a percentage, arrived at when a student's academic performance is assessed by testing and/or other valid means of evaluation at intervals or on a continuous basis, during the course of a semester in the case of modules, or during the course of the year in the case of double modules;
 - (l) **Examination**
the written and/or oral evaluation, which may include practical work, conducted at the end of a semester or at the end of the academic year; it includes re-evaluation;
 - (m) **Examination Mark**
the mark obtained in an examination;
 - (n) **Final Mark**
a combination of the continuous assessment mark and examination mark.

7.2 APPLICATION FOR ADMISSION

- 7.2.1
- (1) All prospective students must apply for admission to the University of Namibia on the prescribed form. Application forms are available on request from the University of Namibia as well as online at <http://www.unam.na>
 - (2) Completed application forms, accompanied by application fees and relevant documentation as prescribed, must be returned to: **The Office of the Registrar**; University of Namibia; Private Bag 13301; Windhoek; NAMIBIA
 - (3) Applications will not be considered until the University has received the application form accompanied by the prescribed application fees and relevant documentation.
 - (4) The closing date for all applications will annually be determined by the Calendar & Timetable Committee.
 - (5) All applications are subject to a selection process.
 - (6) Applicants will be notified as soon as possible after the closing date whether or not their applications for provisional admission were successful.
 - (7) International applicants are required to apply for admission to the University of Namibia on the prescribed forms. International students, who are provisionally admitted, are required to apply for a Study Permit before leaving their home country.

If you are resident outside Namibia and you are not a Namibian Citizen or you do not have permanent residence status, you are required to obtain a study permit to enter Namibia for the purpose of studying at the University of Namibia. This rule is applicable to students from SADC member countries

as well as Non-SADC countries. 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.

7.3 GENERAL ADMISSION CRITERIA FOR UNDERGRADUATE PROGRAMMES

7.3.1 (1) Undergraduate Degree Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **25 points** on the UNAM Evaluation Scale, or passed the UNAM Foundation programme with at least a C-average. The following will be taken into consideration when computing the point scores:

- (i) the score will be calculated by adding together the points of the best five subjects only;
- (ii) one of the five subjects must be English;
- (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

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

Undergraduate Diploma Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate diploma programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **22 points** on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:

- (i) the score will be calculated by adding together the points of the best five subjects only;
- (ii) one of the five subjects must be English;
- (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

Undergraduate Certificate Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate certificate programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **17 points** on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:

- (i) the score will be calculated by adding together the points of the best five subjects only;
- (ii) one of the five subjects must be English;
- (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

(2) Undergraduate Degree Programmes

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade C or better, or at NSSC (English as a First Language) grade D or better.

Undergraduate Diploma Programmes

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

Undergraduate Certificate Programmes

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

- (3) Other school-leaving qualifications may be accepted on their own merit as alternatives, and will be evaluated according to 7.3.1 (1)/(2).
- (4) Places will be awarded on the basis of merit. Therefore the possession of a Certificate with the minimum score does not necessarily guarantee admission. Entrance is based upon places available within the faculties.
- (5) Faculty admission requirements are prescribed by each faculty. Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective Faculty Special Regulations. Such requirements may include an admission test.
- (6) The University of Namibia reserves the right to interview candidates before admission.
- (7) **UNAM Evaluation Scale:**

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

7.4 MATURE AGE ENTRY SCHEME

- 7.4.1 (1) Candidates aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:
- They should be at least 25 years old on the first day of the academic year in which admission is sought;
 - They should preferably have successfully completed junior secondary education; and
 - They should normally have proof of at least five years relevant work experience relating to the proposed study programme.
- (2) The applicants will be required to complete Mature Age Entry Application Forms, and return them to the Office of the Registrar, University of Namibia, accompanied by a processing fee as well as relevant documentation (as stipulated in the Application Form). They will then sit for the Mature Age Entry Test, which will consist of three papers:
- Paper 1: An English Test;
 - Paper 2: A General Knowledge Test;
 - Paper 3: A Numerical Ability Test.
- (3) Candidates who, in the opinion of the relevant Faculty, merit further consideration, may be called for an oral interview before the final selection is made.

7.5 REGISTRATION

- 7.5.1 (1) The registration programme will be announced in the media. Students must abide by the registration programme and relevant deadlines.
- (2) A student shall, prior to the commencement of his/her studies, register annually as a student of the University of Namibia by completing his/her registration form in full, thereby binding him/herself to the rules of the University of Namibia and undertaking to pay the prescribed fees. A student is provisionally registered until s/he submits his/her original certificates serving as requirements for admission to a particular course of study. Such certificates must be submitted before the last day as annually approved by the Calendar & Timetable Committee in the year in which s/he first registers as a student, unless the Registrar allows him/her extension of time.
- (3) Students must provide the Office of the Registrar with a postal and residential address as well as an address for the receipt of University of Namibia correspondence/ accounts. Any **change** in this address must be submitted to the Office of the Registrar **without delay** but not later than 7 days after such a change. Official correspondence/accounts sent to the addresses thus provided by the student will be deemed to have been received by him/her.
- (4) The Calendar & Timetable Committee will annually determine the closing date for registration.
- (5) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.
- (6) Senate may, after consultation with Faculties, restrict the number of persons who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the persons qualified to register for such a course of study, select those who will be permitted to register.
- (7) On **first registration** an original certificate serving as admission qualification must be submitted together with an original identity document or any other documents needed to establish the identity of the student, plus such other documents as specified per faculty or in the letters of admission.
- (8) International students must submit their Namibian School Leaving Certificate (Grade 12) if they attended a Secondary School in Namibia.
- (9) International students should note that only original School Leaving Certificates or an Advice of Results with a confirmation from the relevant Examination Authority stating that certificates will be issued during the first year of registration, will be accepted. No student will be allowed a second registration without their original School Leaving Certificate.
- (10) Students should ensure that they are registered for the correct course of study and module(s) (e.g. check course/module codes and correct semester). No additional registration will be allowed after the deadline as annually determined by the Calendar & Timetable Committee.

7.6 REGISTRATION FOR NON-DEGREE / NON-DIPLOMA PURPOSES

- 7.6.1 (1) A student who does not wish to register for a degree or diploma, but is only interested in (a) particular module(s) may register for non-degree/non-diploma purposes if s/he meets the admission requirements for the particular module(s).
- (2) Modules followed for non-degree / non-diploma purposes are subject to the same conditions and other stipulations as those applicable to students following these for degree or diploma purposes.
- (3) Modules in which a student has passed will not necessarily be recognized as credits for a future degree or diploma. The granting of such credit may be considered only if the student has **qualified for admission to study** for the relevant degree or diploma.

7.7 REGISTRATION AS A GUEST STUDENT

- 7.7.1 (1) Any person who does not want to follow an approved degree or diploma course of study but who wants to attend lectures in one or more modules may be admitted as a guest student, if s/he:
- completes the prescribed application form;
 - obtains the written permission from the relevant lecturer(s) to attend the lecture(s);
 - registers as **guest student** (including payment of the prescribed fees and submit relevant admission documents) and submits such proof of registration to the relevant lecturer(s).
- (2) A guest student is **not entitled** to formal evaluation and certification, i.e., s/he will write no tests or examinations and receive no credit for attending lectures in (a) specific module(s).
- (3) A guest student is **entitled** to certain rights/privileges as determined by the Office of the Registrar.

7.8 TIMETABLE

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

7.9 SEQUENCE OF MODULES

- 7.9.1 Unless otherwise determined, a student shall not be admitted to a second or subsequent level module in a subject if s/he has not passed the preceding module.
- 7.9.2 A student must have a continuous assessment (CA) mark of at least 40% (i.e. examination admission) in a module to be allowed to continue with any module for which the first one is a co-requisite.

7.10 CHOICE OF MAJOR(S)

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

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

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

7.12 TERMINATION OF STUDIES / CANCELLATION OF MODULE(S)

- 7.12.1 (1) Where a student wishes to terminate a course of study or cancel module(s), the Office of the Dean of the relevant Faculty must be notified in writing on the prescribed form. The **date** on which such written notification is **received** on the prescribed form will be deemed as the **official date** for the cancellation of the module(s) and/or study course. (For financial obligations arising from cancellations refer to the **Student Fees Prospectus**.)
- (2) If it becomes clear that a student follows a study programme and/or a module for which s/he does not qualify, the student's participation in such a study programme and/or module will be terminated with immediate effect and all the modules passed will be declared null and void.
- (3) Notwithstanding the above, if it becomes clear that a student has altered and/or forged his/her advice of results and/or admission certificate, the student's participation in a study programme will be terminated with immediate effect and all the modules passed will be declared null and void.

7.13 EXEMPTION FROM MODULES

- 7.13.1 (1) Students who wish to apply for recognition of modules successfully completed at academic institutions other than the University of Namibia, must direct such applications to the Office of the Dean of the specific Faculty before 30 September of the year preceding the intended year of registration. The Office of the Dean may accept applications after this closing date, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student.
- (2) Exemption from (a) module(s) will be considered if a student has passed an examination conducted by any other recognized examining body in (a) corresponding or similar module(s) on the same level.
- (3) An application for exemption from (a) module(s) must be accompanied by documentary proof issued by the examining body concerned that the student has passed the relevant module.
- (4) A student **who has not completed** a degree / diploma / certificate programme at the University of Namibia, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia, will be entitled to recognition of **all corresponding modules passed** on condition that the original course of study is no longer pursued. However, a student from another institution who has not completed a degree / diploma / certificate, and who wants to enroll for a study course at the University of Namibia, will only be entitled to exemption of a maximum of 50% of the modules contained in the curriculum of a UNAM study course.
- (5) A student **who has completed** a degree / diploma / certificate programme at the University of Namibia or another institution, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia, is entitled to exemption of a maximum of 50% of the modules contained in the envisaged curriculum, **excluding** the final (major) modules.
- (6) Exemption **will not be granted** for a major subject passed at another institution.
- (7) If an existing degree / diploma / certificate programme has been revised so that the structure of the programme and the name of the degree / diploma / certificate changes, degrees / diplomas / certificates will not be interchangeable and recognition of completed modules will be refused.
- (8) If a student holds a phased out programme, and wishes to obtain the new diploma / certificate, s/he will receive exemption for a maximum of 50% of the number of relevant prescribed modules.
- (9) On application for exemption(s), an original advice of results and a certificate of conduct must accompany the application as well as syllabi of the modules for which exemption is requested.
- (10) Where approval has been granted, an exemption fee will be charged.
- (11) In the case of an unsuccessful application for exemption(s), the student remains fully liable for the academic and financial consequences pertaining to the relevant module(s).

7.14 ABSENCE FROM LECTURES AND TESTS

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

7.15 ABSENCE DUE TO MATERNITY

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

7.16 ABSENCE DUE TO FUNERALS

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

7.17 ABSENCE DUE TO ILLNESS & OTHER REASONS

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

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

7.18 FULL-TIME/PART-TIME JOBS

- 7.18.1
- (1) Full-time students should note that they are registered at the University of Namibia on a full-time basis.
 - (2) The University of Namibia reserves the right to request proof of study leave, written permission from an employer, etc. from a student before admitting him/her to a full-time study course. In the case where study courses are offered both full-time and part-time, employed persons are expected to make use of the part-time offering type.
 - (3) No exemption from class attendance shall be given to a student because of employment. If a student is employed and intends to study, an official letter from the employer should be submitted. This letter should indicate the fact that the employer is aware that the student will study full-time; how many hours per week the student will be absent from work to attend classes, and that the student will be absent from work during test/examination periods.
 - (4) Part-time students, who commit themselves to studies at the University of Namibia, will be expected to attend the classes, tests and examinations set down for the relevant study course. Such students should not engage in other commitments during this period, which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.

7.19 CELLULAR PHONES

7.19.1 Cellular phones must be switched off before lectures and practicals commence, failing which the student will be expelled from the particular lecture or practical.

7.20 ASSESSMENT

- 7.20.1
- (1) Assessment of a student's performance in a study programme shall be based on continuous assessment and/or examinations.
 - (2) The continuous assessment component of each module shall be supervised by the Head of Department.
 - (3) Students are required to submit work for continuous assessment by due dates. Failure to do so will normally incur penalties as prescribed in Faculty Special Regulations.

B. GENERAL EXAMINATION REGULATIONS

7.21 GENERAL REGULATIONS

Pre-amble

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

7.21.1 Eligibility for Admission to Examinations

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

- (a) have satisfied the requirements of UNAM Regulations and any other Special Regulations as stipulated by Faculty Special Regulations; if such a candidate who does not qualify for admission enters the examination and sits for the paper(s), his/her results in that paper(s) will be declared null and void;
- (b) have conformed with Council Resolutions with regard to the payment of the required registration, tuition and other relevant fees, as certified by the Bursar's and the Registrar's Office;
- (c) have attained at least 40% in the continuous assessment component, unless otherwise approved by Senate.

7.21.2 Dates of Examinations

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

7.21.3 Continuous Assessment and Final Examination

- (1) The academic performance of students enrolled for various modules at UNAM will be assessed on a continuous basis through written tests, seminars, research reports, practical work, etc. The continuous assessment mark will, unless otherwise approved by Senate and specified by Faculty Special Regulations, constitute a weighting of 60% of the Final Mark.
- (2) Continuous assessment marks will be published on the last teaching day of the relevant semester. A minimum of two (2) continuous assessment/assignments per semester is required for each module.
- (3) The final examination at the end of the module will comprise a written examination paper of at least 1½ to 3 hours, which will be given a weighting of 40% of the total, unless approved otherwise by Senate, and specified by Faculty Special Regulations. In addition, an oral/practical examination may also be given.
- (4) In order to pass a module, a student must obtain a **Final Mark** of at least 50%, which consists of the continuous assessment and examination mark. A candidate must obtain a sub-minimum of 40% in the examination to pass a module. Where the examination in a module consists of two or more papers, a sub-minimum of 35% is required in each paper, unless otherwise stipulated in Special Faculty Regulations.

7.21.4 Compilation and Content of Examination Papers

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

7.21.5 Moderation of Examination Question Papers

- (1) It is the responsibility of the Head of Department to ensure that the examination papers are set by a specified date. The Head of Department will, through the UNAM Examinations Office, forward the question papers to the Second or External Examiner for comments and advice. It is the responsibility of the Head of Department to ensure that Papers are returned timeously from the Second or External Examiner in order to complete revisions. After final revision, the Examinations Office will safely keep the Examination Paper, until the date of the examination.
- (2) UNAM will adhere to the system of using **external** examiners, in order to sustain academic quality assurance. There shall be External Examiners as prescribed by Senate for all modules of the second and fourth year. The External Examiners will be nominated by the Department with supporting documentation, and recommended through the relevant Faculty Board for appointment by Senate. Normally, there will not be reciprocity of external examiners within a department; nor will external examiners be appointed within three years of the time at which they were students or members of staff of the department concerned.

7.21.6 Procedures during Examinations

- (1) The UNAM Examinations Office shall arrange and announce the examinations for the sessions. The Examinations Office shall announce the examination dates at least two weeks before the commencement of the examination period. The condition of the examination room shall be suitable for conducting the examination in terms of cleanliness, lighting and ventilation. The Examinations Office will also ensure that adequate seating arrangements, answer books, and other relevant examination materials are provided, in good time.
- (2) Before the examinations commence, the Examinations Office must ensure that the desks at the examination venues are devoid of notes, maps, drawings, writings, and any materials relating to the modules(s) being examined. The desks must be sufficiently far apart to avoid possible examination irregularities.
- (3) Students are not allowed to carry any unauthorized material (e.g., lecture notes, maps, diagrams, certain programmable devices, cellular telephones etc.) into the examination hall. A candidate's examination will be declared null and void if he/she is in possession of such material.
- (4) Before the examination begins, the Examination Office shall check the identity of the students admitted. The Chief Invigilator must emphasize that the students must read the instructions carefully, take note of the number of questions to be answered, and the time limits.

- (5) A student who arrives up to 30 minutes late for an examination, shall be admitted, but shall not be allowed additional time. Candidates arriving later than 30 minutes after the commencement of the examination shall not be admitted. No student shall be allowed to leave the examinations venue within 45 minutes of the beginning of the examination.
- (6) Once a student entered an examination venue for a particular examination, (s)he will be regarded as have taken the examination with all the rules pertaining to it.
- (7) A student who absents him/herself from the examination without compelling reasons as determined by the Office of the Registrar, shall be deemed to have failed the examination.
- (8) Students with proven certified challenges/difficulties may be granted appropriate extra time, subject to professional advice and approval from the Office of the Registrar.
- (9) At the end of the examination, each student must hand in all answer books.

7.21.7 Examination Irregularities

- (1) A student who is suspected of committing an examination irregularity in the examination venues, shall be treated as follows:
 - (a) the relevant invigilator shall call in the Chief Invigilator, or another invigilator as an additional witness to attend the irregularity;
 - (b) the student's answer book and any unauthorized examination material shall be confiscated and handed over to the Examinations Office;
 - (c) the student will be provided with a new answer book to complete the rest of the examinations (without any additional time);
 - (d) the student will be requested to submit a written statement, to put his/her case;
 - (e) the invigilators will submit statements and particulars of the alleged irregularity;
 - (f) the statements and the confiscated material shall be referred to the Examinations Office;
 - (g) a sub-committee of the Disciplinary Committee shall examine the case within 5 working days and submit decisions to Senate for noting.
- (2) A student found guilty of an examination irregularity shall be deemed to have failed the relevant module and may be subjected to further penalties on the recommendation of the sub-committee of the Disciplinary Committee.
- (3) A student found not guilty of the alleged irregularities shall have the right to special examination, in the relevant paper(s).

7.21.8 Marking and Grading

- (1) Lecturers of a given module will normally serve as internal examiners for that module. They will be responsible for the scripts from the time of collection of the scripts from the Examination Office.
- (2) The following grading system will be used in all cases:

<u>Grade</u>	<u>Interpretation</u>	<u>% Equivalence</u>
A	Distinction	80 and above
B	Very Good	70 - 79
C	Good	60 - 69
D	Satisfactory	50 - 59
E	Fail	49 and below
- (3) The examiners must strive towards ensuring that marking is fair, objective, and carefully done. After completing the grading of the scripts, the lecturer (internal examiner) must submit the scripts, with his/her assessment, to a second internal examiner. Question papers and examination scripts shall be moderated by External Examiners.

7.21.9 Use of External Examiners

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

7.21.10 Boards of Examiners

- (1) At the end of each examination period, the Department will discuss the overall performance of each student in the various modules offered and take decisions on extra-ordinary examinations.
- (2) The Faculty Examination Board shall meet at the end of the academic year to discuss whether the candidates - qualify for graduation; have passed with distinction; determine the Diploma/Degree classification; have passed/failed the specific academic year; or should be excluded from the Faculty.

7.21.11 Final Approval and Release of Examination Results

- (1) The final approving authority for the various examination results submitted by UNAM Faculties is the Admissions and Examinations Committee. It is after the Admissions and Examinations Committee's approval that the results may officially be announced.
- (2) Only the Office of the Registrar shall be responsible for the publication of the examination results as approved by the Admissions and Examination Committee.

7.21.12 External Examiner's Reports

- (1) After completing the task of moderating the examination question papers, marking the scripts, and discussing the students' performance with the Department, the External Examiner will submit a report to the Examinations Office, commenting on the coverage and quality of the questions, the quality of the answers by the students, and any special strengths or weaknesses observed about the students and the Department. The report should include recommendations on how to overcome any possible weaknesses observed.
- (2) The Examinations Office will acknowledge receipt of the Report, and transmit it to the Faculty Dean, for critical study and discussion by the Faculty Board, and subsequently by Senate.

7.21.13 Retention of Continuous Assessment Mark

- (1) A final-year student who lacks a pass mark in only one module in order to obtain his/her qualification, may retain credit for the continuous assessment mark already allocated in the outstanding module for a period of two consecutive calendar years, if the continuous assessment mark is 45% or higher.
- (2) The continuous assessment mark of a module which is only evaluated by means of continuous assessment, without a terminal examination, cannot be retained. Such a module must be repeated in full, if it has not been passed, unless otherwise approved by Senate.
- (3) The provisions of (1) are not applicable in cases where a module has been failed due to examination irregularities.
- (4) A final-year student who qualifies for retention of the continuous assessment mark in terms of (1) may apply for exemption from class attendance, following the procedures below:
 - (a) registering for the module during the prescribed period;
 - (b) paying the prescribed fees;
 - (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment mark.
- (5) A final-year student who qualifies for retention of the continuous assessment mark in terms of (1), may apply for a Special Examination, following the procedures below:
 - (a) registering for the module during the prescribed period;
 - (b) paying the prescribed fees;
 - (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment mark;
 - (d) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to be allowed to write a Special Examination.

7.21.14 Preservation of Examination Scripts

- (1) An examination script shall be the property of the University and shall be put at the disposal of a student only during the period determined for the examination paper concerned.
- (2) Examination scripts shall be kept by the University for a period of at least two years after the results of the examination concerned were made available.

7.21.15 Provision for Student Appeals

- (1) A student recommended for failure in a module, or for discontinuation from studies, may lodge an appeal against the relevant Faculty Board's ruling, if s/he genuinely thinks that there are sound facts in support of his/her appeal.
- (2) Appeals must be lodged, to the Registrar's Office, within 14 days of the announcement of the examination results (30 days for end-of-year examinations).
- (3) Where there is an appeal, the Faculty shall set up a sub-committee of the Faculty Promotions Committee to handle the appeal, and submit appropriate recommendations (including re-checking and remarking) to the Office of the Registrar for action and which s/he shall report to Senate for noting.
- (4) A non-refundable fee will be charged for processing such appeals, as will be determined by Senate from time to time.

7.21.16 Re-Evaluation

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

A borderline mark is defined by 49% (Pass or Fail) as well as the transition (X9%) for all grade bands.
- (2) Admission to and the final results of a re-evaluation is entirely at the discretion of the relevant Faculty Board.
- (3) The re-evaluation shall be conducted by at least two examiners.

7.21.17 Supplementary Examinations

- (1) A supplementary examination may be conducted in cases where a student has obtained a fail mark of 45-49% (hereinafter referred to as marginal fail) in the First Opportunity Examinations, subject to the sub-minimum rule (7.21.3) (4). This examination shall normally take place as annually determined by the Calendar and Timetable Committee (i.e. Second Opportunity Examinations).
- (2) A student who qualifies for a supplementary examination in a module consisting of more than one paper may be allowed to re-write the failed paper(s) only. If this is unlikely to raise the overall result to above 50%, the student may be requested to re-write all the papers.
- (3) The supplementary examination (Second Opportunity Examination) will be equivalent to the First Opportunity Examination, and the candidate shall be examined on the same content.
- (4) Where supplementary examinations have been conducted, the maximum Final Mark shall be 50% (i.e., grade of D).
- (5) No supplementary examinations will be granted on a supplementary examination (Second Opportunity Examination).
- (6) A supplementary examination will only be allowed for students who wrote the First Opportunity Examinations, and not for students who opted for the Second Opportunity Examinations.

7.21.18 Second Opportunity Examinations

- (1) Candidates will be examined on the same content as for the First Opportunity Examinations.
- (2) The examination shall normally take place as annually determined by the Calendar and Timetable Committee (i.e. beginning of the next academic year).
- (3) Candidates who failed outright (i.e. did not qualify for a supplementary examination) or passed in the First Opportunity Examinations, may not sit for the Second Opportunity Examinations to improve his/her mark.

8. GENERAL REGULATIONS FOR DIPLOMA AND DEGREE PROGRAMMES

8.1 GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES

8.1.1 DIPLOMA PROGRAMMES OFFERED

(1) Programmes of study are offered for the following Diplomas:

- * Diploma in Accounting & Auditing
- * Diploma in Adult Education and Community Development
- * Diploma in Agriculture (Offered by UNAM as from 2009)
- * Diploma in Forestry (Offered by UNAM as from 2009)
- * Diploma in Education (African Languages)
- * Diploma in Education (Bio - / Maths- / Phys Science – specialization)
- * Diploma in Information Studies (Phasing Out)
- * Diploma in Library Science
- * Diploma in Local Government Studies
- * Diploma in Management & Taxation
- * Diploma in Public Relations
- * Diploma in Records Management
- * Diploma in Visual Arts
- * Diploma in Comprehensive Nursing and Midwifery Science (Phasing out)
- * Diploma in Midwifery Science
- * National Diploma in Radiography (Diagnostic) (Phasing out)

(2) Programmes of study are offered for the following Advanced / Postgraduate / Specialized Diplomas:

- * Advanced University Diploma in Nursing Science (Operating Room)
- * Advanced University Diploma in Nursing Science (Critical Care)
- * Advanced University Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)
- * Postgraduate Diploma in Education
- * Postgraduate Diploma in Business Science
- * Postgraduate Diploma in Internal Auditing
- * Postgraduate Diploma in Special Education
- * Postgraduate Diploma in Translation
- * Specialized Diploma in Dispute Resolution (Mediation, Arbitration & Conciliation)
- * Specialized Diploma in Education (Home Econ & Fashion and Fabrics)
- * Specialized Diploma in Educational Management & Leadership
- * Specialized Diploma in Gender and Development Studies

8.1.2 ADMISSION TO DIPLOMA PROGRAMMES

- (1) Unless otherwise specified in the appropriate Faculty Special Regulations, admission requirements for the Diploma programmes shall normally be as specified in Regulation 7.3.
- (2) The normal requirement for admission to an Advanced Diploma shall be an appropriate Diploma as specified in the Faculty Special Regulations.

8.1.3 DIPLOMA PROGRAMME STRUCTURE

- (1) Normally, the duration of full-time study for Diplomas shall be one to four years as specified in the appropriate Faculty Special Regulations.
- (2) The curricula for Diploma programmes shall be specified in the appropriate Faculty Special Regulations.
- (3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.
- (4) A student's academic programme shall normally entail 15-21 lecture hours or equivalent per week, and must be approved by Senate.

8.1.4 ACADEMIC ADVANCEMENT OF DIPLOMA PROGRAMMES

- (1) Normally, a student may not proceed to a subsequent year of study unless s/he has passed, or has been exempted from, the previous year of study.
- (2) The criteria for a student's progression from year to year in a Diploma programme shall be prescribed by Faculty Special Regulations.
- (3) The overall performance in Diploma programmes shall be assessed on the basis of the average results in all the years of study.
- (4) The overall result of the Diploma shall be classified according to Faculty Special Regulations.

8.2 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

8.2.1 BACHELOR'S DEGREE PROGRAMMES OFFERED

Programmes of study may be offered for the following Bachelor's Degrees:

- * Bachelor of Arts
 - * Bachelor of Arts: Media Studies
 - * Bachelor of Arts: Social Work
 - * Bachelor of Arts: Tourism
 - * Bachelor of Arts: Library Science
 - * Bachelor of Accounting (General)
 - * Bachelor of Accounting (Chartered Accountant Route)
 - * Bachelor of Administration
 - * Bachelor of Business Administration
 - * Bachelor of Commerce (Phasing out)
 - * Bachelor of Economics
 - * Bachelor of Education
 - * Bachelor of Education (Adult Education)
 - * Bachelor of Laws
 - * Bachelor of Nursing Science (Clinical)
 - * Bachelor of Nursing Science (Nursing Education & Health Service Management)
 - * Bachelor of Psychology
 - * + Bachelor of Science (Pre-Medical Training)
 - * Bachelor of Science
 - * Bachelor of Science (Population Studies)
 - * + Bachelor of Science (Engineering)
 - * Bachelor of Science in Agriculture
 - * Bachelor of Science in Natural Resources
 - * Baccalaureus Juris
- + [only first two (2) years offered at UNAM]

8.2.2 ADMISSION TO BACHELOR DEGREE PROGRAMMES

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

8.2.3 ADVANCED PLACEMENT CREDIT FOR BACHELOR DEGREE PROGRAMMES

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

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

8.2.4 DURATION OF BACHELOR'S DEGREE PROGRAMMES

- (1) Subject to the provisions of Faculty Special Regulations, the duration of full-time study for a Bachelor's Degree shall normally be four years.
- (2) The maximum period of full-time study for a Bachelor's Degree is the minimum period of study for that Degree plus two years, unless otherwise described in Faculty Special Regulations.

8.2.5 AWARDING OF DEGREES

- (1) To qualify for a Bachelor's Degree a candidate must:
 - pass all the approved modules as prescribed by Faculty Special Regulations.
- (2) The degrees awarded by UNAM are classified as follows:

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

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

9. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

9.1 PRE-AMBLE

The guidelines and regulations presented are intended to guide Departments, Centres, Faculties and candidates with UNAM's sound and well co-ordinated Postgraduate programmes.

9.2 POSTGRADUATE TRAINING PROGRAMMES AT UNAM

9.2.1 POSTGRADUATE DIPLOMA COURSES

- (1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the Postgraduate Studies Unit, and approved by Senate.
- (2) Postgraduate Diploma courses offer specialized training, which is career-oriented. Candidates with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enroll for a Postgraduate Diploma course in Education.
- (3) The postgraduate Diploma courses normally have a minimum of **one year** duration for **full-time** candidates, 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.

9.2.2 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 Postgraduate Studies Committee.
 - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then up to one academic year of research and writing a thesis, as a partial fulfillment of the requirements for the Master's degree.
- (2) Candidates 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 candidates should complete their Master's degree programmes within **two** calendar years. Part-time students will be allowed up to **three** years to complete their programmes. 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.
- (3) Heads of the various academic Departments at UNAM are requested to indicate whether they have adequate staff strength to mount Master's degree programmes by course work and/or dissertation, 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.
- (4) 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.

9.2.3 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 offer effective supervision.
- (2) Doctoral courses at UNAM are normally undertaken by research and the writing of a dissertation. The duration of the doctoral programmes shall be a maximum of three years for full-time students, and five years for part-time students.
- (3) Heads of academic Departments of UNAM are requested to propose names of experienced academic members of staff in their fields who can effectively supervise postgraduate students, and also academically qualified persons, who could be appointed as co-supervisors of prospective doctoral students applying for admission in their Departments.

9.2.4 HIGHER DOCTORATES

- (1) UNAM also makes provision for the award of Higher Doctorate Degrees. These are awarded to scholars who have made original 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 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.

9.2.5 APPROVAL OF POSTGRADUATE PROGRAMMES

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

9.3 ELIGIBILITY FOR ADMISSION

9.3.1 POSTGRADUATE DIPLOMA

- (1) Prospective candidates must be in possession of a Bachelor's degree from an accredited institution.
- (2) Candidates 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.

9.3.2 MASTER'S DEGREE

- (1) Prospective candidates must be in possession of a good Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution.
- (2) Candidates without a Bachelor's degree or a Postgraduate Diploma, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Bachelor's degree or a good Postgraduate Diploma from UNAM, may also be considered for admission.
- (3) Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g., teaching experience for M.Ed. admission.)

9.3.3 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.

9.3.4 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.

9.4 REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

9.4.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

UNAM welcomes students with a range of qualifications from all over the world. You are advised to fulfill 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.

Before completing our application form, please familiarize yourself with all aspects pertaining 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. Incomplete applications will not be considered.

Postgraduate degrees by coursework:

Unless otherwise stated, applications for taught courses should be made on a University application form which is available on request from the University of Namibia, and can also be downloaded from the UNAM Webpage: <http://www.unam.na>

Closing date for all applications is 30 September.

Postgraduate degrees by Thesis/ Dissertation only:

The completed and processed application forms will be forwarded by the Student Records Section to the Head of Department of the relevant Faculty. The Faculty or Departmental will have a Screening Committee which will scrutinize your application to ensure that you fulfill the minimum admission requirements. The Screening Committee may require the candidate to be interviewed. The recommendations of the Screening Committee will be submitted to the Dean of Faculty and the relevant Faculty Officer. The Department will allocate a Supervisor/ Study Leader, according to your field of study who will confirm the recommendation in writing. Students need to submit this confirmation letter to the Office of the Registrar in order to be registered for the Research Proposal. Please update yourself on 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/ Study Leader 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.
- (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 Masters Thesis or Doctorate Dissertation after final approval by the Postgraduate Studies Committee and Senate.

9.4.2 STUDY PERMIT REQUIREMENTS

International applicants are required to apply for admission to the University of Namibia on the prescribed forms. International students, who are provisionally admitted, are required to apply for a Study Permit before leaving their home country.

If you are resident outside Namibia and are not a Namibian Citizen or you do not have permanent residence status, you are required to obtain a study permit to enter Namibia for the purpose of studying at the University of Namibia. This rule is applicable to students from SADC member countries as well as Non-SADC countries. 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.

9.4.3 REGISTRATION OF THE SELECTED CANDIDATES

- (1) Candidates who are registered in programmes involving coursework and a thesis/ dissertation will be required to enroll in recommended faculty **core** and **elective** (optional) courses, as prescribed in relevant Faculty / Institute brochures.
- (2) Candidates who are to be registered for postgraduate studies by research alone will be required to submit to the relevant Department, an outline of a research proposal, indicating the suggested research topic, stating the research problem to be tackled, the proposed research methods, etc. On the basis of the availability of qualified staff in the department, candidates will be provisionally registered. The final registration of the candidates will be undertaken after the approval by the Postgraduate Studies Committee of their fully fledged research proposal.
- (3) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.

9.4.4 ENROLMENT IN SPECIAL MODULES

Candidates who are registered for postgraduate study by thesis/dissertation research alone may, if recommended by relevant Faculties and approved by the Postgraduate Studies Committee, be required to enroll in selected modules, which will help to bridge any gaps in their earlier training, or expose them to new developments in their study disciplines.

9.4.5 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 established and jointly run.
- (2) Through sandwich arrangements, candidates 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.

9.4.6 COURSE WORK EVALUATION AND GRADING

- (1) Candidates who are registered for lectured postgraduate modules 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:

<u>Grade</u>	<u>Interpretation</u>	<u>% Equivalence</u>
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 candidate can proceed to the thesis / dissertation research phase (in the case of the coursework and 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.
- (4) Supplementary examinations as contained in Regulation 7.21.17 will apply to postgraduate students.

9.4.7 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 fulfillment 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 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 / dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards the format and literary presentation.
- (6) Every Master's thesis/ Postgraduate Diploma submitted shall be examined by at least two specialists approved by Senate on recommendation by the relevant 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 could be one of the examiners.
- (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.
- (8) In cases where the examiners of the thesis / dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/ dissertation.

- (9) 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.
- (10) Candidates who are registered by thesis 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 Postgraduate Studies Committee.

9.4.8 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.

9.4.9 CONFIRMATION 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 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.

9.4.10 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.

9.5 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 candidates, 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.

9.6 GUIDELINES ON THE TEACHING AT POSTGRADUATE LEVEL

- (1) To teach at the master's and doctoral programme levels, a member of staff should have a doctoral degree.
- (2) Members of staff with lower qualifications but with specialized expertise can co-teach with members of staff holding doctoral degrees.

9.7 GUIDELINES ON THE SUPERVISION OF RESEARCH BY POSTGRADUATE CANDIDATES

9.7.1 INTRODUCTION

- (1) Every postgraduate candidate shall be assigned a supervisor nominated by the relevant Department and approved by Senate on recommendation by the 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 candidate'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.

9.7.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE STUDENT SUPERVISORS

- (1) The supervisor should have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the candidate towards attaining the stipulated standards.
- (2) As far as possible, the supervisor should be allowed to supervise postgraduate students only in his/her field of study. 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 and Doctoral level candidates adequately, the supervisor should have a doctoral degree. He/she can co-supervise with members of staff holding a lower qualification but who have specialized expertise.
- (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 candidate's research progress, s/he shall communicate these to the Postgraduate Studies Committee through the Head of the relevant Department and the Dean of Faculty, 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 candidate 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) Because Master's candidates usually lack previous research experience, they require close and careful supervision, 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 student should recognize that the candidates, in most cases, will have acquired some research experience when they were Master's degree candidates. What is expected of the Doctoral candidate is thus qualitatively and quantitatively very much more than outlined above for Master's degree candidates. 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 candidates, 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 formulation of appropriate postgraduate research projects. The proposed research topic must be approved by relevant Postgraduate Study Committees, through relevant Faculty Boards before the candidate formally begins to undertake his/her research.
- (8) After one year with the candidate, 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 doctoral dissertation, or whether he/she should be advised to withdraw.
- (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 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) requiring the candidate to submit periodic written reports about the research findings (e.g., once every semester);
 - (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 can however, point out language errors.
- (14) Towards the end of the research phase, the supervisor also has the responsibility of presenting to the Head of the relevant Department, names and addresses, as well as curriculum vitae, of experts in the candidate's research topic, who could be nominated by relevant Postgraduate Committees as external examiners for the candidate's thesis/ dissertation.
- (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; 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 should not normally supervise more than five postgraduate candidates;
 - (b) staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned.

9.8 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, Faculties and Institutes, submit a notice, in writing, to the Chairperson of the Postgraduate Studies Committee, declaring their intention to submit their theses/ dissertations.
- (2) The notice shall be accompanied by an **abstract** of the thesis/dissertation, which shall not exceed 300/400 words, for a Master's thesis or a Doctoral dissertation, respectively. The abstract shall be a synopsis of the methodology of the research undertaken, the findings, and the major conclusions reached.

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

9.9.1 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.
- (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 4).
- (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.

9.9.2 ASSESSMENT OF PUBLISHED WORKS FOR HIGHER DOCTORATES

- (1) The work submitted to UNAM for a Higher Doctorate candidacy 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.

9.9.3 VIVA VOCE EXAMINATIONS

- (1) In addition to writing a thesis/dissertation, the postgraduate candidates who are registered as per provisions under Regulation 9.4.3 (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 theses/ 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 of the thesis/ dissertation shall be members of the **viva voce** panel. The public may attend.
- (6) The Chairperson of the **viva voce** panel shall be a senior academic and 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 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 an 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 5) making a specific recommendation to the Postgraduate Studies Committee on the candidate's performance.
 (b) The Chairperson of the panel shall also submit to the Postgraduate Studies Committee a comprehensive report, approved by the **viva voce** panelists.
- (11) In cases of disagreement amongst the **viva voce** panelists, the 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.

9.9.4 POSTGRADUATE FEES

- (1) All the registered candidates shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM.
- (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, 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 proposals, both for 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.

Tentative Title

The title of the thesis/dissertation research proposals should be clear and concise. From the title, one should be able to infer clearly the subject of the thesis/dissertation. This means that the title should be self-explanatory.

Introduction

A thesis/dissertation proposal should contain an Introduction, which provides background information and a setting to the problem of the proposed research. In this section the applicant reviews the key literature pertaining to the research problem, indicates what information has already been published on the subject (citing specific authors, where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. Here the candidate should demonstrate that s/he has comprehensively mastered the theoretical framework of his/her thesis research area, and has clearly presented a statement of the hypotheses which will be tested in the proposed research, or which will guide the research. Often it is useful to divide the Introduction section into sub-headings such as:

- * **General Introduction:** identifying research concerns and defining the problem area.
- * **Literature Review:** focusing attention on the findings of other researchers (on the subject).
- * **Statement of the Problem:** including an elaboration on the significance of the problem, anticipated contribution to knowledge, and/or socio-economic progress.
- * **Working Hypotheses:** objectives/research questions summarizing the applicant's expected research findings, and presenting a clear rationale for each hypothesis in addition, in social sciences, objectives or research questions should be stated here.

Methods and Materials

- (1) A thesis/dissertation proposal should contain a section which gives details on the methodologies, the theoretical approaches, and the materials proposed to be used when conducting the research. A choice between qualitative and quantitative approaches should be made here.
- (2) Where relevant:

- (i) the locations where the research will be carried out should also be stated;
- (ii) particular instruments to be used (e.g., test, observations, interviews, questionnaires), their outlines and specifications, as well as the resources available to the candidate, should be presented;
- (iii) if the data are to be collected through sampling, the research design and the sampling procedures should be described.
- (iv) if standard methods will be used, full reference to them should be given. In the event that new research methods have been developed by the applicant, these should be described in sufficient detail;
- (v) the data analysis plan, and any limitations to the proposed methods, should be indicated; and
- (vi) the budget for the proposed research, should be indicated for sponsored research.

References

At the end of the proposal, the applicant should prepare a bibliography of the references cited in the text, following guidelines approved by the respective Departments e.g., arranging names of all the authors cited in the text in alphabetical order, and giving full details of the journals/books cited, and where and when published (including page numbers).

Duration

The applicant should state whether he/she will undertake the proposed research on full time or on a part-time basis, and whether fieldwork is involved. He/she should also present a time table showing the sequence of his/her research activities and the planned date of completing the degree programme.

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.

Outline of Research Proposal summaries

The candidates are required to submit to the Senate 2 – 3 page summaries of their research proposals. These should include the title of the research proposal using information contained in annex 6, a statement of the problem and its significance, a brief summation of the foci of the literature in the area of study and the methodology to be used in the study (indication a clear statement of data analyzing).

ANNEX 2

REGULATIONS AND GUIDELINES FOR WRITING AND PRESENTATION OF POSTGRADUATE THESES AND DISSERTATIONS

Introduction

- (1) There are many styles of writing theses and dissertations adopted by various universities. In some, the candidate is allowed to follow the style of an international journal in his/her chosen field of study, and is allowed to publish his/her theses/dissertation research results along the way. Thus in the end, the candidate's thesis/dissertation could be a synthesis of published papers, with a unifying introduction, and a unifying discussion. In some, the candidate is allowed to arrange his/her thesis/dissertation data in the form of interrelated chapters, each chapter covering a specific sub-theme. In others, the candidate is directed to have a single Introduction, a single Materials and Methods section, a single Results section, and a single Discussion section.
- (2) Because of the wide range of subjects and areas of specialization, the methods of presenting the results cannot be absolutely uniform. However, it is important that certain key issues are standardized for a given University, to guide the Faculties and Departments, and to guide the candidates. But about the specific style to be used within the umbrella of the broad guidelines, the postgraduate candidate shall consult with his/her Department.

Broad Guidelines on Thesis/ Dissertation Manuscript Preparation

Typing/Word-processing

The 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 thesis/dissertation should be numbered in Arabic numerals (i.e.: "1", "2", "3", "4"...), consecutively throughout. The page numbers should be centered 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 thesis/dissertation in CAPITALS; should contain a statement that the thesis/dissertation is being submitted in partial fulfillment of the requirements for the degree mentioned; should give the year of completion of the study, and the name of the degree for which it has been submitted.

Abstract

Following the title page, the 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, not exceed 300 words in the case of Master's theses, and 400 words for Doctoral dissertations. Furthermore, it should include the purpose of the study, the methodology used and the main findings.

Table of Contents

The Table of Contents shall be analytical and refer to specific pages where each major component of the 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 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 thesis/dissertation to any person, the dedication should be concisely written, and should appear in the preliminaries.

Declarations

The 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, Recommendation, 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 thesis/dissertation, in accordance with styles used in international journals. Departments may vary in the recommended style, but there should be consistency in each case, and the candidates should consult their supervisors for the finer details. The American Psychological Association (APA) publication manual style could for instance be used.

If a candidate draws from work that s/he has published previously, it should be fully cited.

Length of Theses/Dissertation

The suggested guidelines are as follows (A4 double spacing):

- (a) **Master's theses:** The recommended length of a Master's thesis/dissertation should preferably be 50,000 words, but should not exceed 75,000 words.
- (b) **Doctoral dissertations:** The recommended length of a Doctoral dissertation should, preferably be 90,000 words, but should not exceed 150,000 words.

Submission of Theses/Dissertations

The initial submission of the thesis/dissertation shall be in **two** copies for Master's candidates, and **four** copies for doctoral candidates. These shall be in loose-bound form.

After the 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 Postgraduate Studies Committee. In addition, candidates should submit electronic versions of their theses/dissertation.

The colour for Master's theses shall be blue, and that for Doctoral Dissertations shall be green.

When binding the thesis/ dissertation, what would appear on the spine shall at least be the name of the candidate, the degree for which it was submitted, and the year of degree award.

ANNEX 3

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, 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 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 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] Date.....
[student's name]

ANNEX 4

SUMMARY OF RECOMMENDATIONS ON POSTGRADUATE THESIS AND DISSERTATION

Name of Candidate:
Degree registered for:
Thesis/Dissertation Title:

	EXAMINERS RECOMMENDATIONS*	(X)
1.	PASSED	
1.1	Thesis/Dissertation PASSES AS IT IS (no revisions or typographical corrections required).	
1.2	Thesis/Dissertation PASSES SUBJECT TO corrections of typographical nature and other minor errors (list of errors attached to Main Report).	
1.3	Thesis/Dissertation recommended for publication.	
2.	REJECTED	
2.1	Thesis/Dissertation REJECTED, BUT MAY BE RE-SUBMITTED after one or more of the following (specify):	
	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).	

* Please tick your recommendation (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**.

ANNEX 5

VIVA VOCE EXAMINATION RESULTS FORM

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 making 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 panellist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 2.1 or 2.2) s/he prefers.

ANNEX 6

(Thesis/dissertation title page)

STUDY OF THE MARINE PHYTOPLANKTON OF NAMIBIA
 A THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT
 OF THE REQUIREMENTS FOR THE DEGREE OF
 MASTER OF SCIENCE
 OF
 THE UNIVERSITY OF NAMIBIA
 BY

.....
 (name of candidate)

.....
 month and year

Main Supervisor:

Co-supervisor(s):

10. DISTANCE EDUCATION

10.1 GENERAL REGULATIONS

Conducting of examinations

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

10.2 EXAMINATION ADMISSION

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

Determination of examination admission mark

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

10.3 EXAMINING

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

Examiners and moderators

Senate through the Board of Studies shall, on recommendation of the Faculty Boards, appoint examiners (first and second moderators).

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

10.4 DETERMINATION OF EXAMINATION ADMISSION, EXAMINATION AND FINAL MARKS

Determination of examination admission marks

The various departments shall calculate examination admission marks before the particular examinations commence and these shall be made known to students on the dates as determined by Senate and indicated in the calendar.

Determination of examination marks

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

Determination of final mark

- (i) In determining the final mark, the year mark and the examination mark shall be considered. Unless determined otherwise, the weight ratio between year mark and examination mark shall be 50:50, or as determined from time to time by Senate on request of Faculties.
- (ii) The final decision regarding examination results shall rest with Senate. Results shall be announced to students.

Promotion

The Examinations and Promotion Committee of the Centre shall consider and determine promotion and this shall be submitted on behalf of Senate and the Board of Studies to the Admissions and Examinations Committee for final approval.

Passing a module

In order to pass a module, a student shall obtain a final mark of at least 50 %, (unless otherwise determined by Senate), provided that:

- (i) A sub-minimum of 40% has been achieved in the examination, and
- (ii) A sub-minimum, as determined by Senate, has been achieved per paper where an examination consists of more than one paper.

Passing a module with distinction

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

Obtaining a degree or diploma cum laude

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

10.5 RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS

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

Recognition

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

Crediting

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

Exemption

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

11. SCHOLARSHIPS AND AWARDS

11.1 GENERAL INFORMATION ON SCHOLARSHIPS

a) General

The content of the Financial Aid Brochure is revised regularly and interested persons are therefore requested to consult the latest edition. Prospective applicants are requested to submit their applications before the dates given in the brochure for the scholarships concerned. We recommend that applicants should apply for grants at the various institutions. Scholarships and loans are also in some cases made available by the following institutions:

- Employers - to employees and their children;
- Local Authorities;
- Various Government Ministries, especially the Ministry of Education;
- Schools;
- Non-Governmental and Community based organizations.

Prospective applicants must address enquiries directly to these institutions.

11.2 UNDERGRADUATE STUDIES

THIS INFORMATION IS APPLICABLE ONLY TO SCHOLARSHIPS CONTROLLED AND AWARDED BY THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO AMEND THE REGULATIONS AND CONDITIONS APPLICABLE TO THE AWARDING OF SCHOLARSHIPS WITHOUT PRIOR NOTICE.

a) Closing date for applications

Applications for scholarships awarded by the University should reach the Office of the Registrar by not later than 30 September. No late applications will be considered.

b) Application procedure

- (i) Only students who intend to study at UNAM may apply.
- (ii) Students who are registered at the University of Namibia in 2008 and who already have a scholarship for this particular year, must reapply for 2009.
- (iii) Every applicant must complete only one application form for the relevant scholarship.
- (iv) Only application forms that are FULLY COMPLETED will be considered.
- (v) The University of Namibia will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to the students.)

c) Processing of applications

Applications for scholarships are considered in December, and the outcome will be announced to applicants as soon as possible thereafter.

11.3 SCHOLARSHIPS

The Bursaries and Awards Committee of the University of Namibia reserves the right to award in its discretion one or more of the following:

a) FULL SCHOLARSHIP

A full scholarship shall cover the cost of tuition, books and accommodation as well as hostel meal fees. In special circumstances and subject to the availability of funds or where so prescribed by donors, full scholarships may include a living allowance component for students. Windhoek residents are normally not eligible for these scholarships, except in special circumstances.

b) SUPPORTIVE SCHOLARSHIP

A supportive scholarship shall be awarded to provide supplementary funding to qualifying students who have secured only part of the overall funding required to continue their studies. As such, supportive scholarships shall provide ONLY for either tuition and/or book fees, or for accommodation and/or meal fees and are normally for students who are domiciled in Windhoek.

c) BOOK FUND

- i) Book fund allocations are made only for the purchase of books for a certain amount as stipulated by the Bursaries and Awards Committee.
- ii) Allocations from the Book fund are made only to students who do not have **any** financial assistance.
- iii) Allocations from the Book fund are not subject to any contractual obligations.

11.3.1 CONDITIONS FOR THE AWARDING OF SCHOLARSHIPS

- 1) Full Scholarships are awarded only to students who do not hold a full scholarship from another institution. If a student accepts another full scholarship, his/her University scholarship will immediately be cancelled and the amount already paid will be claimed in full.
- 2) A student who did not perform satisfactorily in the academic year for which financial support was granted, shall not be eligible for financial assistance in the following year.
- 3) Scholarship awards are based on achievement and financial circumstances.
- 4) Scholarships are subject to contractual obligations.
- 5) Only students admitted to the University of Namibia shall be eligible for financial support.
- 6) Only students enrolled for a course of study leading to a formal qualification shall be eligible for financial support.
- 7) Preference will be given to first degree candidates, followed by Masters' and finally Ph.D candidates.
- 8) Where a financially supported student discontinues before completion, such student shall become liable for the payment of all financial assistance disbursed, as provided for in the rules and regulations laid down from time to time by the Bursaries and Awards Committee.
- 9) No student who has been allocated a full scholarship shall accept full-time employment during the period of the award, except for students enrolled for part-time courses of study.
- 10) A qualifying student shall be considered for assistance in any year of study.
- 11) Financial support shall be allocated on an annual basis.
- 12) Upon satisfactory completion of the academic year for which financial support was granted, a student may re-apply for continuation of such support in the subsequent year of study. Successful completion of an academic year shall not assure an automatic continuation of financial support unless so required by the donor concerned.
- 13) The extent and type(s) of financial assistance granted to an applicant shall be at discretion of the Bursaries and Awards Committee, subject to any relevant donor requirements.
- 14) A student who has been allocated financial assistance shall commit him/herself to all reasonable contractual obligations as agreed upon by the Bursaries and Awards Committee and/or the donor concerned. Before any payment of the financial assistance is made, the recipient will be required to enter into a contractual agreement in writing.

11.4 POSTGRADUATE SCHOLARSHIPS

- a) Postgraduate scholarships are awarded only to full-time students who do not receive other financial assistance.
- b) Scholarships for postgraduate students are awarded on the basis of achievement and financial circumstances.
- c) Scholarships are awarded for a qualification.
- d) Scholarships are subject to contractual obligations.
- e) Postgraduate scholarships are awarded to personnel of the University. Application forms and further details regarding postgraduate scholarships to personnel are obtainable from:
Staff Development and Training Officer
University of Namibia
Private Bag 13301
WINDHOEK
NAMIBIA

11.5 PAYMENT OF SCHOLARSHIPS CONTROLLED BY THE UNIVERSITY

If a scholarship is awarded to a student and he/she accepts it in writing, his/her account will be credited with the amount. The University will only pay actual costs and **NO** money will be paid out to students. If money remains from the book fees, meal fees or if (a) module(s) has been cancelled, the money will revert to the University scholarship budget.

11.6 ADDRESS FOR APPLICATION FORMS

Application forms and further details regarding University scholarships are available from:
The Office of the Registrar
Attention: The Bursary Officer
University of Namibia
Private Bag 13301
WINDHOEK
NAMIBIA

11.7 MERIT AWARDS

There will be six categories of Merit Awards:

- | | |
|---|--|
| <ul style="list-style-type: none">* Best first year student
A certificate of achievement shall be awarded.* Best non-final year student
A certificate of achievement shall be awarded.* Best final year student
A certificate of achievement shall be awarded. | <ul style="list-style-type: none">* Best final year student per faculty
The Vice Chancellor's Medal shall be awarded.* Best postgraduate student
The Vice Chancellor's Medal shall be awarded during the annual graduation ceremony.* Best student of the University
The Chancellor's Medal shall be awarded during the annual graduation ceremony. |
|---|--|

11.7.1 THE CRITERIA FOR THE EVALUATION OF MERIT AWARDS

11.7.1.1 Best undergraduate student per year of study per faculty

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

11.7.1.2 Vice Chancellor's medal (Best student per faculty)

- a) In order to qualify for the Vice Chancellor's Medal per faculty, a candidate must have passed each module throughout his/her years of study with an average of at least 65%, with major(s) passed with an average of not less than 75% at **final year level**.
- b) The overall mark (average) achieved by the candidate may not be less than 70%.
- c) Candidates who had to repeat any modules(s) at any level due to examination failure will not be eligible for selection.
- d) A suitable candidate for the Vice Chancellor's Medal should be nominated annually by each faculty to the Admissions and Examinations Committee for approval and be awarded to undergraduate students within each faculty.
- e) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Vice Chancellor's Medal will be shared by the candidates.
- f) Should a candidate be exempted from (a) modules(s), that module(s) will be ignored in calculating the average.
- g) The approved candidate per faculty will, apart from receiving the Vice Chancellor's Medal and a Certificate of Congratulation, is awarded an amount of N\$ 500.00.
- h) The nominated candidate should have completed the course of study within the shortest prescribed time.

11.7.1.3 Vice Chancellor's medal (Best postgraduate student)

The Vice Chancellor's Medal for the best Postgraduate student shall be awarded to the following post graduate programmes:

- a) **Best Student: Post Graduate Diploma**
- i) Candidates shall be required to have achieved an average of 70% for all modules of the final year and a minimum of 60% for each module.
- ii) Candidates should have completed their diploma course in the shortest prescribed time.
- b) **Best Student: Masters by course work, research and thesis**
- i) Candidates shall be required to have achieved an average of 70% for all modules at the end of the course work and a minimum of 60% for each module.
- ii) Candidates shall be required to have achieved an average of 75% in the evaluation reports of the thesis.
- iii) Candidates should have completed their Masters by course work, research and thesis in the shortest prescribed time.
- c) **Best Student: Masters by research and thesis**
- i) Candidates shall be required to have achieved an average of 80% in the evaluation reports of the thesis.
- ii) Candidates should have completed their Masters by research and thesis in the shortest prescribed time.
- d) **Best Student: Doctorate by research and thesis**
- i) The evaluation reports of the thesis need to be evaluated by a select committee in order to find an average assessment rating.
- ii) Candidates shall be required to have generated new knowledge.
- iii) Candidates shall be required to have generated new knowledge that has application to national and/or regional needs.
- e) **Nominations**
- Nominations in the various categories shall be made by an ad hoc committee comprising the relevant Dean and Heads of Departments of each faculty concerned.
- f) **Selection**
- Selection of the best postgraduate student in each category shall be made by the Admissions and Examinations Committee as submitted by the various Faculties.

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

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

- a) A candidate must have passed each module with an average of at least 70% throughout his/her years of study, with major(s) passed with an average of not less than 80% at final year level.
- b) The overall mark (average) achieved by the candidate may not be less than 80%.
- c) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Chancellor's Medal will be shared by the candidates.
- d) The approved candidate will apart from receiving the Chancellor's Medal and a Certificate of Congratulation, be awarded with an amount of N\$ 1 000-00.

12. LIBRARY AND INFORMATION SERVICES

12.1 GENERAL

Functioning as an integral part of the Information and Learning Resource Centre (ILRC), the University Library primarily serves the needs and meets the demands of the University's staff and students. However given the national mandate of the ILRC and the University's unique position in the wider community, services are extended to all. The information below is based on collections, services and facilities in the ILRC building at the Windhoek Campus. Users of the branch libraries at Ogongo, Neudamm and the UNAM Northern Campus, Oshakati, and the library service outlets in the UNAM Regional Centres are advised to consult staff members at the above locations regarding local facilities.

12.2 OPENING HOURS

	<u>Windhoek</u>		<u>Neudamm</u>	
Semester	Mon – Thu	08:00 - 22:00	Mon - Thu	07:30 - 22:00
	Friday	08:00 - 16:30	Friday	07:30 - 16:30
	Sun	14:00 - 22:00	Sat	Closed
	Sat	14:00 - 20:00	Sun	14:00 - 22:00
Vacations	Mon - Fri	09:00 - 18:00	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed
	<u>Ogongo</u>		<u>Northern Campus</u>	
Semester	Mon - Thu	07:30 - 22:00	Mon & Fri	08:00 - 16:30
	Friday	07:30 - 16:30	Tue, Wed, Thu	08:00 - 18:00
	Sat	Closed	Winter-time	08:00 - 17:30
	Sun	14:00 - 22:00	Sat	10:00 - 14:00
Vacations	Mon - Fri	08:00 - 16:30	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed

All Libraries are closed on public holidays. Changes will be posted at service points.

12.3 MEMBERSHIP

Registration is on an annual basis for old and new members. Individuals and institutions will only be registered upon full completion of an application form and presentation of the required documentation as indicated below.

CATEGORIES	REQUIREMENTS	PATRON TYPE	BORROWING PRIVILEGES
UNAM Undergraduate	Current student card	UNAM Undergraduate	6 items 14 days
UNAM Post Graduate	Current student card	UNAM Post Graduate	10 items 30 days
Prospective UNAM Master and Doctoral Students	Signed and dated letter from relevant Head of Department, Positive identification, Two passport photographs	UNAM Post Graduate	10 items 30 days
Polytechnic of Namibia Student	Current student card	Polytechnic Student	2 items 14 days
UNISA Student	Current student card Two passport photographs	UNISA Student	3 items 14 days
UNAM Academic Staff	Staff Card	UNAM Academic Staff	20 items 90 days
UNAM Admin Staff	Staff Card	UNAM Administration Staff	10 items 30 days
Visiting Staff	Letter of introduction from relevant Head of Department, Positive identification, Two passport photographs	UNAM Administration Staff	Arranged with Head: User Services
Retired UNAM Staff	Positive identification, Proof of retirement, Two passport photographs	Retired UNAM Staff	3 items 14 days
Polytechnic of Namibia Staff	Current staff card	Polytechnic Staff	3 items 14 days
Namibian cultural, educational and research institutions and government ministries	Letter of application by the relevant official, undertaking responsibility for loss or damage of library material.	Institutional	3 items 14 days per registered individual
Staff of registered institutions	Positive identification, Signed and dated letter of introduction from relevant official. Two passport photographs.	Outside Borrower 1-3	1-3 items 14 days
Private individuals, including staff of non-Namibian institutions and organisations.	Positive identification, Two passport photographs, Proof of postal and residential address, Non-refundable annual fee of N\$100 N\$200, or N\$300 for 1, 2 or 3 items respectively.	Outside Borrower 1-3	1-3 items 14 days

12.3.1 Additional notes on special categories of users

(i) Namibian cultural, educational and research institutions and government ministries

Once institutional membership has been approved, individual staff of these institutions or organizations may apply to the University Librarian for membership and borrowing privileges.

(ii) Private individuals and staff of non-Namibian institutions and organizations

Individuals may apply on an individual basis to the University Librarian for membership and borrowing privileges.

(iii) Visitors

Visitors are welcome and may use the collections on a reference basis. Visitors are advised to make their presence known to the User Services Librarian. Groups must make prior arrangements.

12.4 COLLECTIONS

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

12.4.1 Open Shelf Collection

The main collection on the First and Second Floors. Material from this collection may be borrowed for the normal loan periods.

12.4.2 Short Loan Collection

Literature for which usage is expected to be high is placed in the short loan on the recommendation of the lecturers. Two items may be borrowed simultaneously for a period of two hours only. Items may be taken out overnight from 20:00 but must be returned by 08:00 the next day. Reservations may be made for overnight loans. This collection for UNAM and Polytechnic students and staff, and other user groups as may be specified.

12.4.3 General Reference Collection

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

12.4.4 **Law Reference Collection:** Located on the First Floor (Short Loan Section).

12.4.5 **Periodicals Collection:** Located on the First Floor.

12.4.6 Special Collections

Located on the Lower Ground Floor and contains items such as Namibian, government publications and theses. These are closed collections and items must be requested from the Special Collections staff. Material is for use in the Special Collections area only.

- Items you may bring into the Special Collections Section:
 - Note paper
 - Pencil case with writing stationery
 - Photocopy card
 - Library user card
- Items not allowed into the Special Collections Section
 - Personal publications
 - Publications from other sections of the library
 - No bulky items such as folders, files and notebooks
- Seating is reserved for persons consulting Special Collections Section items
- To identify items you wish to consult, use the OPAC terminals on the Ground, 1st and 2nd floors
- Request staff in the Special Collections Section to retrieve the items you need
- You may consult a **maximum of two publications** at a time
- You must present your library user card (e.g. student card, staff card), when consulting items
- You must adhere to the provisions of The Copyright and Neighboring Rights Protection Act, (Act 6 of 1994)
- Contravention of regulations may result in any, or a combination of the following penalties:
 - Spot fine of N\$50.00
 - Loss of borrowing and other library privileges (blacklisting) until fine is paid
 - Forfeiture of privilege to research from the Special Collections Section

12.4.7 Archival Collection

Located on the Lower Ground Floor. These are closed collections and enquiries must be made through Archival staff.

12.4.8 Audio-Visual Material

Viewing and listening facilities for audio-visual material are available. Facilities must be booked in advance.

12.4.9 Newspapers

These may be borrowed from Short Loan under short loan conditions.

12.4.10 Popular Magazines

These may be borrowed from Short Loan under short loan conditions.

12.4.11 Sheet Music

Sheet music is available for loan. Please enquire from the relevant Librarian.

12.5 LIBRARY MATERIALS NOT AVAILABLE ON LOAN

The following materials are available for in-house use:

- Current and unbound periodicals
- Reference works
- Special Collection materials
- Archival materials

12.6 SERVICES

12.6.1 Subject Information Services

Library users are encouraged to approach Librarians for professional information services.

12.6.2 Interlending and Document Delivery Service

The purpose of this service is to obtain material not available in the University Library. Due to costs and our responsibility for this material the service is normally restricted to academic staff, researchers and postgraduate students of UNAM. Transactions for UNAM undergraduates will be undertaken on the recommendation of the relevant lecturer.

12.6.3 Online Public Access Catalogue (OPAC)

The public access catalogue is web based and may be accessed at the following URL: <http://www.library.unam.na>

12.6.4 Access for Users with Special Needs

Users with special needs should arrange for access to both the external and internal lift of the building through Ext. 3525 / 3059 / 3740.

12.6.5 Photocopying

Photocopying facilities are available in keeping with the requirements of the Copyright and Neighboring Rights Protection Act, Act no 6 of 1994. Re-chargeable photocopy cards available from the Photocopy Centre at N\$25-00.

12.6.6 After-Hours Return Slot

During non-operational hours, users may return borrowed items through the slot provided to the right-hand side of the entrance. The after-hours return box is emptied daily.

12.7 FACILITIES

12.7.1 Discussion Rooms

There are two discussion rooms, on the First and Second Floors, respectively.

Prior booking is necessary. Conditions of use apply.

Enquiries: The Secretary: Office of the Librarian, Ext. 3874

Seating capacity: 16 people each

Equipment: Reading tables, 16 chairs, White-board, Power outlets

Laptop room on 2nd floor. Wireless connection. Exclusive use by laptop users. No un-controlled connection, users must be verified.

Regulations for the use of these venues:

- The Discussion Room may be utilized by registered UNAM students, Postgraduate students, lecturers and facilitators.
- Booking, collection and return of keys can be done at the Secretary's office, Ext. 3874.
- A MINIMUM of 5 and MAXIMUM OF 16 persons are allowed.
- Access is during normal operational hours of the Library, as follows:
Monday – Friday: 08:00 - 16:30 **CLOSED ON PUBLIC HOLIDAYS**
- Bookings must be made preferably at least 2 days prior to actual booking.
- The Discussion Room may **NOT** be used for TEACHING.
- Purpose of the Discussion Room is **ONLY** for discussions, meetings, seminars, presentations, workshops, training or other group activities of an academic / administrative nature.
- No **BLOCK** bookings may be made.
- The General Rules of conduct within the Library also apply to the use of the Discussion Rooms, i.e. no smoking; no eating or drinking; no disturbance to other library users; no use of cell phones; no littering or damage to property.
- Future use may be prohibited in the event of keys being returned late, deface to property or leaving the room in an untidy manner

12.7.2 Staff Access Room

Reserved for UNAM staff members who wish to research on the Internet or do data processing.

Enquiries: The Secretary: Office of the Librarian, Ext. 3874

Equipment: Personal computer, CD-ROM reader, Internet connection

Regulations for use of this venue:

- A maximum **THREE-HOUR BLOCK**, renewable for an equal period, or part thereof, depending on availability
- Staff ID required
- Contact details
- The USER remains responsible for the Staff Access room while in possession of the key.
- The Library will NOT be held responsible for any personal items left in the Staff Access room.
- The General Rules of conduct within the Library also apply to the use of the Staff Access room, i.e. no smoking; no eating or drinking; no disturbance to other library users; no use of cell phones; no littering or damage to property.
- Future use may be prohibited in the event of keys being returned late, deface to property or leaving the room in an untidy manner

12.7.3 Study Carrels

There are sixteen (16) individual lockable units for single person use. Prior booking is necessary. Conditions of use apply. A refundable N\$30 fee is charged.

Enquiries: Ext. 3525
Furniture: Study desk and chair.
Equipment: Power outlet

12.7.4 Display facilities

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

12.7.5 Foyer

The Foyer may be used for events such as displays and book launches. Enquiries: Ext. 3531.

12.8 GENERAL RULES

12.8.1 Cellular phones must be switched off when entering the building.

12.8.2 All visitors to the building are required to leave bags at the security counter and to familiarise themselves with conditions that apply.

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

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

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

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

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

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

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

12.8.10 Renewals of loan period may be granted on request for two further periods of two weeks for undergraduate students and special users, thirty days for postgraduate students and administrative staff and sixty days for first renewal and thirty days for second renewal period for academic and research staff, provided the item has not been reserved by another user. An item may be renewed twice without being brought to the University Library. Requests for extensions must be made before the loan period lapses.

12.8.11 Laptop computers may be brought into the Library.

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

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

12.8.14 A user is held responsible for the loss or damage of all items issued to him/her and is obliged to reimburse the University Library at the prevailing replacement cost. Where the price cannot be established, the user must pay a **minimum** replacement cost of N\$341.00. The user also has the option to replace the item with an identical copy.

12.8.15 Fines and administrative fees are charged for late returns of material. Overdue reminders are sent daily. After a third and final reminder, the replacement costs of the item will be claimed from the user. Failing to settle accounts, the user's borrowing privileges will be suspended. Student defaulters will be prevented from receiving their examination results while final year students will be prevented from receiving their graduating certificates until all accounts are fully settled. Staff defaulters will be referred to the Office of the Bursar for all outstanding amounts to be deducted from their salaries and / or other benefits.

12.8.16 Electronic security systems and security staff are in place to detect unauthorised removal or mutilation of University property. Anyone found attempting to remove or mutilate University Library material not correctly issued will be blacklisted and charged an on the spot fine of N\$342.00, and steps for further disciplinary action will be instituted.

12.8.17 Persons under 16 must either be accompanied by an adult or make prior arrangements with the User Services Librarian.

12.8.18 Visiting groups must make prior arrangements with the User Services Librarian.

- 12.8.19 No notices should be displayed anywhere inside the building without the prior approval of the University Librarian.
- 12.8.20 Unless otherwise stipulated, a person who violates any of the rules above will be charged an on the spot fine of N\$50.00 in addition to any other penalty/penalties that may be imposed on such offender.
- 12.8.21 Violations outside the jurisdiction of the University Librarian, will be referred to the relevant authorities for appropriate action.

13. OFFICE OF THE DEAN OF STUDENTS

A. SPORTS AND CULTURE

13.1 SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS

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

Please note that procedures and guidelines for the founding of new sports clubs and societies as well as information pertaining to existing clubs/societies are obtainable from the Office of the Dean of Students.

13.2 SPORTS CLUBS

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

13.3 SOCIETIES

Campus Vision
 Law Students Society
 UNAM Choir
 Pan - African Students
 Debating Society
 Campus Radio
 Econ & Marketing
 Fellowship for Christian Movements (FCM)
 UNAM Science Society
 Agricultural Society
 History Society
 Malcolm X
 UNAM Environmental Society
 Student Welfare Society
 Accounting Society
 Rotoract (District 9350)
 Muslim Students' Society
 Bahai Students' Association

13.4 AIMS AND OBJECTIVES OF SOCIETIES

13.4.1 UNAM DEBATING SOCIETY

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

13.4.2 CAMPUS VISION

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

13.4.3 FELLOWSHIP FOR CHRISTIAN MOVEMENTS (FCM)

This is an Interdenominational society serving the church of Christ. Preaching the gospel and in-depth bible study and community service.

Currently sub-societies resorts under this movement:

Roman Catholic Student Society	New Apostolic Student Society
Seventh Day Adventist Student Society	His People
Deeper Life Campus Fellowship	Christian Student Fellowship
ELCIN Students' Society	New Student Witness
Campus Crusade	

13.4.4 PAN AFRICAN STUDENTS SOCIETY

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

13.4.5 HISTORY SOCIETY

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

13.4.6 **CAMPUS RADIO**

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

13.4.7 **UNAM CHOIR**

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

13.4.8 **ECONOMIC & MARKETING SOCIETY**

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

13.4.9 **UNAM ENVIRONMENTAL SOCIETY**

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

13.4.10 **MALCOLM X**

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

13.4.11 **UNAM SCIENCE SOCIETY**

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

13.4.12 **UNAM AGRICULTURE SOCIETY**

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

13.4.13 **UNAM LAW SOCIETY**

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

B. COUNSELLING SERVICES

The overall well-being of the students depends on the support system in the counselling office, whether it be social, psychological, health, spiritual, intellectual, emotional, career, environmental or physical.

How can counselling help?

Counselling is not about giving advice, telling people what to do or passing judgements. It does, however, offer the chance to reflect on your situation and explore, with a professional counsellor, the thoughts and feelings you have about yourself, particularly within the context of the University life.

Why do people need counselling?

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

Common problems that are presented to Counsellors are:

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

Please note that all counselling cases are always treated in the utmost confidentiality.

C. CHAPLAINCY

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

An important part of this is represented by the spiritual and pastoral care which is offered on a personal and confidential basis to students.

Social events also feature in the Chaplaincy and it involves itself and members of the Fellowship of Christian Movements (FCM) in supporting a variety of charities in the Namibian society such as the Moira Grace Children's Home in Katutura in Windhoek.

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

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

D. PRIMARY HEALTH CARE

The on-campus primary health care clinic provides preventative and curative services and gives Family Planning. It also provides health education on diseases such as sexual transmitted diseases, AIDS/HIV, Hypertension, Diabetes.

E. HOSTEL FACILITIES

The University of Namibia offers extensive accommodation services. Details regarding accommodation could be obtained from the Hostel Accommodation Booklet.

14. UNAM - DAILY CALENDAR FOR 2008

January 2008

Date	Day	Meetings and Notes
1	Tuesday	PUBLIC HOLIDAY: NEW YEAR'S DAY
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	University opens
9	Wednesday	Second Opportunity Examinations commence: Semester II & Double modules
10	Thursday	
11	Friday	Agenda closes: Bursaries & Awards Committee (12:00)
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	Teaching Practice-Phase I and II start (B.Ed II and III Full time (until 01 February)) Teaching Practice-Phase III starts (B.Ed IV Full time; B.Ed Distance; PGDE Distance (until 14 March))
17	Thursday	
18	Friday	Lecturers resume office duties
19	Saturday	
20	Sunday	
21	Monday	Registration commences (Centre for External Studies) (Last day for late registration 22 February) BURSARIES & AWARDS COMMITTEE MEETING (09:00)
22	Tuesday	
23	Wednesday	Agenda closes: Faculty Management Committee - Faculty of Economics & Management Science (12:00)
24	Thursday	Faculty Management Meeting: Faculty of Agriculture & Natural Resources (09:00)
25	Friday	Faculty Management Meeting: Faculty of Economics & Management Science (09:00)
26	Saturday	
27	Sunday	
28	Monday	Second Opportunity Examinations end: Semester II & Double modules UNAM Northern Campus – Registration starts for all full-time students (until 01 Feb)
29	Tuesday	Examinations- Last day for Appeals: November 2007 examinations UNAM Northern Campus - Management Meeting
30	Wednesday	Agenda closes: Faculty Management Meeting – Faculty of Medical & Health Sciences (12:00)
31	Thursday	

February 2008

Date	Day	Meetings and Notes
1	Friday	Teaching Practice - Phase I and II end (B.Ed II and III Full time) Agenda closes: Faculty Management Meeting – Faculty of Science (12:00) Examinations- Last day to submit Second Opportunity marks Examinations- Last day for Appeals (First Opportunity exams - Nov 2007 from Departments to Exam Section) UNAM Northern Campus – Registration ends for all full-time students
2	Saturday	
3	Sunday	
4	Monday	Registration commences: Full- & Part time Registration: First year students - Faculty of Law & Faculty of Medical & Health Sciences (08:00 – 13:00; 14:00 - 17:00)
5	Tuesday	Registration: First year students - Faculty of Humanities & Social Sciences (08:00 - 13:00; 14:00 - 17:00)
6	Wednesday	Registration: First year students - Faculty of Economics & Management Science (08:00 – 13:00; 14:00 -17:00) Faculty Management Committee - Faculty of Science (14H30)
7	Thursday	Registration: First year students - Faculty of Education (08:00 – 13:00; 14:00 - 17:00)
8	Friday	Agenda closes: Faculty Management Committee – Faculty of Education (12:00) Registration: First year students - Faculty of Science & Faculty of Agriculture & Natural Resources (08:00 - 13:00; 14:00 - 17:00) Examinations- Announcement of Second Opportunity Results (20:00)
9	Saturday	
10	Sunday	
11	Monday	Registration: Senior Students - Faculty of Humanities & Social Sciences (08:00 - 13:00; 14:00 - 17:00) Faculty Management Meeting: Faculty of Medical & Health Sciences (09:00)
12	Tuesday	Registration: Senior Students Faculty of Science & Faculty of Agriculture & Natural Resources (08:00 - 13:00; 14:00 -17:00)
13	Wednesday	Registration: Senior Students - Faculty of Economics & Management Sciences (08:00 – 13:00; 14:00 -17:00)
14	Thursday	Agenda closes: Admissions & Examinations Committee (12:00) (Special cases) Registration starts: Senior Students – Faculty of Education (08:00 – 13:00; 14:00 - 17:00)
15	Friday	Registration: Senior Students – Faculty of Law and Faculty of Medical & Health Sciences (08:00 – 13:00; 14:00 - 17:00) Agenda closes: Faculty Board Meeting – Faculty of Science (12:00)
16	Saturday	
17	Sunday	
18	Monday	Lectures commence: FIRST SEMESTER Registration: All Postgraduate students (08:00 – 13:00; 14:00 - 17:00) UNAM Northern Campus - Science Foundation Steering Committee Meeting
19	Tuesday	Agenda closes: Faculty Board – Faculty of Humanities & Social Sciences (12:00) Faculty Management Committee Meeting – Faculty of Education (09:00) Late Registration starts - All Faculties and Centre for External Studies (Late fee payable) (08:00 - 13:00; 14:00 - 17:00) (until 22 February)
20	Wednesday	Agenda closes: PVC: Administration & Finance Forum (12:00) Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
21	Thursday	ADMISSIONS AND EXAMINATIONS COMMITTEE MEETING (09:00) (Special cases) Agenda closes: Postgraduate Studies Committee (12:00)

22	Friday	Last day for approval of exemption(s) Last day for approval of retention of continuous assessment mark Last day for approval of module(s) & qualification changes Last day for late Registration - All Faculties and Centre for External Studies (<i>Late fee payable</i>) (08:00 - 13:00; 14:00 - 17:00) Agenda closes: PVC: Academic Forum (12:00) Agenda closes: Staff Appointments Committee (12:00)
23	Saturday	
24	Sunday	
25	Monday	Faculty Management Meeting: Faculty of Humanities & Social Sciences (09:00) Alumni Executive Committee Meeting (9:00) Agenda closes: Faculty Board – Faculty of Agriculture & Natural Resources (12:00) Agenda closes: Faculty Board – Faculty of Education (12:00)
26	Tuesday	Annual Official Opening Ceremony (No lectures 10:00 – 12:00) Agenda closes: Language Centre Board (12:00) UNAM Northern Campus - Management Meeting Examinations: Last day to submit Special Examination requests to Examination Section
27	Wednesday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00) Agenda closes: ENGIMED Board (12:00)
28	Thursday	Faculty Management Committee – Faculty of Law (11:00) Agenda closes: Vice Chancellor's Management Committee (12:00)
29	Friday	PVC: ACADEMIC FORUM MEETING (09:00)

March 2008

Date	Day	Meetings and Notes
1	Saturday	
2	Sunday	
3	Monday	Agenda closes : Faculty Board – Faculty of Medical & Health Sciences (12:00)
4	Tuesday	Agenda closes: Finance Committee (12:00) Examinations: Special Examination
5	Wednesday	Agenda Closes: CES Board of Studies (12:00)
6	Thursday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) Agenda closes: HIV/AIDS Steering Committee Meeting (12:00) Student-Lectures Forum per Faculty (Lecture free: 14:10 – 17:30)
7	Friday	STAFF APPOINTMENTS COMMITTEE MEETING (09:00) Agenda closes: Faculty Board – Faculty of Law (12:00) Finance - Last day to cancel with 100% credit (Semester I & Double modules)
8	Saturday	
9	Sunday	
10	Monday	Agenda closes: Admissions & Examinations Committee (12:00) Agenda closes: Faculty Board – Faculty of Economics & Management Science (12:00)
11	Tuesday	POSTGRADUATE STUDIES COMMITTEE MEETING (09:00) Language Centre Board Meeting (14:30)
12	Wednesday	ENGIMED BOARD MEETING (09:00) Faculty Board Meeting – Faculty of Education (09:00) Faculty Board Meeting – Faculty of Economics & Management Science (14:30)
13	Thursday	Agenda closes: Physical Planning Committee (09:00) Faculty Board Meeting – Faculty of Humanities & Social Sciences (14:30)
14	Friday	ADMISSIONS & EXAMINATIONS COMMITTEE MEETING (09:00) Teaching Practice – Phase III ends (B.Ed IV Full time; B.Ed Distance; PGDE Distance)
15	Saturday	
16	Sunday	
17	Monday	Tender Board Meeting (09:00)
18	Tuesday	FINANCE COMMITTEE MEETING (09:00) Faculty Board Meeting – Faculty of Agriculture & Natural Resources (09:00) UNAM Northern Campus - Management Meeting
19	Wednesday	Faculty Board Meeting – Faculty of Medical & Health Sciences (09:00) CES: Board of Studies (14:30) Faculty Board Meeting – Faculty of Law (14:30)
20	Thursday	Faculty Board Meeting – Faculty of Science (14:30) HIV/AIDS Steering Committee Meeting (14:30)
21	Friday	PUBLIC HOLIDAY : INDEPENDENCE DAY & GOOD FRIDAY Easter Break starts
22	Saturday	
23	Sunday	
24	Monday	PUBLIC HOLIDAY: EASTER MONDAY
25	Tuesday	CES: Vacation school starts: Nursing Windhoek and Oshakati via Video conferencing (until 28 March)
26	Wednesday	Agenda closes: PVC: Administration & Finance Forum (12:00) Agenda closes: Council (12:00)
27	Thursday	Agenda closes: Academic Planning Committee (12:00) UNAM Northern Campus - Advisory Committee Meeting
28	Friday	Agenda closes: PVC: Academic Forum (12:00) CES: Vacation school ends: Nursing Windhoek and Oshakati via Video conferencing
29	Saturday	
30	Sunday	
31	Monday	PHYSICAL PLANNING COMMITTEE MEETING (09:00) Lectures resume after Easter Break Correction(s) on Class lists (until 04 April) Correction(s) on 'Notification of module(s) registered' letters (until 04 April)

April 2008

Date	Day	Meetings and Notes
1	Tuesday	General Student Assembly (Lecture free: 14:10 – 17:30)
2	Wednesday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00)
3	Thursday	
4	Friday	PVC: ACADEMIC FORUM MEETING (09:00) Last day for correction(s) on Class lists Last day for correction(s) on 'Notification of module(s) registered' letters
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	Agenda closes: Vice Chancellor's Management Committee (12:00)
9	Wednesday	Management Meeting: Faculty of Agriculture & Natural Resources (09:00)
10	Thursday	ACADEMIC PLANNING COMMITTEE MEETING (09:00)
11	Friday	COUNCIL MEETING (09:00) Finance - Last day to cancel with 50% credit: Semester I modules Examinations - Last day to submit Draft Examination Papers: First and Second Opportunity Examinations (for moderation)
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00)
16	Wednesday	Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
17	Thursday	
18	Friday	Graduation Ceremony (Windhoek) UNAM Northern Campus - Science Foundation Steering Committee Meeting
19	Saturday	
20	Sunday	
21	Monday	Agenda closes: Postgraduate Studies Committee (12:00) CES: Vacation school starts - BETD, B Ed, PGDE, BBA and DEVT (until 25 April) CES: Vacation school starts - MASTEP – Windhoek (until 30 April)
22	Tuesday	Agenda closes: Senate (12:00)
23	Wednesday	
24	Thursday	Faculty Management Committee – Faculty of Law (11:00) Agenda closes: Staff Appointments Committee (12:00) Graduation Ceremony (Northern Campus)
25	Friday	CES: Vacation school ends - BETD, B Ed, PGDE, BBA and DEVT
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	UNAM Northern Campus - Management Meeting
30	Wednesday	Agenda closes: HIV/AIDS Steering Committee Meeting (12:00) Last day to cancel Semester I modules CES: Vacation school ends - MASTEP – Windhoek Last day to change offering types at Regional Centres

May 2008

Date	Day	Meetings and Notes
1	Thursday	PUBLIC HOLIDAY : WORKERS' DAY
2	Friday	Institutional Holiday
3	Saturday	
4	Sunday	PUBLIC HOLIDAY : CASSINGA DAY & ASCENSION DAY
5	Monday	PUBLIC HOLIDAY
6	Tuesday	CES: Vacation school starts - DEAL, DAED (Windhoek) and SDEML (Windhoek and Oshakati) (until 09 May) Alumni Executive Committee Meeting (09:00)
7	Wednesday	Examinations - Release Examination Timetables (Semester I - First Opportunity Examinations)
8	Thursday	POSTGRADUATE STUDIES COMMITTEE MEETING (09:00) Agenda closes: Library & Information Tech. Committee (12:00)
9	Friday	Agenda closes: PVC: Academic Forum (12:00) CES: Vacation school ends - DEAL, DAED (Windhoek) and SDEML (Windhoek and Oshakati) Examinations - Last day to submit Final Examination Papers: First and Second Opportunity Examinations (print ready)
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	SENATE MEETING (09:00) Agenda closes: PVC: Administration & Finance Forum (12:00)
14	Wednesday	Agenda closes: Audit Committee (12:00) Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
15	Thursday	STAFF APPOINTMENTS COMMITTEE MEETING (09:00) Agenda closes: ENGIMED Board (12:00)
16	Friday	PVC: ACADEMIC FORUM MEETING (09:00)
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00) Agenda closes: Faculty Management Committee - Faculty of Economics & Management Science (12:00)
21	Wednesday	Agenda closes: Faculty Management Committee - Faculty of Education (12:00) UNAM Northern Campus - Management Meeting
22	Thursday	LIBRARY & INFORMATION TECH. COMMITTEE MEETING (09:00) Faculty Management Committee – Faculty of Law (11:00)
23	Friday	

24	Saturday	
25	Sunday	PUBLIC HOLIDAY : AFRICA DAY
26	Monday	PUBLIC HOLIDAY
27	Tuesday	CES: Science Practicals start (until 31 May)
28	Wednesday	AUDIT COMMITTEE MEETING (Audited Financial Statements) (09:00)
29	Thursday	ENGIMED BOARD MEETING (09:00) Faculty Management Meeting: Faculty of Economics & Management Science (09:00) Agenda closes: Vice Chancellor's Management Committee (12:00) Examinations- Last day to submit CA marks: Semester I modules
30	Friday	Agenda closes : Faculty Board – Faculty of Economics & Management Science (12:00) Finance - Last day to cancel with 50% credit: Double modules Lectures end for FIRST SEMESTER Examinations - Announcement of CA marks by Academic Departments: Semester I modules
31	Saturday	CES: Science Practicals end

June 2008

Date	Day	Meetings and Notes
1	Sunday	
2	Monday	Agenda closes - Faculty Management Meeting – Faculty of Science (12:00)
3	Tuesday	First Opportunity Examinations commence (Semester I modules)
4	Wednesday	Faculty Management Committee – Faculty of Education (09:00)
5	Thursday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00)
6	Friday	Agenda closes: Council (12:00)
7	Saturday	
8	Sunday	
9	Monday	UNAM Northern Campus - Science Foundation Steering Committee Meeting
10	Tuesday	Agenda closes: Faculty Board – Faculty of Humanities & Social Sciences (12:00) Faculty Board Meeting – Faculty of Economics & Management Science (14:30)
11	Wednesday	
12	Thursday	Faculty Management Meeting – Faculty of Science (14:30)
13	Friday	Agenda closes: Faculty Board – Faculty of Agriculture & Natural Resources (12:00) Agenda closes: Faculty Board – Faculty of Education (12:00) UNAM Northern Campus - Advisory Committee Meeting
14	Saturday	
15	Sunday	
16	Monday	Tender Board Meeting (09:00)
17	Tuesday	Management Meeting: Faculty of Humanities & Social Sciences (09:00)
18	Wednesday	Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
19	Thursday	
20	Friday	COUNCIL MEETING (09:00) First Opportunity Examinations end (Semester I modules)
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	Management Meeting: Faculty of Agric & Nat Resources (09:00) UNAM Northern Campus - Management Meeting
25	Wednesday	Agenda closes: PVC: Administration & Finance (12:00)
26	Thursday	Faculty Board Meeting – Faculty of Education (09:00) Faculty Management Committee – Faculty of Law (11:00)
27	Friday	Agenda closes: Faculty Board Meeting - Faculty of Medical & Health Sciences (12:00)
28	Saturday	
29	Sunday	
30	Monday	

July 2008

Date	Day	Meetings and Notes
1	Tuesday	
2	Wednesday	PVC: ADMINISTRATION & FINANCE MEETING (09:00) Agenda closes: CES Board of Studies (Curriculum changes) (09:00) Agenda closes: HIV/AIDS Steering Committee Meeting (12:00)
3	Thursday	
4	Friday	Examinations - Last day to submit Final marks of First Opportunity Examinations
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	Faculty Board Meeting – Faculty of Education (09:00) Agenda closes: Faculty Board – Faculty of Law (12:00)
10	Thursday	Agenda Closes: Bursaries & Awards Committee (12:00)
11	Friday	Examinations - Announcement of First Opportunity Examination marks (Semester I modules) (20:00)
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	Agenda closes: Vice Chancellor's Management Committee (12:00) Agenda closes: ENGIMED Board (12:00)
16	Wednesday	Agenda closes: Staff Appointments Committee (12:00) HIV/AIDS Steering Committee Meeting (14:30) CES: Board of Studies (Curriculum changes) (14:30)
17	Thursday	Faculty Board Meeting – Faculty of Humanities & Social Sciences (14:30)

18	Friday	BURSARIES & AWARDS COMMITTEE MEETING (09:00) Agenda closes: Faculty Board Meeting - Faculty of Science (12:00)
19	Saturday	
20	Sunday	
21	Monday	Lectures commence for SECOND SEMESTER Rectification of Semester II modules registered starts (until 25 July) CES: BETD registration starts (until 25 July)
22	Tuesday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) UNAM Northern Campus – Management Meeting
23	Wednesday	Faculty Board Meeting – Faculty of Medical & Health Sciences (09:00) Faculty Board Meeting – Faculty of Law (14:30)
24	Thursday	Agenda closes: Academic Planning Committee (12:00)
25	Friday	Agenda closes: PVC: Academic Forum (12:00) Last day to submit outstanding documentation Rectification of Semester II modules registered ends CES: BETD registration ends Examinations - Last day for Appeals (First Opportunity Examinations)
26	Saturday	
27	Sunday	
28	Monday	Agenda closes: Faculty Management Committee – Faculty of Education (12:00)
29	Tuesday	ENGIMED BOARD MEETING (09:00) Agenda closes: Physical Planning Committee (12:00) General Student Assembly (Lecture free: 14:10 – 17:30)
30	Wednesday	Agenda closes: Postgraduate Studies Committee (12:00) Agenda closes: PVC: Administration & Finance Forum (12:00) Agenda closes: Audit Committee (12:00)
31	Thursday	STAFF APPOINTMENTS COM. MEETING (09:00) (Academic Promotions)

August 2008

Date	Day	Meetings and Notes
1	Friday	PVC: ACADEMIC FORUM MEETING (09:00) Agenda closes: Calendar & Timetable (12:00)
2	Saturday	
3	Sunday	
4	Monday	Agenda closes : Faculty Management Committee - Faculty of Medical & Health Sciences (12:00) Faculty Management Committee – Faculty of Education (09:00)
5	Tuesday	Management Meeting: Faculty of Agriculture & Natural Resources (09:00) Agenda closes: Finance Committee (12:00) Alumni Executive Committee Meeting (9:00)
6	Wednesday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00) Student-Lectures Forum per Faculty (Lecture free: 14:10 – 17:30)
7	Thursday	ACADEMIC PLANNING COMMITTEE MEETING (09:00)
8	Friday	Agenda closes: Admissions & Examinations Committee (12:00) Finance - Last day to cancel with 100% credit: Semester II modules Examinations - Last day for Appeals (First Opportunity Examinations) from Departments to Examination Section
9	Saturday	
10	Sunday	
11	Monday	Agenda closes: Faculty Management Committee - Faculty of Economics & Management Science (12:00) Faculty Management Meeting – Faculty of Medical & Health Sciences (11:00)
12	Tuesday	PHYSICAL PLANNING COMMITTEE MEETING (09:00)
13	Wednesday	AUDIT COMMITTEE MEETING (09:00) Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
14	Thursday	Agenda closes: Senate (12:00)
15	Friday	CALENDAR & TIMETABLE COMMITTEE MEETING (09:00) (Core dates)
16	Saturday	
17	Sunday	
18	Monday	Agenda closes: Faculty Board – Faculty of Education (12:00) Faculty Board Meeting – Faculty of Science (14H30) CES: Vacation school starts - BETD, B Ed, BBA, PGDE and DEVT (Windhoek & Oshakati) (until 22 August) CES: Vacation school starts – MASTEP (Windhoek) (until 29 August)
19	Tuesday	FINANCE COMMITTEE MEETING (09:00) Faculty Management Meeting: Faculty of EMS (09:00) Agenda closes: Language Centre Board (12:00) UNAM Northern Campus – Management Meeting
20	Wednesday	POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)
21	Thursday	Faculty Management Committee – Faculty of Law (11:00)
22	Friday	ADMISSIONS & EXAMS MEETING (09:00) (Examiners & Moderators) CES: Vacation school ends - BETD, B Ed, BBA, PGDE and DEVT (Windhoek & Oshakati)
23	Saturday	
24	Sunday	
25	Monday	Agenda closes: Vice Chancellor's Management Committee (12:00) CES: Vacation school starts - DEAL and DAED (Windhoek) (until 29 August)
26	Tuesday	PUBLIC HOLIDAY : HEROES' DAY
27	Wednesday	Agenda closes: Council (12:00) Agenda closes: CES Board of Studies (12:00) CES: Vacation school starts - SDEML (Windhoek & Oshakati) (until 29 August)
28	Thursday	SENATE MEETING (Curriculum changes) (09:00)
29	Friday	CES: Vacation school ends – MASTEP (Windhoek) CES: Vacation school ends - DEAL and DAED (Windhoek) CES: Vacation school ends - SDEML (Windhoek & Oshakati)
30	Saturday	
31	Sunday	

September 2008

Date	Day	Meetings and Notes
1	Monday	CES: Vacation school starts - Nursing (Windhoek) (until 05 September)
2	Tuesday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) Language Centre Board Meeting (14:30) UNAM Northern Campus - Science Foundation Steering Committee Meeting
3	Wednesday	Cultural Festival starts (until 06 September) Faculty Board Meeting – Faculty of Education (09:00)
4	Thursday	Cultural Festival – Official Opening (Lecture free 10:00 – 12:00) UNAM Northern Campus - Annual Research Conference starts (until 05 September)
5	Friday	Finance - Last day to cancel with 50% credit: Semester II modules CES: Vacation school ends - Nursing (Windhoek) UNAM Northern Campus - Annual Research Conference ends
6	Saturday	Cultural Festival ends
7	Sunday	
8	Monday	SPRING BREAK starts CES: Vacation school starts - Nursing (Oshakati) (until 12 September)
9	Tuesday	
10	Wednesday	Agenda closes: Postgraduate Studies Committee (12:00) Agenda closes: HIV/AIDS Steering Committee Meeting (12:00) CES: Board of Studies (14:30)
11	Thursday	Agenda closes: ENGIMED Board (12:00)
12	Friday	COUNCIL MEETING (09:00) Agenda closes: PVC: Academic Forum (12:00) CES: Vacation school ends - Nursing (Oshakati) Examinations - Last day to submit Draft Examination Papers: First and Second Opportunity Examinations (Semester II & Double modules) (for moderation) UNAM Northern Campus - Advisory Committee Meeting
13	Saturday	
14	Sunday	
15	Monday	Lectures resume after Spring Break Tender Board Meeting (09:00)
16	Tuesday	Agenda closes: Staff Appointments Committee (12:00)
17	Wednesday	Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
18	Thursday	Agenda closes: Library & Information Technology Committee (12:00)
19	Friday	PVC: ACADEMIC FORUM MEETING (09:00)
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	UNAM Northern Campus - Management Meeting
24	Wednesday	HIV/AIDS Steering Committee Meeting (14:30)
25	Thursday	ENGIMED BOARD MEETING (09:00) Faculty Management Committee – Faculty of Law (11:00) Agenda closes: Academic Planning Committee (12:00)
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	Agenda closes: Calendar & Timetable (12:00) (Calendar for 2009)
30	Tuesday	STAFF APPOINTMENTS COMMITTEE MEETING (09:00) Agenda closes: PVC: Administration & Finance Forum (12:00) Last day to change offering types at Regional Centres (Semester II - First and Second Opportunity Examinations)

October 2008

Date	Day	Meetings and Notes
1	Wednesday	POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)
2	Thursday	LIBRARY & INFORMATION TECH. COMMITTEE MEETING (09:00)
3	Friday	Agenda closes: Physical Planning Committee (12:00) Last day to cancel Semester II & Double modules Last day to cancel enrolment
4	Saturday	
5	Sunday	
6	Monday	CES: BNSC Skills Workshop starts – Windhoek (until 09 October)
7	Tuesday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00) Examinations - Release Examination Timetables (Semester II - First Opportunity Examinations) Examinations - Release Examination Timetables (Semester I & II - Second Opportunity Examinations)
8	Wednesday	
9	Thursday	ACADEMIC PLANNING COMMITTEE MEETING (09:00) Agenda closes: Finance Committee (12:00) (Approval of Budget & Fees) CES: BNSC Skills Workshop ends – Windhoek
10	Friday	Examinations - Last day to submit Final Examination Papers: First and Second Opportunity Examinations (print ready)
11	Saturday	
12	Sunday	
13	Monday	CALENDAR & TIMETABLE MEETING 09:00 (Calendar for 2009) Agenda closes: Vice Chancellor's Management Committee (12:00)
14	Tuesday	UNAM Northern Campus - Management Meeting
15	Wednesday	Agenda closes: Senate (12:00) Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
16	Thursday	
17	Friday	PHYSICAL PLANNING COMMITTEE MEETING (09:00) Agenda closes: PVC: Academic Forum (12:00)
18	Saturday	

19	Sunday	
20	Monday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00)
21	Tuesday	
22	Wednesday	
23	Thursday	FINANCE COMMITTEE MEETING (09:00) (Approval of Budget & Fees) Faculty Management Committee – Faculty of Law (11:00) Agenda closes: Postgraduate Studies Committee (12:00)
24	Friday	PVC: ACADEMIC FORUM MEETING (09:00)
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	Office of the Dean of Students – Awards Presentation
30	Thursday	SENATE MEETING (09:00)
31	Friday	Lectures end for SECOND SEMESTER

November 2008

Date	Day	Meetings and Notes
1	Saturday	
2	Sunday	
3	Monday	Agenda closes: PVC: Administration & Finance Forum (12:00)
4	Tuesday	First Opportunity Examinations commence (Semester II & Double modules)
5	Wednesday	Agenda closes: HIV/AIDS Steering Committee Meeting (12:00)
6	Thursday	Long Service Awards (18:00)
7	Friday	Agenda closes: Council (12:00) UNAM Northern Campus - Science Foundation Steering Committee Meeting
8	Saturday	
9	Sunday	
10	Monday	PVC: ADMINISTRATION & FINANCE FORUM MEETING (09:00) Agenda closes: Vice Chancellor's Management Committee (12:00)
11	Tuesday	Alumni Executive Committee Meeting (9:00) Agenda closes: ENGIMED Board (12:00)
12	Wednesday	
13	Thursday	POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)
14	Friday	VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00)
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	UNAM Northern Campus - Management Meeting
19	Wednesday	Agenda closes: Faculty Management Committee – Faculty of Law (12:00) HIV/AIDS Steering Committee Meeting (14:30)
20	Thursday	
21	Friday	COUNCIL MEETING (09:00) First Opportunity Examinations end (Semester II & Double modules)
22	Saturday	
23	Sunday	
24	Monday	In-house moderation starts (until 27 Nov)
25	Tuesday	ENGIMED BOARD MEETING (09:00)
26	Wednesday	
27	Thursday	Faculty Management Committee – Faculty of Law (11:00)
28	Friday	Examinations- Last day to submit Final Marks to Exam Section (deadline – 14:00)
29	Saturday	
30	Sunday	

December 2008

Date	Day	Meetings and Notes
1	Monday	CES: Science Practicals start (until 05 December)
2	Tuesday	
3	Wednesday	Agenda closes: Bursaries & Awards Committee (12:00)
4	Thursday	
5	Friday	Agenda closes: Admissions & Examinations Committee (12:00) CES: Science Practicals end
6	Saturday	
7	Sunday	
8	Monday	BURSARIES & AWARDS COMMITTEE MEETING (09:00) CES: Vacation school starts - BETD (until 12 December)
9	Tuesday	UNAM Northern Campus - Management Meeting
10	Wednesday	PUBLIC HOLIDAY : INTERNATIONAL HUMAN RIGHTS' DAY
11	Thursday	
12	Friday	ADMISSIONS & EXAMINATIONS COMMITTEE MEETING (09:00) Academic Year ends : University closes (until 6 January 2009) CES: Vacation school ends - BETD Announcement of First Opportunity Examination marks (Semester II & Double modules) (20:00)
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	

17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	PUBLIC HOLIDAY : CHRISTMAS DAY
26	Friday	PUBLIC HOLIDAY : FAMILY DAY
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

January 2009

Date	Day	Meetings and Notes
1	Thursday	PUBLIC HOLIDAY : NEW YEAR'S DAY
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	University opens
7	Wednesday	Second Opportunity Examinations commence (Semester I, II & Double modules)
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	Lecturers resume office duties
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Second Opportunity Examinations end (Semester I, II & Double modules)
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Examinations – Last day for submission of final results to Exam Section
31	Saturday	