# PROSPECTUS 2013

# SCHOOL OF POSTGRADUATE STUDIES

UNIVERSITY OF NAMIBIA
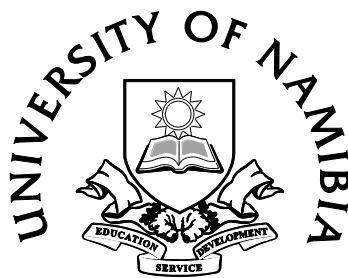
Inspiring minds & shaping the future

## NOTE

Regulations and curricula for 2013 may be amended. General regulations and information appear in the **General Information and Regulations Prospectus.**

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

The information is correct up to 31 October 2012.

**The fact that particulars of a specific programme or field of study have been included in this Prospectus does not necessarily mean that such programme or field of study will be offered in 2013 or any consecutive year.**

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

## IMPORTANT NOTE

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

# CONTENTS

# PREAMBLE– SCHOOL OF POSTGRADUATE STUDIES

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

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

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

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

# ACADEMIC CALENDAR 2013

### FIRST SEMESTER

| | |
|---|---|
| 14 January | University opens |
| 21 January – 08 February | Registration (Last day for Late Registration: 13 February) |
| 24 January | Academic staff resumes office duties |
| **11 February** | **Lectures commence for FIRST SEMESTER** |
| 29 March | EASTER BREAK start |
| 08 April | Lectures resume after Easter Break |
| **24 May** | **Lectures end for FIRST SEMESTER** |
| 28 May | Regular Examinations commence (Semester I courses) |
| 18 June | Regular Examinations end |
| 20 June – 28 June | Supplementary/Special Examinations |
| 28 June | End of 1st Semester |
| 08 July - 12 July | Mid-year recess |

### SECOND SEMESTER

| | |
|---|---|
| **22 July** | **Lectures commence for SECOND SEMESTER** |
| 09 September | SPRING BREAK starts |
| 16 September | Lectures resume after Spring Break |
| 01 November | Lectures end for SECOND SEMESTER |
| 05 November | Regular Examinations commence (Semester 2I & Double courses) |
| 26 November | Regular Examinations end |
| 28 Nov – 06 Dec | Supplementary/Special Examinations |
| **06 December** | **End of 2nd Semester** |
| 20 December | Academic Year ends & University closes (until 16 January 2014) |
| | |
| 16 January 2014 | University opens (2014 academic year) |
| 28 January 2014 | Academic staff resumes office duties |

# DUE DATES FOR THE 2013 ACADEMIC YEAR

**(i)  GENERAL**

Last day for appeals (Semester 1 courses – Regular & Supplementary/Special Examinations) (Nov 2012) ...........................................................................25 January
Last day for application of retention of continuous assessment mark ........................08 February
Last day for application for exemption(s)..................................................................08 February
Last day for Late Registration (Late fee payable).....................................................13 February
Last day for approval of exemption(s).......................................................................13 February
Last day for approval of retention of continuous assessment mark ...........................13 February
Last day for approval of course(s) & qualification changes.......................................13 February
Last day to change Examination Centres at Regional Centres (Semester I courses) – Regular & Supplementary /Examinations) ................................................................12 April
Last day for appeals (Semester I courses – Regular & Supplementary/Special Examinations)...........................................................................................................02 August
Last day to submit outstanding documentation..........................................................23 August
Last day to change Examination Centres at Regional Centres (Semester 2 & Double courses – Regular & Supplementary/Special Examinations).........................27 September
Last day to cancel enrolment ...................................................................................27 September
Last day for submission of Theses and Dissertations for examination.........................15 November
Last day for appeals (Semester 2 & Double courses – Regular & Supplementary/ Special Examinations) (Nov 2013) ...........................................................................30 January 2014

**(ii)  CANCELLATIONS**

**Semester I courses**
Last day to cancel Semester I courses.......................................................................08 May
**Semester II courses**
Last day to cancel Semester 2 courses .....................................................................27 September

**Double courses** (A double course normally extends over one academic year)
Last day to cancel Double courses ...........................................................................27 September

**(iii)  FINANCE**

**Semester I courses**
Last day to cancel with 100 % credit ........................................................................08 March
Last day to cancel with 50 % credit ..........................................................................19 April
**Semester 2 courses**
Last day to cancel with 100 % credit ........................................................................09 August
Last day to cancel with 50 % credit ..........................................................................30 August

**Double courses** (a double course normally extends over one academic year)
Last day to cancel with 100 % credit ........................................................................08 March
Last day to cancel with 50 % credit ..........................................................................31 May

# STRUCTURE AND PERSONNEL

## OFFICE OF THE DIRECTOR

☎(+264 61) 206 3528   🖷(+264 61) 206 3478   ✉cswartz@unam.na   🖃Private Bag 13301, Windhoek, Namibia


**Director:**          Dr CN Shimwooshili-Shaimemanya:  B.A. Ed (NUL), MEd (Howard), Cert. Dist. Ed (UNISA); PhD Science Ed (Florida Tech)
**Deputy Director:**   Dr P Chimwamurombe: BSc.Biochemistry, MSc. Biotechnology (UZ), PhD Plant Biotechnology (Univ of Pretoria, RSA)

**Faculty Officer:**   Ms D Davies
**Administrative Officer:**   Ms S Alfeus
**Secretary:**          Ms C Swartz

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

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

**Telephone:  (+264 61) 206 4615**
**Fax: (+264 61) 206 3478**
**E-mail: ddavies@unam.na**

# A. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

## A.1 Faculty of Agriculture and Natural Resources

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

## A.2 Faculty of Economics and Management Sciences

- Postgraduate Diploma in Internal Auditing    **(NO INTAKE FOR 2013)**
- Postgraduate Diploma in Security and Strategic Studies
- Master of Arts in Political Studies
- Master of Public Administration
- Master of Arts in Security & Strategic Studies
- Master of Science in Accounting and Finance
- Master of Science in Economics
- Doctor of Philosophy in Political Studies
- Doctor of Philosophy in Public Administration
- Doctor of Philosophy in Management Science **(NO INTAKE FOR 2013)**

**NAMIBIA BUSINESS SCHOOL (NBS)**
- Postgraduate Diploma in Business Administration
- Master in Business Administration (Entrepreneurship)
- Master in Business Administration  (Finance)
- Master in Business Administration (Management Strategy)
- Master in Business Administration (Natural Resources Management)
- Master in Business Administration (Public Sector Management)
- Doctor of Business Administration

## A.3 Faculty of Education

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

## A.4 Faculty of Engineering and Information Technology

- Doctor of Philosophy in Engineering

## A.5 Faculty of Health Sciences

### A.5.1 School of Nursing and Public Health

- Postgraduate Certificate in Advanced Nursing Skills
- Postgraduate Certificate in Pharmacotherapy
- Postgraduate Diploma in Nursing Science (Operating Room)
- Postgraduate Diploma in Nursing Science (Critical Care)
- Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)
- Postgraduate Diploma in Nursing Science (Clinical Instruction)
- Postgraduate Diploma in Nursing Science (Emergency Nursing)
- Master of Nursing Science
- Master of Public Health
- Doctor of Nursing Science
- Doctor of Philosophy in Public Health

### A.5.2 School of Medicine

None

## A.6 Faculty of Humanities and Social Sciences

- Postgraduate Diploma in Translation
- Master of Arts
- Master of Arts (Clinical/Counselling Psychology) **(NO INTAKE FOR 2013)**
- Master of Arts (English Studies)
- Master of Arts (Industrial Psychology) **(NO INTAKE FOR 2013)**
- Master of Arts (Performing Arts)
- Doctor of Philosophy in Arts
- Doctor of Philosophy in History
- Doctor of Philosophy in English Studies
- Doctor of Philosophy in Social Work
- Doctor of Philosophy in Information Studies
- Doctor of Philosophy in Sociology
- Doctor of Philosophy in Psychology
- Doctor of Philosophy in Geography

## A.7 Faculty of Law

- Master of Laws   (by Thesis) **(NO INTAKE FOR 2013)**
- Doctor of Philosophy in Law **(NO INTAKE FOR 2013)**

## A.8 Faculty of Science

- Master of Science (by Thesis)
- Master of Science (Biodiversity Management & Research)
- Master of Science in Chemistry
- Master of Science in Industrial Biochemistry
- Master of Science in Information Technology
- Master of Science in Mathematics (Applied Mathematics)
- Master of Science in Mathematics (Pure Mathematics)
- Master of Science in Physics
- Master of Science in Statistics and Demography **(NO INTAKE FOR 2013)**
- Master of Science in Applied Geology
- Doctor of Philosophy

# B. FACULTY OF AGRICULTURE AND NATURAL RESOURCES

## OFFICE OF THE EXECUTIVE DEAN

☎ (+264 61) 206 3890   🖨 (+264 61) 206 3013 🖳mtcloete@unam.na✉ Private Bag 13301, Windhoek, Namibia

**Executive Dean:**
Prof F Mausse: BSC, MSC, PHD (RUSSIA)

**Deputy Dean (Neudamm Campus):**
Dr N P Petrus: B.Agric Animal Science Hons, University of Nigeria Nsukka (Nigeria); M.Sc. (CIRAD- Montpellie (France); PhD Agric (UNAM)

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

## ACADEMIC DEPARTMENTS

**DEPARTMENT OF AGRICULTURAL ECONOMICS    (Neudamm Campus)**
Head of Department:  Ms M M Hangula: Nat Dip Agric (Ogongo); B.Sc. Agric (UNAM); M. Sc. Agric & Resource Econ (Alberta, Canada)
☎(+264 61) 206 4015   🖨(+264 61) 206 3013 🖳mhangula@unam.na ✉ Private Bag 13301, Windhoek, Namibia

**DEPARTMENT OF ANIMAL SCIENCE    (Neudamm Campus)**
Head of Department:  Mr S P Muteka; B.Sc. (Concordia), M.Sc. (Pretoria)
☎ (+264 61) 206 3930 🖨(+264 61) 206 3013 🖳spmuteka@unam.na ✉ Private Bag 13301, Windhoek, Namibia

**DEPARTMENT OF CROP SCIENCE (Ogongo Agricultural Campus)**
Head of Department:  Dr C Gwanama: B.AgricSc; M Sc (University of Zambia); PhD (Univ Orange Free State)
☎ (+264 65) 223 5000   🖨(+264 65) 223 5302  🖳cgwanama@unam.na    ✉ Private Bag 5520 Oshakati, Namibia

**DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY    (Neudamm Campus)**
Head of Department:  Dr M  NNN  Shikongo-Nambabi: B.Sc. Hons Biochemistry (Kent); M.Sc. Applied Immunology (Brunel); Ph.D Microbiology (Pretoria))
☎ (+264 61) 206 3241  🖨 (+264 61) 206 3013 🖳mnambabi@unam.na   ✉Private Bag 13301, Windhoek, Namibia

**DEPARTMENT OF FISHERIES & AQUATIC SCIENCES   (Neudamm Campus)**
Head of Department:  Mr L Kandjengo: B.Sc. (UNAM); B.Sc. Hons (UCT), M.Sc. (UCT)
☎ (+264 61) 206 3171  🖨 (+264 61) 206 3462  🖳omoregie@unam.na ✉ Private Bag 13301, Windhoek, Namibia

**DEPARTMENT OF INTEGRATED ENVIRONMENTAL SCIENCE (Ogongo Agricultural Campus)**
Head of Department:  Vacant
☎ (+264 65) 223 5000   🖨 (+264 65) 223 5302 🖳 ikaholongo@unam.na✉ Private Bag 5520 Oshakati, Namibia

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

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

| Qualification Code | Qualification Name | Study Period |
|---|---|---|
| 17MSRR | Master of Science (Rangeland and Resources Management) | 2 |
| 17MSAG | Master of Science (Agriculture – by Thesis) | 2 |
| 17MSFA | Master of Science (Fisheries and Aquatic Sciences) | 2 |
| 17DPAG | Doctor of Philosophy (Agriculture – by Dissertation) | 3 |
| 17DPFA | Doctor of Philosophy (Fisheries and Aquatic Sciences) | 3 |

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

### B.2.1    ADMISSION

B.2.1.1    The University of Namibia general regulations regarding admission of students to Master's Degree programmes shall apply.

B.2.1.2    Notwithstanding the above, students wishing to enrol for this programme must be in possession of a good undergraduate Bachelor of Science degree in Agriculture, Biology, Life Sciences, or related field from a recognized and accredited institution of higher learning.

### B.2.2    ASSESSMENT

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

B.2.2.1    A 3-hour theory examination at the end of each course;

B.2.2.2    A pass mark of 60% for all courses, including the thesis;

B.2.2.3    A weighting of 50:50 for continuous assessment (CA) and the final examination;

B.2.2.4    At least 3 different continuous assessments for each course for core courses and 5 for generic courses;

B.2.2.5    Only students with an attendance record of 80% of all course activities (excluding continuous assessment activities) and a minimum continuous assessment grade of 40% can write the final examination;

B.2.2.6    A supplementary examination may be conducted in cases where a student has obtained a fail mark of 45 – 49% (hereinafter referred to as marginal fail) in the Regular Examinations. A student who fails to get the required passing marks after the supplementary examination will have to repeat the failed course in the subsequent year.

B.2.2.7    A student can remain registered for a maximum of 4 years.

B.2.2.8    Student will only be awarded M.Sc. degree in Rangeland Resources Management upon completion of all required courses with a pass mark of 60% or higher, including the thesis component.

### B.2.3    DEGREE STRUCTURE

The following will be the structure of the degree.

B.2.3.1    The degree name will be MSc. Rangeland Resources Management and will be housed and taught in the Department of Animal Science at the University of Namibia.

B.2.3.2    It will be a two-year fulltime program with a 50:50 weighting of course work to research. The program is based at Neudamm Campus. Classes/Lecturing will take place during daytime.

B.2.3.3    Coursework will be covered over two semesters in the first year while research and thesis work will be done in the second year.

B.2.3.4    There will be a maximum of 15 students per intake (minimum 5 students) and new intakes will be done once in two years.

B.2.3.5    The degree course work will comprise of: 8 compulsory core courses, 2 (out of 7) elective core courses and 2 compulsory generic courses. Graduation requires the completion of minimum 240 credits in line with NQA guidelines.

B.2.3.6    Core courses, both compulsory and elective will be equally weighted at 12 credits each, equivalent to 40 hours, while generic courses will each be weighted at 16 credits, equivalent to 64 hours.

B.2.3.7    Each core course will run over a 4-week block, while the generic courses will run over 28 weeks, across the two semesters.

B.2.3.8    Six core courses will be taught each semester with a week's break between the core teaching blocks.

B.2.3.9    Core course examinations will be written immediately after the course, during the inter-block break.

B.2.3.10 To counter the anticipated time-tabling problem regarding the 7 elective courses, there will be restricted possible course combinations and sequencing in the student's degree plan.

## B.2.4    TEACHING MODE

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

## B.2.5    THESIS COMPONENT

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

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

## B.2.6    PROGRAMME SCHEDULE

**FIRST YEAR**

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

**SECOND YEAR**

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

## B.3    M. SC. (AGRICULTURE – BY THESIS) [17MSAG]

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


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

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


## B.5    DOCTOR OF PHILOSOPHY (AGRICULTURE) [17DPAG]

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

## B.6    DOCTOR OF PHILOSOPHY (FISHERIES AND AQUATIC SCIENCES) [17DPFA]

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


## IMPORTANT NOTE

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

# C. FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

## OFFICE OF THE DEAN

☎ (+264 61) 206 3771    🖨 (+264 61) 206 3914    💻 igases@unam.na    ✉ Private Bag 13301, Windhoek, Namibia

**Dean:**
Prof O Akinkugbe: PhD in Applied Econometrics, [University of Ibadan, Nigeria]; Master of Science [M.Sc.] in International Trade/Econometrics, [University Of Ibadan, Nigeria]; Bachelor of Science [B.Sc.] [Hons.] in Economics [University of Ife, Nigeria]

**Deputy Dean:**
Dr. U Paliwal: PhD; M Com – Accountancy, B Com.  (MLS University India); NET (UGC, India)

## ACADEMIC DEPARTMENTS

### DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX
Head of Department:  Ms T Chata: BBA (Acc & Management) (ZIM), MSc Engineering Management (USA), PGDE-Accounting (UNAM), MSc Accounting and Finance (UNAM)
☎ (+26461) 206-3810    🖨 (+264 61) 206-3914   💻 tchata@unam.na    ✉ Private Bag 13301, Windhoek, Namibia,    Office Location @ X-Block, 2nd Floor

### DEPARTMENT OF ECONOMICS
Head of Department:  Dr. E Kaakunga: B.Com (University of Namibia), M.Phil (Economics) University of Ghana; PhD. (Economics) University of Natal
☎ (+ 264 61) 206-3757 🖨(+264 61) 206-3914    💻ekaakunga@unam.na    ✉ Private Bag 13301, Windhoek, Namibia,    Office Location @ X-Block, Ground Floor

### DEPARTMENT OF MANAGEMENT SCIENCE
Head of Department: Prof N Schutte: PhD. in Public Management (Tswane University, RSA, Masters in Management and Development (North West University, RSA)
☎(+264 61) 206-4544    🖨(+ 264 61) 206-3914   💻 nschutte@unam.na ✉ Private Bag 13301, Windhoek, Namibia Office Location @ X-Block, 2nd Floor

### DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES
Head of Department:  Mr V Tonchi:  B.A. (UCLA), MPA (Montana)
☎(+ 264 61) 206-3780    🖨 (+264 61) 206-3914    💻vtonchi@unam.na    ✉ Private Bag 13301, Windhoek, Namibia,    Office Location @ X-Block, Ground Floor

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

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

| Qualification Code | Qualification Name | Study Period |
| --- | --- | --- |
| 12PDIA | Postgraduate Diploma in Internal Auditing | 2 |
| 12PDSS | Postgraduate Diploma in Security and Strategic Studies | 1 |
| 12MSAF | Master of Science in Accounting and Finance | 2 |
| 12MASS | Master of Arts in Security & Strategic Studies | 2 |
| 12MPST | Master of Arts in Political Studies | 2 |
| 12MPAN | Master of Public Administration | 2 |
| 12MSEC | Master of Science in Economics | 2 |
| 12DPST | Doctor of Philosophy in Political Studies | 3 |
| 12DPAN | Doctor of Philosophy in Public Administration | 3 |
| 12DMAN | Doctor of Philosophy in Management Science | 3 |

**PLEASE NOTE THE FOLLOWING:**

All enquiries related to Programmes offered through the Namibia Business School must be addressed directly to the Programme Officers and the Assistant Directors at the School.
Telephone& Contacts:  Tel (+264 61) 413 500
E-mail :busschool@edu.na

**NAMIBIA BUSINESS SCHOOL (NBS)**

| | | |
| --- | --- | --- |
| 12PDBA | Postgraduate Diploma in Business Administration | 1 year |
| 12MBAE | Master in Business Administration  (Entrepreneurship) | 18 months |
| 12MBAF | Master in Business Administration (Finance ) | 18 months |
| 12MBMS | Master in Business Administration (Management Strategy) | 18 months |
| 12MBNR | Master in Business Administration (Natural Resources Management) | 18 months |
| 12MBPS | Master in Business Administration (Public Sector Management) | 18 months |
| 12DPBA | Doctor of Business Administration | 3 years |

## C.2    POSTGRADUATE DIPLOMA IN INTERNAL AUDITING  [12PDIA]

## NO INTAKE FOR 2013

### C.2.1    OBJECTIVES

- To train senior and middle level officers in current methods of Internal Auditing.

- To update staff on international trends in Internal Auditing.

- To empower senior and middle level officers who have B-degrees or equivalent qualifications and working experience.

- To provide practical tutorials using existing reports, financial statements and other legislative documents which staff use on a day-to-day basis.

- To expose various officers (who may have spent several years working in only one section of their workplaces without knowing the entire process of their results) to the overall structure of Accounting.

- To provide an interface between the theory and practice of Internal Auditing

- To open up avenues of further training to pursue careers in Professional Internal Auditing.

- To provide an opportunity to enter masters programmes for those who do not have a first degree with at least C grade average

### C.2.2    TARGET GROUP AND SIZE

The target group is Senior and Middle level Accountants, Auditors, Managers and Administrators. Fresh graduates willing to pursue career in above-mentioned areas may also apply for admission

### C.2.3    ADMISSION REQUIREMENT

- Applicants should be a holder of a Bachelor degree in Accounting or related commercial disciplines of the University of Namibia or its equivalent OR

- Those employed in public service in the areas related to accounting, auditing or finance, and a holder of a Bachelor degree from an institution of higher learning.

### C.2.4    DURATION OF THE COURSE

The Diploma is a 2-year programme, consisting of four semesters of fourteen (14) weeks each which will follow the university calendar. The program must be completed in 3 academic years.

### C.2.5    ASSESSMENT CRITERIA

The assessment of the candidates will be based on the normal University regulations as follows:
- Continuous assessment      50%
- Final examination          50%
- Total                     100%

Students must attend at least 80% of all lectures and the entire practical tutorial in order to be admitted to the final examination.  Students write a 3 hour final examination in each course at the end of each semester.  A student must pass all courses in order to graduate.

### C.2.6    EXAMINATION RULES

Faculty examination regulations are applicable.

### C.2.7    METHOD OF DELIVERY

The delivery method will be face-to-face interaction during evening hours and may include seminar, group discussions, guest lectures etc.

## C.2.8    CURRICULUM COMPILATION

| Code | Course | Contact hours | Credits | NQF level |
|------|--------|---------------|---------|-----------|
| 1st Year | 1st Semester | | | |
| UAE4819 | Academic Writing for Postgraduate Students | | | |
| AAF4811 | Accounting and Financial Systems | 56 | 16 | 8 |
| AIA4831 | Internal Auditing | 56 | 16 | 8 |
| APF4851 | Public Financial Management | 56 | 16 | 8 |
| AOM4871 | Organisation and Management | 56 | 16 | 8 |
| | **Total** | **224** | **64** | |
| | 2nd Semester | | | |
| AMA4812 | Management Accounting | 56 | 16 | 8 |
| AAP4832 | Auditing Planning | 56 | 16 | 8 |
| ASM4852 | Strategic Management | 56 | 16 | 8 |
| ADA4972 | Documenting Audit Information & Reporting | 56 | 16 | 9 |
| | **Total** | **224** | **64** | |
| | **Total for the year 1** | **448** | **128** | |
| 2nd Year | 1st Semester | | | |
| AIS4811 | Information Systems Auditing Role and Techniques | 56 | 16 | 8 |
| AAR4831 | Research Methods | 56 | 16 | 8 |
| AIS4851 | Information Systems Development & Project Management | 56 | 16 | 8 |
| ACG4971 | Corporate Governance & Risk Management | 56 | 16 | 9 |
| | **Total** | **224** | **64** | |
| | 2nd Semester | | | |
| APW4872 | Project | 56 | 64 | 8 |
| | **Total** | **56** | **64** | |
| | **Total for the year 2** | **280** | **128** | |
| | **Total for the program** | **728** | **256** | |

## IMPORTANT NOTE

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

## C.3 MASTER OF SCIENCE IN ACCOUNTING AND FINANCE [12MSAF]

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

### C.3.1 OBJECTIVE OF THE PROGRAM

This programme is designed for graduates with a strong interest in accounting, finance and financial control. It offers participants advanced preparation for career development in accounting and finance and it also provides an excellent foundation from which to pursue research at Doctoral level. The target group includes finance managers and accountants who are responsible for the accounting and financial management of organizational resources. It is thus, appropriate for those aspiring to work as chief financial officers, management accountants, finance managers, financial analysts, fund managers, risk managers, controllers, internal auditors, regulators, market intermediaries and their assistants in the private and public sector or already in employment.

### C.3.2 ADMISSION REQUIREMENTS

1. A candidate must have
   i. a Bachelor of Accounting or an equivalent degree from the University of Namibia or any other recognized institution of higher learning with at least a C grade average OR
   ii. a good postgraduate diploma in business related fields from the University of Namibia or its equivalent.
2. A prospective student may be interviewed and assessed by the Department of Accounting before recommendation to the Postgraduate Studies Committee.

### C.3.3 DURATIONOF STUDY

The Master of Science in Accounting and Finance cannot be obtained in less than two years of full-time study and must be completed in three academic years.

### C.3.4 ASSESSMENT AND EVALUATION OF STUDENTS

1. For each taught semester course, there will be at least two pieces of work towards continuous assessment, involving tests, assignments, term papers or other forms of evaluation, and a three-hour final examination at the end of the semester.

2. A candidate must obtain a continuous assessment mark of 40% for admittance to the examination. The University of Namibia's regulations for postgraduate studies are applicable in respect of class attendance, examination, academic integrity, and the ranking achieved.

3. The examinations on each course will be moderated externally. The final mark will consist of the Continuous Assessment Marks (50%) and the Examination (50%).

4. A student must pass all semester courses (including the thesis) to qualify for the M. Sc in Accounting and Finance. A student that fails a course must re-register in the next cycle. A student may only re-register for three courses. A student who failed more than two semester courses in a year will be discontinued from the programme.

5. A student must pass all coursework examinations before proceeding to the thesis.

6. A student must submit a research proposal at the beginning of the first semester in which he/she is required to write the thesis. The student should present the proposal to a Departmental Seminar consisting of other class members and departmental staff. The Department will assign a supervisor to each student. The supervisor (internal examiner) and one external examiner will evaluate the thesis.

7. The degree of Master of Science in Accounting and Finance will be conferred upon a student on successful completion of all the requirements outlined above.

8. The University of Namibia's Postgraduate Studies rules and regulations shall apply in all cases where they are not stipulated in this programme (see Section I of this Prospectus).

### C.3.5 MODE OF DELIVERY

The Master of Science in Accounting and Finance is a face-to-face evening programme. Teaching includes lectures, discussions, case analyses, student presentations, group projects, computer simulations and guest speakers from industry and government.

## C.3.6    CURRICULUM COMPILATION

| Code | Course | Contact hours | Credits | NQF level |
|---|---|---|---|---|
| **1st Year** | **1st Semester** | | | |
| UAE5819 | Academic Writing for Postgraduate Students | | | |
| AAF5910 | Advanced Financial Accounting | 56 | 24 | 9 |
| AAM5931 | Advanced Management Accounting | 56 | 24 | 9 |
| AII5951 | International Investment and Finance | 56 | 24 | 9 |
| | **Total** | **168** | **72** | |
| | **2nd Semester** | | | |
| AAF5910 | Advanced Financial Accounting | 56 | 24 | 9 |
| ACF5932 | Corporate Financial Analysis and Valuation | 56 | 24 | 9 |
| AAR5952 | Advanced Research Methods | 56 | 24 | 9 |
| | **Total** | **168** | **72** | |
| | **Total for the year 1** | **336** | **144** | |
| **2nd Year** | **1st Semester** | | | |
| ADR5931 | Derivatives and Risk Management | 56 | 24 | 9 |
| AAP5951 | Advanced Public Sector Accounting | 56 | 24 | 9 |
| AAC5971 | Auditing and Corporate Governance | 56 | 24 | 9 |
| | **Total** | **168** | **72** | |
| | **2nd Semester** | | | |
| ATH5972 | Thesis | | 80 | 9 |
| | **Total** | | **80** | |
| | **Total for the year 2** | **168** | **152** | |
| | **Total for the program** | **504** | **296** | |

## C.3.7    EXEMPTIONS

A student who has done any of the courses included in this curriculum at Masters Level may be exempted from a maximum of two courses, subject to recommendation by the HOD and approval by the Registrar according to the University exemption regulations. Holders of the post graduate diploma in internal auditing from the University of Namibia will be eligible for exemption for auditing and corporate governance course.

## IMPORTANT NOTE

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

## C.4    MASTER OF SCIENCE IN ECONOMICS    [12MSEC]

### C.4.1    INTRODUCTION

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

The first intake of the collaborative Masters programme in Economics at UNAM will commence in July/August 2009 and continue on a full-time basis until May/June 2011. The programme for the subsequent years will follow the same cycle.

During the end-of-academic year break (May/June to August/September), the students will be required to attend the Joint Facility for Electives in the country chosen by the AERC's Academic Board.

### C.4.2    OBJECTIVES

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

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

### C.4.3    ADMISSION REQUIREMENTS

1.    A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.

2.    A candidate must have a minimum of a C grade average (Lower Second Class degree).

3.    All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.

4.    Prospective students may be interviewed by the Departmental Committee if deemed necessary.

5.    Applicants should note that submission of application does not necessarily ensure admission.

### C.4.4    DURATION OF STUDY

The Master of Science in Economics degree cannot be obtained in less than two years of study, and must be completed within a period of three academic years. There will be no possibility of re-admission after a student has been discontinued from the programme.

### C.4.5    ASSESSMENT AND EVALUATION

1.    For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.

2.    There will be a three-hour examination in each taught course at the end of the semester in which it is offered.

3.    A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.

4.  The end-of-semester examination papers will be moderated internally and externally.

5.  The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics (see Section I of this Prospectus).

6.  A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.

7.  A student must pass all courses (including the thesis) to qualify for the award of the M.Sc in Economics degree.

8.  The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.

9.  A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.

10. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.

11. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.

12. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

## C.4.6    TEACHING METHODS

Teaching of courses will include lectures, group discussions, seminar presentations, public lectures, and guest speakers.

## C.4.7    MODE OF DELIVERY

The programme will be offered face-to-face during the day on a full-time basis.

## C.4.8    EXEMPTIONS

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

## C.4.9    CURRICULUM COMPILATION

| Code | Course Title | Contact/Hours Per week | Credits | NQF Level |
|---|---|---|---|---|
| | **Year One - First Semester** | | | |
| UAE5819 | Academic Writing for Postgraduate Students | 4 | 24 | 9 |
| EMT6951 | Advanced Microeconomic Theory I | 4 | 24 | 9 |
| EMA6951 | Advanced Macroeconomic Theory I | 4 | 24 | 9 |
| EME6951 | Advanced Mathematical Economics | 4 | 24 | 9 |
| | Total | 224 | 96 | |
| | **Year One - Second Semester** | | | |
| EMT6952 | Advanced Microeconomic Theory II | 4 | 24 | 9 |
| EMA6952 | Advanced Macroeconomic Theory II | 4 | 24 | 9 |
| EAE6952 | Advanced Applied Econometrics | 4 | 24 | 9 |
| | Elective | 4 | 24 | 9 |
| | Total | 224 | 96 | |
| | **Year Two - First Semester** | | | |
| ERM6951 | Research Methodology and Econometrics | 4 | 24 | 9 |
| *First Semester – Students take any two of the *Electives listed below, see note below | | | | |
| | Elective | 4 | 24 | 9 |
| | **Year Two - Second Semester** | | | |
| ETM6952 | Thesis | | 72 | 9 |

* The electives will be offered at the JFE if the Department of Economics starts to offer the CMAP, otherwise those electives would be offered locally at UNAM.

**ELECTIVES**

| | |
|---|---|
| EIE 6951 | International Trade |
| EIF 6951 | International Finance |
| EMO 6951 | Monetary Economics |
| EPE 6951 | Public Sector Economics |
| EEA 6951 | Agricultural Economics |
| ERE 6951 | Resource Economics |
| EFE 6951 | Financial Economics |
| EPA 6951 | Policy Analysis |
| ECF 6951 | Corporate Finance and Investment |
| EIN 6951 | Industrial Economics |
| EET 6951 | Econometric Theory and Practice |
| EHE 6951 | Health Economics |
| ELE 6951 | Labour Economics |
| EGE E6951 | Game Theory and Information Economics |
| EMG 6951 | Managerial Economics |

## IMPORTANT NOTE

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

# C.5    POSTGRADUATE DIPLOMA IN SECURITY AND STRATEGIC STUDIES  [12PDSS]

## C.5.1    PURPOSE

The Namibia Defense Force has developed and expanded its services to various sectors of the Namibian economy since independence. However, in order to improve its performance, it is important that the Armed Force invests more resources in training its Officers to acquire leverage academic competencies benchmarked against the best in the world. In addition, a need has been identified to train Officers at the postgraduate diploma level to adequately prepare them for entry into Masters of Arts in Security and Strategic Studies. The purpose is to improve their performance and the overall efficiency and effectiveness in public service delivery in Namibia. The postgraduate diploma programme will include both the professional aspects of the security actors and related academic disciplines.

The Postgraduate Diploma in Security and Strategic Studies seeks to contribute towards the academic training of senior officers by broadening their scope of understanding and shaping their skills in operational functionality on issues that affect the defence and security of Namibia. Therefore, the study programme comprises of a carefully selected mix of mutually supporting military and academic courses. The programme is guided by the dictum that war is fought and won not with military hardware, but with intelligence and dexterity.

## C.5.2    RATIONALE FOR THE QUALIFICATION

The rationale of the Postgraduate Diploma in Security and Strategic Studies (12 PDSS) is aimed to fill the skills gap by providing an opportunity for seniors officers and other cadres engaged in defence and security services in various levels in the Government of the Republic of Namibia. Furthermore to obtain an academic qualification that would enable them to enhance their effectiveness, with a primary focus on supervision, leadership and management.

## C.5.3    ADMISSTION REQUIREMENTS

a)    Prospective candidates must be in possession of a Bachelor's degree or an equivalent degree from the University of Namibia or any other recognized institution of higher learning.

b)    Candidates who do not comply with (1) above, but possess senior military qualifications such as Senior Staff and Command Courses and Ten (10) years of experience, in senior management/command position may also be considered for admission.

c)    Prospective candidates will be required to write a one page submission to articulate the goals of their undertaking the Postgraduate studies, and the Faculty reserves the right to interview applicants.

d)    Submission of an application for admission to the Postgraduate programme does not ensure admission to the programme.

## C.5.4    MODE OF DELIVERY

This programme will be offered on a block release basis. The mode of teaching will include lectures, assignments (individual/group), seminars etc.

## C.5.5    DURATION OF STUDY

The duration of the programme is one year. The maximum duration for this programme is two years.

## C.5.6    ASSESSMENT CRITERIA

The studies, examination procedures, and admission to examinations for the Postgraduate Diploma in Security and Strategic Studies (PDSSS) will be governed by the University of Namibia examination regulations.
a) Continuous assessment: 50%    b) Final Examination (paper 1x3 hours): 50%

Pass requirements - A student must obtain a minimum of 40% in continuous assessment to qualify for admission to examinations and a minimum of 50% to pass a particular module. Where summative assessment in the form of examination is not applicable, a student must obtain a minimum of 50% from continuous assessment, comprising of not less than two assessable tasks to pass the module.

## C.5.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Postgraduate Diploma if he/she has not passed at least: four 4 modules (equivalent to 64 credits by the end of year one)

## C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Security and Strategic Studies (PDSSS) will be awarded to candidates credited with a minimum number of 152 credits, and who have met the requirements of 136 credits from compulsory and 16 credits from elective courses.

## C.5.9 CURRICULUM COMPILATION

| Course | Course code | NQF Level | Pre-requisite | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 4819 | 8 | None | |
| Research Methodology | PRP 4831 | 8 | None | 16 |
| Contemporary World Politics | PWP 4831 | 8 | None | 16 |
| National and Human Security | PCH 4831 | 8 | None | 16 |
| Democratic Government and the Security Sector | PDG 4831 | 8 | None | 16 |
| **Total Credits Semester 1** | | | | **64** |
| **Semester 2** | | | | |
| Research Project | PRH 4852 | 8 | PRP 4831 | 16 |
| Introduction to Public Policy Process | PPP 4852 | 8 | None | 16 |
| Strategic Studies and management | PSM 4852 | 8 | None | 16 |
| **ELECTIVES: SELECT ONLY ONE** | | | | |
| Military History of Africa (capita selecta) (compulsory for members of defence) | PMH 4852 | 8 | None | 16 |
| Diplomacy Theory and Practice (compulsory for members from Foreign Affairs.) | PDT 4852 | 8 | None | 16 |
| Political Economy of Food Security (compulsory for Agric & Forestry) | PES 4852 | 8 | None | 16 |
| Public Safety and Rule of Law (compulsory for members from Safety & Sec.) | PSR 4852 | 8 | None | 16 |
| International, Regional and Sub-Regional Organisations | PIR 4852 | 8 | None | 16 |
| Conflict Resolutions | PCR 4852 | 8 | None | 16 |
| **Total Credits Semester 2** | | | | **64** |
| **TOTAL CREDITS** | | | | **128** |

*The electives will be offered by the Department depending on the expertise available.

## IMPORTANT NOTE

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

## C.6　MASTER OF ARTS (M.A. POLITICAL STUDIES)　　　[12MPST)
### 　　　MASTER OF PUBLIC ADMINISTRATION (M.ADMIN)　[12MPAN]
### 　　　MASTER OF ARTS IN SAFETY AND SECURITY STUDIES　[ 12MASS]

Master of Arts (M.A. Political Studies) [12MPST]; Master of Public Administration (MPA) 12MPAN]; Master of Arts in Security and Strategic Studies (MA – SSS); and Master in Public Policy and Administration (MPPA)

### C.6.1　INTRODUCTION

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

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

The first is by research which entails writing a comprehensive thesis on an approved topic.  The candidate will be required to register and pass two courses: Research Methodology (PAR 5972), and a second course related to the candidate's research topic which the department should have approved before the students registered.  Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology course.  The course is offered in the Second Semester of the first academic year of the programme.

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

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

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

### C.6.2　ADMISSION REQUIREMENTS

Admission to these programmes is determined by the Rules and Regulations of the University.  In addition, candidates in possession of professional qualifications accredited by the National Qualifications Framework (NQF), deemed to be equivalent to a Bachelor's degree from UNAM, and with relevant work experience in specified fields such as the security sector and foreign affairs, may also be considered for admission, in particular to the Master of Arts in Security and Strategic Studies (MA.SSS).
Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department.
Prospective candidates could be interviewed and assessed by the Department to determine their eligibility for admission.

### C.6.3　DURATION OF STUDY

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

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

## C.6.4    ASSESSMENT

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

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

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

## C.6.5    EVALUATION OF THESIS/DISSERTATION

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

## C.6.6    EXEMPTIONS

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

A maximum of four (4) courses will be exempted.

Applications for exemptions must be directed to the Department and must be accompanied by a valid course framework and academic transcript.

The decision of the Department shall be final.

Registration of candidates who did not complete Master's degree programmes by research at other Universities will be considered on individual merit – case by case.

The Department retains the right not to grant exemption for work completed at another university.

## C.6.7    DEPARTMENTAL POLICY

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

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

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

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

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

## C.6.8   CURRICULA COMPILATION

**Master of Arts (M.A. Political Studies) [12MPST]**
**In Year I Semester I candidates must register for three (3) compulsory courses.**
**Year I Semester 1**

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

**In Year 1 Semester 2 candidates must register for two and a half (2.5) full courses.**
**Year 1 - Semester 2**

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

**In Year 2 Semester 1 candidates need two and a half (2.5) courses and a Research Paper [PAR 5972].**
**The electives are:**
**Contemporary World Politics [PCW 5971]**
**Government and Private Sector Relations [PGP 5971]**
**Comparative Foreign Policy [PFP 5971]**

**Year 2 – Semester 1**

| Course Title | Course Code | NQA Level | Contact Hours | Credits |
|---|---|---|---|---|
| Research Paper | PRP 5981 | 9 | 2 | 12 |
| African Politics | PAP 5971 | 9 | 4 | 24 |
| Elective | | 9 | 4 | 24 |
| **Total Credits:** | | | | **60** |

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

| Course | Code | NQA Level | Contact Hours | Credits |
|---|---|---|---|---|
| Thesis | PMP 5992 | 9 | Regular Consultation | 80 |
| **Total Credits:** | | | | **80** |

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


**Master of Public Administration (M.Admin) [12 MPAN]**

**In Year I Semester 1 students must register for three (3) courses. Two courses are compulsory, namely: Economics & Public Finance (PEP 5971) and Human Resources Management (PRM 5971)**

**Year 1, Semester 1**

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

**In Year 1 Semester 2 students must register for two and a half (2.5) courses which must include CPPA 5972 and CPRL 5971**
**Year 1, Semester 2**

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Research Methodology | PAR 5972 | 9 | 2 | 12 |
| Regional and  Local Government Management | PRL 5972 | 9 | 4 | 24 |
| Public Policy Process  and Analysis | PPA 5972 | 9 | 4 | 24 |
| **Total Credits:** | | | | **60** |

**In Year 2 Semester 1 students should register for two and a half (2.5) Electives and a Research Paper [PRP 5981].
The electives are:**
**Government and Private Sector Relations [PGP 5971]**
**Organisation Behaviour and Management [POB 5971]**
**Project Development Planning and Management [PPM 5971]**

**Year, Semester 1**

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Research Paper | CPRP   5981 | 9 | 2 | 12 |
| Elective | | 9 | 4 | 24 |
| Elective | | 9 | 4 | 24 |
| **Total Credits:** | | | | **60** |

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

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Thesis | CPMT   5972 | 9 | Regular Consultation | 80 |
| **Total Credits:** | | | | **80** |

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

## Master of Arts in Security and Strategic Studies (MA-SSS) [12MASS]

The Master of Arts in Security and Strategic Studies (MA-SSS) is governed by the same rules and regulations that govern all other postgraduate offerings at the University. However, operationally it differs from the M.A. (Political Science and the MPA in that it offers nine (9) full courses, two (2) half courses, and a thesis. It also requires that the applicants must have work experience relevant to the security sector, and may require accreditation of their qualifications by the National Qualifications Authority (NQA). Furthermore, the courses are taught on a block release basis so as to maximize benefit from external experts in different fields/areas of security.  The programme was designed to be a SADAC outfit, although it is currently wholly Namibian.

*In Year I Semester 1 the students should complete four (4) courses.*
*Year 1 Semester 1:*

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Academic Writing for Postgraduate Students | UAE 5819 | | | |
| The State & Human Security | CPIH 5971 | 9 | 4 | 24 |
| The Study of Contemporary World Politics | CPWP 5971 | 9 | 4 | 24 |
| Strategic Management | CPSM 5971 | 9 | 4 | 24 |
| **Totals Credits:** | | | | **72** |

**In Year 1 Semester 2 the students should register for three and a half (3.5) courses.**
*Year 1 Semester 2:*

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Research Methodology | CPAR 5972 | 9 | 2 | 12 |
| Democratic Governance of the Security Sector | CPDG 5972 | 9 | 4 | 24 |
| Security Sector Economics | CPSE 5972 | 9 | 4 | 24 |
| Security Sector Management | CPAM 5972 | 9 | 4 | 24 |
| **Totals Credits:** | | | | **84** |

*In year 2 Semester 1 the students should register for two and a half (2.5) courses.*
*Year 2 Semester 1:*

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Research Paper | CPRP 5991 | 9 | 2 | 12 |
| Comparative Foreign Policy | CPFP 5971 | 9 | 4 | 24 |
| Public policy Process & Analysis | CPPP 5971 | 9 | 4 | 24 |
| **Total Credits:** | | | | **60** |

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

| Course Title | Course Code | NQF level | Contact Hours | Credits |
|---|---|---|---|---|
| Thesis | CPTH 5992 | 9 | Regular Consultation | 80 |
| **Total Credits:** | | | | **80** |

**In all, the student needs 296 Credits in order to graduate.**

## C.7     DOCTOR OF PHILOSOPHY

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

## IMPORTANT NOTE

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

# NAMIBIA BUSINESS SCHOOL

**PLEASE NOTE THE FOLLOWING:**

All enquiries related to Programmes offered through the Namibia Business School must be addressed directly to the Programme Officers and the Assistant Directors at the Namibia Business School.
Telephone& Contacts:  Tel (+264 61) 413 500
E-mail :busschool@edu.na

## C.8    POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION    [12PDBA]

### C.8.1    INTRODUCTION AND OBJECTIVES

The purpose of this qualification is to provide students with an extended and deepened level of knowledge and skill in the field of Business Administration and also provides instruction in relevant research methodologies. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

### C.8.2    CRITERIA FOR ADMISSION

An applicant should be a holder of a good Level 7 degree from the University *of Namibia* or an equivalent Level 7 qualification on the *NQF*. Also an applicant holding any Level 8 qualification (which is not relevant to Business Administration/Management Science) and who wish to enter the *MBA degree* at the School will be admitted to the Postgraduate Diploma as preparation for *MBA* studies.

### C.8.3    ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Any relevant Level 8 qualifications in Business Administration/Management Science of the *University of Namibia* or other recognized University.

### C.8.4    MODE OF DELIVERY

Full-time on Block-Release Basis augmented through e-learning.

### C.8.5    DURATION OF STUDY

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

### C.8.6    ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
a)    Obtain a minimum of 50% in both the CA mark and the examination mark.
b)    Demonstrate deepened expertise of the theoretical subject matter in the field of Business Administration.
c)    Demonstrate efficient and effective information retrieval and processing skill, involving critical analysis of the information.
d)    Evaluate, independently, both quantitative and qualitative data.
e)    Engage with current research and scholarly as well as professional literature in the field of Business Administration.

### C.8.7    MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 47 credits.

## C.8.8    ADVANCEMENT AND PROGRESSION RULES

Not applicable.

## C.8.9    MAXIMUM NUMBER OF COURSES PER YEAR

The student may register for 142 credits which are the maximum number of credits for the programme.

## C.8.10    REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two years of registration. Graduation for the diploma requires the successful completion of 142 credits at Level 8, including the research-based Business Project which will be worth 30 credits.

## C.8.11    CURRICULUM COMPILATION

| Course Title | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **SEMESTER 1** | | | | |
| Academic Writing for Postgraduate Students | UAE4819 | 8 | 16 | YES |
| Strategic Marketing Management | BMM4829 | 8 | 8 | YES |
| Strategic Human Resources Management | BHR4829 | 8 | 8 | YES |
| Strategic Operations Management | BOM4829 | 8 | 8 | YES |
| Business Accounting | BBA4829 | 8 | 8 | YES |
| Strategic Project Management | BPM4829 | 8 | 8 | YES |
| Advanced Business Law & Ethics | BBL4829 | 8 | 8 | YES |
| **SEMESTER 2** | | | | |
| Business Economics – A Micro-Level Perspective | BBE4829 | 8 | 8 | C |
| Managing Information Technologies | BMI4829 | 8 | 8 | YES |
| Strategic Decision Making and Research Methods | BDM4829 | 8 | 8 | YES |
| Strategic Management | BSM4829 | 8 | 8 | YES |
| Strategic Financial Management | BFM4829 | 8 | 8 | YES |
| Business Economics – A Macro-Level Perspective | BPP4829 | 8 | 8 | YES |
| Business Project | BBP4810 | 8 | 32 | YES |
| | **TOTAL CREDITS** | | **144** | |

## IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# C.9 MASTER OF BUSINESS ADMINISTRATION (ENTREPRENEURSHIP)  [12MBAE]

## C.9.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of *UNAM*, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## C.9.2 CRITERIA FOR ADMISSION

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Postgraduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Postgraduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student may be interviewed and assessed by the Business School before recommending his/her application to the relevant *UNAM* structures.

## C.9.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

## C.9.4 MODE OF DELIVERY

Full-time on Block-Release basis augmented through e-learning.

## C.9.5 DURATION OF STUDY

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

## C.9.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

## C.9.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

## C.9.8 ADVANCEMENT AND PROGRESSION RULES

In order to be registered for the last semester in the programme students should have passed 100 credits including Academic Writing for Postgraduate Students and Business Research Methods.

## C.9.8.1 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

## C.9.9    REQUIREMENTS FOR QUALIFICATION AWARD

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## C.9.10    CURRICULUM

| Course Title | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| SEMESTER 1 | | | | |
| Academic Writing for Postgraduate Students | UAE 5819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI 5999 | 9 | 12 | YES |
| Entrepreneurship | BEE 5999 | 9 | 12 | YES |
| New Venture Creation & Development | BVC 5999 | 9 | 12 | YES |
| New Venture Financing, VC & PE | BVF5999 | 9 | 12 | YES |
| MAAs and Business Growth Strategies for Entrepreneurs | BBG5999 | 9 | 12 | YES |
| SEMESTER 2 | | | | |
| Franchising & Licensing | BFL5999 | 9 | 12 | YES |
| Supply Chain Management for Entrepreneurs | BSC 5999 | 9 | 12 | YES |
| Brand Management for Entrepreneurs | BMB5999 | 9 | 12 | YES |
| Negotiation & Bargaining for Entrepreneurs | BNB5999 | 9 | 12 | YES |
| African Business Seminar | BBA 5999 | 9 | 12 | YES |
| Global Business Seminar | BGB 5999 | 9 | 12 | YES |
| Business Research Methods | BRM5980 | 9 | 24 | YES |
| SEMESTER 3 | | | | |
| Business Project in Entrepreneurship | BPE5909 | 9 | 84 | YES |
| | **TOTAL CREDITS** | | **240** | |

## IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# C.10 MASTER OF BUSINESS ADMINISTRATION (FINANCE) [12MBAF

## C.10.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of *UNAM*, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## C.10.2 CRITERIA FOR ADMISSION

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Postgraduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Postgraduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student may be interviewed and assessed by the Business School before recommending his/her application to the relevant *UNAM* structures.

## C.10.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

## C.10.4 MODE OF DELIVERY

Full-time on Block-Release basis augmented through e-learning.

## C.10.5 DURATION OF STUDY

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

## C.10.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

## C.10.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

## C.10.8 ADVANCEMENT AND PROGRESSION RULES

In order to be registered for the last semester in the programme students should have passed 100 credits including Academic Writing for Postgraduate Students and Business Research Methods.

## C.10.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

## C.10.10  REQUIREMENTS FOR QUALIFICATION AWARD

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## C.10.11  CURRICULUM

| Course | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **SEMESTER 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 5819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI 5999 | 9 | 12 | YES |
| African Financial Markets in the Global Economy | BAF 5999 | 9 | 12 | YES |
| Advanced Business Quantitative Methods | BBQ 5999 | 9 | 12 | YES |
| Economics: Global & Firm Level Perspectives | BBE 5999 | 9 | 12 | YES |
| Financial Reporting and Analysis | BFR 5999 | 9 | 12 | YES |
| Corporate Finance | BCF 5999 | 9 | 12 | YES |
| **SEMESTER 2** | | | | |
| Equity Investments | BEI 5999 | 9 | 12 | YES |
| Fixed Income | BXI 5999 | 9 | 12 | YES |
| Derivatives | BDE 5999 | 9 | 12 | YES |
| Alternative Investments | BAI 5999 | 9 | 12 | YES |
| Portfolio Management & Wealth Planning | BPW 5999 | 9 | 12 | YES |
| Business Research Methods | BRM5980 | 9 | 24 | YES |
| **SEMESTER 3** | | | | |
| Business Project in Finance | BPF 5909 | 9 | 84 | YES |
| | | **TOTAL CREDITS** | **240** | |

## IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# C.11 MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT STRATEGY) [12MBMS]

## C.11.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of *UNAM*, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## C.11.2 CRITERIA FOR ADMISSION

1.  A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2.  Alternatively a candidate may present a relevant *Postgraduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3.  A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Postgraduate Diploma in Business Administration as preparation for the MBA.
4.  The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5.  A prospective student may be interviewed and assessed by the Business School before recommending his/her application to the relevant *UNAM* structures.

## C.11.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

## C.11.4 MODE OF DELIVERY

Full-time on Block-Release basis augmented through e-learning.

## C.11.5 DURATION OF STUDY

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

## C.11.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
1.  Obtain a minimum of 50% in both the CA mark and the examination mark.
2.  Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3.  Evaluate critically the findings and discussions in the Business Administration literature.
4.  Research, analyse, and argue from evidence within the field of Business Administration.
5.  Apply Business Administration knowledge to new situations.
6.  Engage in rigorous intellectual analysis, criticism and problem-solving.

## C.11.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

## C.11.8 ADVANCEMENT AND PROGRESSION RULES

In order to be registered for the last semester in the programme students should have passed 100 credits including Academic Writing for Postgraduate Students and Business Research Methods.

## C.11.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

## C.11.10 REQUIREMENTS FOR QUALIFICATION AWARD

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## C.11.11 CURRICULUM

| Course | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **Semester 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 5819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI5999 | 9 | 12 | YES |
| Project Management | BPM5999 | 9 | 12 | YES |
| Advanced Business Quantitative Methods | BBQ5999 | 9 | 12 | YES |
| Economics: Global and Firm Level Perspectives | BBE5999 | 9 | 12 | YES |
| E-Business Strategy | BEB5999 | 9 | 12 | YES |
| Corporate Governance | BCG 5999 | 9 | 12 | YES |
| **Semester 2** | | | | |
| Human Resource Strategy | BRH5999 | 9 | 12 | YES |
| Financial Management Strategy | BFM5999 | 9 | 12 | YES |
| Operations Strategy | BOM5999 | 9 | 12 | YES |
| Marketing Strategy | BMM5999 | 9 | 12 | YES |
| Strategic Management | BSM 5999 | 9 | 12 | YES |
| Business Research Methods | BRM5980 | 9 | 24 | YES |
| **Semester 3** | | | | |
| Business Project in Management Strategy | BRS5909 | 9 | 84 | YES |
| | **TOTAL CREDITS** | | **240** | |

## IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# C.12 MASTER OF BUSINESS ADMINISTRATION (NATURAL RESOURCES MANAGEMENT) [12MBNR]

## C.12.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of *UNAM*, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## C.12.2 CRITERIA FOR ADMISSION

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Postgraduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Postgraduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student may be interviewed and assessed by the Business School before recommending his/her application to the relevant *UNAM* structures.

## C.12.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

## C.12.4 MODE OF DELIVERY

Full-time on Block-Release basis augmented through e-learning.

## C.12.5 DURATION OF STUDY

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

## C.12.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

## C.12.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

## C.12.8 ADVANCEMENT AND PROGRESSION RULES

In order to be registered for the last semester in the programme students should have passed 100 credits including Academic Writing for Postgraduate Students and Business Research Methods.

## C.12.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

## C.12.10 REQUIREMENTS FOR QUALIFICATION AWARD

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## C.12.11 CURRICULUM

| Course | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **SEMESTER 1** | | | | |
| Academic Writing for Postgraduate Students | UAE5819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI 5999 | 9 | 12 | YES |
| Comparative Natural Resources Policies & Laws | BRP 5999 | 9 | 12 | YES |
| Natural Resources Economics & Finance | BRE 5999 | 9 | 12 | YES |
| Business Research Methods | BRM5980 | 9 | 24 | YES |
| Comparative Environmental Management Practices | BEP 5999 | 9 | 12 | YES |
| **SEMESTER 2** | | | | |
| Sustainable Agriculture: Markets, Models & Strategies | BAM 5999 | 9 | 12 | YES |
| Sustainable Energy: Markets, Models & Strategies | BEM 5999 | 9 | 12 | YES |
| Sustainable Mining: Markets, Models & Strategies | BMT 5999 | 9 | 12 | YES |
| Sustainable Tourism: Markets, Models & Strategies | BTM 5999 | 9 | 12 | YES |
| Sustainable Water: Markets, Models & Strategies | BWM 5999 | 9 | 12 | YES |
| Sustainable Forestry: Markets, Models & Strategies | BFT 5999 | 9 | 12 | YES |
| Sustainable Fisheries: Markets, Models & Strategies | BFI 5999 | 9 | 12 | YES |
| **SEMESTER 3** | | | | |
| Business Project in Natural Resources Management | BPN 5909 | 9 | 84 | YES |
| | | **TOTAL CREDITS** | **240** | |

## IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# C.13     MASTER OF BUSINESS ADMINISTRATION (PUBLIC SECTOR MANAGEMENT)   [12MBPS]

## C.13.1     INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of *UNAM*, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## C.13.2     CRITERIA FOR ADMISSION

1.   A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2.   Alternatively a candidate may present a relevant *Postgraduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3.   A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Postgraduate Diploma in Business Administration as preparation for the MBA.
4.   The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5.   A prospective student may be interviewed and assessed by the Business School before recommending his/her application to the relevant *UNAM* structures.

## C.13.3     ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.
This qualification provides credits for the following related qualifications:
Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

## C.13.4     MODE OF DELIVERY

Full-time on Block-Release basis augmented through e-learning.

## C.13.5     DURATION OF STUDY

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

## C.13.6     ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.
Candidates are expected to:
1.   Obtain a minimum of 50% in both the CA mark and the examination mark.
2.   Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3.   Evaluate critically the findings and discussions in the Business Administration literature.
4.   Research, analyse, and argue from evidence within the field of Business Administration.
5.   Apply Business Administration knowledge to new situations.
6.   Engage in rigorous intellectual analysis, criticism and problem-solving.

## C.13.7     MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

## C.13.8     ADVANCEMENT AND PROGRESSION RULES

In order to be registered for the last semester in the programme students should have passed 100 credits including Academic Writing for Postgraduate Students and Business Research Methods.

## C.13.9     MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

## C.13.10  REQUIREMENTS FOR QUALIFICATION AWARD

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration.  Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## C.13.11  CURRICULUM

| Course | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **SEMESTER 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 5819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI 5999 | 9 | 12 | YES |
| Public Sector Management & Leadership | BPS5999 | 9 | 12 | YES |
| Managing Public Finances | BPF 5999 | 9 | 12 | YES |
| Managing Public Projects & Programmes | BPM 5999 | 9 | 12 | YES |
| Managing Human Resources in the Public Sector | BHR5999 | 9 | 12 | YES |
| Strategic Performance Management | BSM 5999 | 9 | 12 | YES |
| **SEMESTER 2** | | | | |
| Strategic Issues in Parastatal Management | BIM 5999 | 9 | 12 | YES |
| Strategic Issues at the Politics-Bureaucracy Interface | BHM5999 | 9 | 12 | YES |
| Knowledge Management in the Public Sector | BEM 5999 | 9 | 12 | YES |
| Economics of the Public Sector | BNL5999 | 9 | 12 | YES |
| Strategic Issues in Sectoral Management | BSL5999 | 9 | 12 | YES |
| Business Research Methods | BRM5980 | 9 | 24 | YES |
| **SEMESTER 3** | | | | |
| Business Project in Public Sector Management | BPP 5909 | 9 | 84 | YES |
| | | **TOTAL CREDITS** | **240** | |

# C.14    DOCTOR OF BUSINESS ADMINISTRATION    [12DPAD]

## C.14.1    INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with the highest research capabilities in the creation of new knowledge in the field of Business Administration.  This is in line with the University's mission and strategic objectives, especially its goal "to continue to develop the University as a leading national institution and a major role model for research as a major contributor to nation-building, and the high priority given by the University to applied research across a broad spectrum of relevant fields and to encourage inter-disciplinary approaches to the resolution of real-world problems".

## C.14.2    CRITERIA FOR ADMISSION

Possession of a *Master of Business Administration* of the *University of Namibia* or any other relevant *Level 9* qualification recognized by the School.

## C.14.3    ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:
Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

## C.14.4    MODE OF DELIVERY

Block-Release basis augmented through e-learning.

## C.14.5    ASSESSMENT CRITERIA

The assessment for this programme will be in accordance with the General Regulations of the University and the key criteria will be whether or not the candidate has made an original contribution to the body of knowledge in the field of Business Administration.

## C.14.6    REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 240 credits for their dissertation and 120 credits in the taught component, and who have successfully defended their dissertation in a *Viva Voce Examination* in terms of the General Regulations of the University.  Furthermore, the Doctorate degree is awarded after registration at the *University of Namibia* for a minimum of three (3) years for full-time students and five (5) years for part-time students.

## C.14.7    CURRICULUM COMPILATION

| Course Title | Course code | NQF Level | Credits | Compulsory |
|---|---|---|---|---|
| **Semester 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 6819 | 8 | 16 | YES |
| Advanced Business Ethics | BBI 6001 | 10 | 8 | YES |
| Research Methods A | BRM 6011 | 10 | 16 | YES |
| Quantitative Methods A | BQM 6011 | 10 | 16 | YES |
| **Semester 2** | | | | |
| Research Methods B | BRM 6012 | 10 | 16 | YES |
| Quantitative Methods B | BQM 6012 | 10 | 16 | YES |
| Research Seminars | BRS 6010 | 10 | 48 | YES |
| **YEARS 2/3** | | | | |
| Dissertation | BBR 6000 | 10 | 240 | YES |
| | | **TOTAL CREDITS** | **360** | |

# IMPORTANT NOTE

**Please consult the Namibia Business School for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# D. FACULTY OF EDUCATION

## OFFICE OF THE DEAN

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

**Deputy Dean: Main Campus**
Dr. J. Mushaandja: HED(Sec),BEd, MEd (UNAM), Ph.D (UWC)

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

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

**DEPARTMENT OF LIFELONG LEARNING AND COMMUNITY EDUCATION – MAIN CAMPUS**
Head of Department:  Dr M Hamunyela: HDTE (Umea, Sweden), BPed (Fort Hare, SA), MEd (Umea, Sweden), PhD (Pretoria, SA)
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**DEPARTMENT OF CURRICULUM, INSTRUCTION AND ASSESSMENT STUDIES – KATIMA MULILO CAMPUS**
Head of Department: Mr BM Chata: HED, BA (UNAM), BEd Hons (UNISA), MEd (Umea, Sweden)
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**DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT – MAIN CAMPUS**
Head of Department:    Dr J Lilemba: HED, BEd (Univ of the North), MEd (Manchester), PhD (UNAM)
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**DEPARTMENT OF MATHEMATICS, SCIENCE AND SPORTS EDUCATION – HIFIKIPUNYE POHAMBA CAMPUS**
Head of Department:    Dr H Miranda: B.ED (UNAM), MEd, Ph.D(Univ. Alberta)
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**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND INCLUSIVE EDUCATION – MAIN CAMPUS**
Head of Department:    Dr C Haihambo Cert. in Teaching and Aids Pandemic, HED(KCE) (UWC), BEd (UNAM), M.Phil. Spec.l Needs Educ. (Oslo), PhD (UNISA)
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# D.1　POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF EDUCATION

**The Faculty of Education may award the following postgraduate qualifications:**

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

## D.2 MASTER OF EDUCATION PROGRAMMES

### D.2.1 RATIONALE AND PROGRAMME DESCRIPTION

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

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

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

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

### Spesialisation per Department
- **Department of Curriculum, Instruction and Assessment Studies**
  Master of Education (Curriculum and Assessment Studies)
  Master of Education (Educational Technology)
- **Department of Educational Foundations and Management**
  Master of Education (Leadership, Management and Policy Studies)
- **Department of Lifelong Learning and Community Development**
  Master of Education (Adult Education)
- **Department of Mathematics, Science and Sport Education**
  Master of Education (Sport Education)
  Master of Education (Mathematics Education)
  Master of Education (Science Education)

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

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

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

# DEPARTMENT OF LIFELONG LEARNING AND COMMUNITY DEVELOPMENT

## D.3 MASTER OF EDUCATION (ADULT EDUCATION) [10MAED]

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

### D.3.1 PURPOSE

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

### D.3.2 ADMISSION REQUIREMENTS

To qualify for entry into the M.Ed (Adult Education) programme, applicants should hold:
>   **either**
(a)   A B.Ed (Adult Education) degree (Level 8) or equivalent of the University of Namibia or any recognized institution of Higher Learning as may be acceptable to the Postgraduate Studies Committee, with a minimum of 60% average or equivalent;
>   **or**
(b)   A Bachelor's degree (level 8) in related disciplines with a minimum of. 60% average or equivalent. The related disciplines shall include Education, Community Development, Social Welfare, Mass Communication in Adult Education, Social Sciences and Humanities;
>   **and**
(c)   All candidates should have valid professional work experience in Adult Education, Training and related development work, for at least three (3) years;
>   **and**
(d)   Prospective candidates must also satisfy specific requirements of the Faculty of Education i.e. oral and/or written admission tests.
>   **and**
(e)   All applicants should also submit at least two (2) satisfactory professional references; and Applicants may also be required to provide evidence of potential to perform successfully in a postgraduate level programme.

### D.3.3 DURATION OF STUDY

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

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

### D.3.4 DELIVERY MODE

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

### D.3.5 TEACHING-LEARNING MODEL

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

### D.3.6 ASSESSMENT

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

#### D.3.6.1 Continuous Assessment

Students will be assessed through continuous assessment work in forms of assignments, tests, homework and such exercises, as may be in conformity with the general norm in this University Continuous assessment shall

have a weighting of 50% of the Final Mark in a Course/Double course. A Continuous Assessment mark of 50% will be required for each Course/Double course in order to sit for the examination.

### D.3.6.2    Examination:

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

### D.3.6.3    Final Mark:

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

### D.3.6.4    Supplementary Examinations:

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

### D.3.7    PROGRESSION

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

### D.3.8    REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Masters of Education a student must:
a)    have registered and passed all required course work per area of specialisation;

b)    have passed the postgraduate seminar course;

c)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia, and

d)    fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.3.9    CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

# DEPARTMENT OF CURRICULUM, INSTRUCTION AND ASSESSMENT STUDIES

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

### D.6.7    ADMISSION CRITERIA

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

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

### D.6.8    DURATION OF STUDY

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

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

### D.6.9    DELIVERY MODE

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

### D.6.10    TEACHING-LEARNING MODEL

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

### D.6.11    ASSESSMENT

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

### D.6.5.1    Continuous Assessment

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

### D.4.5.2    Examination

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

### D.4.5.3    Final Mark

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

## D.4.5.4    Supplementary Examinations

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

## D.6.12    PROGRESSION

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

## D.6.13    REQUIREMENTS FOR QUALIFICATION AWARD

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

b) have registered and passed all required course work per area of specialisation;

c) have passed the postgraduate seminar course;

d) have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e) fulfill all other requirements which the Department, the Faculty and the University may specify.

## D.6.14    CURRICULUM COMPILATION

<table>
<tr><th></th><th>Core</th><th>Code</th><th>Periods</th><th>NQF Level</th><th>Pre-requisite</th><th>Credits</th></tr>
<tr><td rowspan="6">YEAR 1</td><td>Academic Writing for Post Graduate Students</td><td>UAE5819</td><td>4 p/w+1pr</td><td>9</td><td>None</td><td></td></tr>
<tr><td>Advanced Educational Research</td><td>EAR 5910</td><td>4 p/w</td><td>9</td><td>None</td><td>48</td></tr>
<tr><td>Principles of Curriculum Theory, Design and Implementation</td><td>CMC 5980</td><td>3 p/w</td><td>9</td><td>None</td><td>36</td></tr>
<tr><td>Educational Testing, Measurement and Evaluation</td><td>CMT 5920</td><td>2 p/w</td><td>9</td><td>None</td><td>24</td></tr>
<tr><td>Conducting Educational Evaluation</td><td>CME 5920</td><td>2 p/w</td><td>9</td><td>None</td><td>24</td></tr>
<tr><td colspan="5"><b>TOTAL CREDITS YEAR 1</b></td><td><b>132</b></td></tr>
</table>

<table>
<tr><th></th><th>Course</th><th>Code</th><th>Level</th><th>Periods</th><th>Pre-requisite</th><th>Credits</th></tr>
<tr><td rowspan="2">YEAR 2</td><td>Seminar</td><td>ESS 5929</td><td>9</td><td>2 day seminars: One in semester one and one in semester two; 28 hrs practical work</td><td>Successful completion of all taught courses<br>Co-requisite: EETM 5980</td><td>18</td></tr>
<tr><td>Thesis</td><td>ETM 5980</td><td>9</td><td>Individual supervision</td><td>Successful completion of all taught courses<br>Co-requisite: EESS 5928</td><td>90</td></tr>
<tr><td colspan="5"><b>TOTAL CREDITS YEAR 2</b></td><td><b>108</b></td></tr>
</table>

**Total Credits: 240 credits**

## IMPORTANT NOTE

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

# D.5 MASTER OF EDUCATION (EDUCATIONAL TECHNOLOGY) [10MEET]

## D.5.1 ADMISSION CRITERIA

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

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

## D.5.2 DURATION OF STUDY

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

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

## D.5.3 DELIVERY MODE

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

## D.5.4 TEACHING-LEARNING MODEL

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

## D.5.5 ASSESSMENT

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

### D.5.5.1 Continuous Assessment

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

### D.5.5.2 Examination

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

### D.5.5.3 Final Mark

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

### D.5.5.4    Supplementary Examinations

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

### D.5.6    PROGRESSION

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

### D.5.7    REQUIREMENTS FOR QUALIFICATION AWARD

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

b)  have registered and passed all required course work per area of specialisation;

c)  have passed the postgraduate seminar course;

d)  have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e)  fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.5.8    CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

### IMPORTANT NOTE

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

# DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

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

### D.6.1 ADMISSION CRITERIA

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

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

### D.6.2 DURATION OF STUDY

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

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

### D.6.3 DELIVERY MODE

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

### D.6.4 TEACHING-LEARNING MODEL

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

### D.6.5 ASSESSMENT

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

#### D.6.5.1 Continuous Assessment

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

#### D.6.5.2 Examination

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

### D.6.5.3    Final Mark

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

### D.6.5.4    Supplementary Examinations

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

### D.6.6    PROGRESSION

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

### D.6.7    REQUIREMENTS FOR QUALIFICATION AWARD

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

b)    have registered and passed all required course work per area of specialisation;

c)    have passed the postgraduate seminar course;

d)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e)    fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.6.8    CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

### IMPORTANT NOTE

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

# DEPARTMENT OF MATHEMATICS, SCIENCE AND SPORT EDUCATION

## D.7 MASTER OF EDUCATION (MATHEMATICS EDUCATION) [10MEME]

### D.7.1 SPECIAL ADMISSION REQUIREMENTS

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

### D.7.2 ADMISSION CRITERIA

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

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

### D.7.3 DURATION OF STUDY

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

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

### D.7.4 DELIVERY MODE

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

### D.7.5 TEACHING-LEARNING MODEL

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

### D.7.6 ASSESSMENT

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

#### D.7.6.1 Continuous Assessment

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

#### D.7.6.2 Examination

Students' performance in all taught Courses will also be assessed through written examinations. The general rubric of the examination shall conform to the Academic General Regulations of the University of Namibia.

The Examination shall count for 50% of the Final Mark in a Course/Double course. A subminimum of 40% is required for each paper.

### D.7.6.3    Final Mark

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

### D.7.6.4    Supplementary Examinations

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

### D.7.7    PROGRESSION

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

### D.7.8    REQUIREMENTS FOR QUALIFICATION AWARD

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

b)    have registered and passed all required course work per area of specialisation;

c)    have passed the postgraduate seminar course;

d)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e)    fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.7.9    CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

## D.8        MASTER OF EDUCATION (SCIENCE EDUCATION)   [10MESE]

### D.8.1        SPECIAL ADMISSION REQUIREMENTS

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

### D.8.2        ADMISSION CRITERIA

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

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

### D.8.3        DURATION OF STUDY

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

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

### D.8.4        DELIVERY MODE

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

### D.8.5        TEACHING-LEARNING MODEL

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

### D.8.6        ASSESSMENT

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

#### D.8.6.1    Continuous Assessment

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

#### D.8.6.2    Examination

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

### D.8.6.3    Final Mark

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

### D.8.6.4    Supplementary Examinations

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

### D.8.7    PROGRESSION

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

### D.8.8    REQUIREMENTS FOR QUALIFICATION AWARD

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

b)    have registered and passed all required course work per area of specialisation;

c)    have passed the postgraduate seminar course;

d)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e)    fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.8.9    CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

### IMPORTANT NOTE

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

## D.9 MASTER OF EDUCATION (SPORT EDUCATION) [10MEPE]

### D.9.1 ADMISSION CRITERIA

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

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

### D.9.2 DURATION OF STUDY

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

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

### D.9.3 DELIVERY MODE

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

### D.9.4 TEACHING-LEARNING MODEL

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

### D.9.5 ASSESSMENT

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

#### D.9.5.1 Continuous Assessment

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

#### D.9.5.2 Examination

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

#### D.9.5.3 Final Mark

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

### D.9.5.4  Supplementary Examinations

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

### D.9.6     PROGRESSION

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

### D.9.7     REQUIREMENTS FOR QUALIFICATION AWARD

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

b)   have registered and passed all required course work per area of specialisation;

c)   have passed the postgraduate seminar course;

d)   have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia,

e)   fulfill all other requirements which the Department, the Faculty and the University may specify.

### D.9.8     CURRICULUM COMPILATION

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

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

**Total Credits: 240 credits**

### IMPORTANT NOTE

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

# D.10    MASTER OF EDUCATION IN LITERACY AND LEARNING   [10 MEDL]

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

## D.10.1    INTRODUCTION

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

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

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

## D.10.2    ADMISSION REQUIREMENTS

To be admitted to the programme, a candidate shall be required to have:
(i)     a bachelors' degree with a major in any language and with at least a C-grade average (i.e., 60% average);
(ii)    a teaching qualification; and
(iii)   at least three years of teaching experience in any language.
In addition, other University of Namibia admission requirements for Masters' degree programmes will apply.

## D.10.3    DURATION OF STUDY

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

## D.10.4    DELIVERY MODE

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

For NOMA sponsored candidates the programme shall be offered on fulltime face to face basis only.

The programme will be offered by coursework and thesis.  Distance mode may be considered for the future.

## D.10.5    ASSESSMENT

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

Coursework
a)    Continuous assessment (e.g. tests, assignments, projects)   50 %
b)    Final examination     50 %
The student must pass all coursework courses before he or she may proceed with the thesis.

## D.10.6    REQUIREMENTS FOR QUALIFICATION AWARD

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

## D.10.7    COURSEWORK

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

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

## D.10.8  CURRICULUM FRAMEWORK

*Note:  students select only one elective course in semester 2*

**Year 1 (150 credits)**

| Course Title | Code | Periods | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| Academic Writing for Post Graduate Students | UAE5819 | 4 | 9 | |
| Advanced Educational Research Methodology (core) | EAR 5910 | 4 | 9 | (24) |
| Theories of Literacy (core) | PSL 5981 | 3 | 9 | 18 |
| Literacy in multi-lingual context (core) | PSL 5991 | 3 | 9 | 18 |
| Reading and writing difficulties (core) | PSL 5961 | 3 | 9 | 18 |
| **Total** | | | | **78** |
| **Semester 2** | | | | |
| Advanced Educational Research Methodology (core) | EAR 5910 | 4 | 9 | (24) |
| Initial literacy in First Language (core) | PSL 5962 | 3 | 9 | 18 |
| *Theories of Learning (core)* | PSL 5902 | 3 | 9 | 18 |
| *ELECTIVES* | | | | |
| Teaching Literacy Skills (elective) | PSL 5982 | 2 | 9 | 12 |
| Language Education policy (elective) | PSL 5922 | 2 | 9 | 12 |
| Pragmatics and Discourse Analysis (elective) | PSL 5992 | 2 | 9 | 12 |
| *Language Culture and Cognition (elective)* | PSL 5942 | 2 | 9 | 12 |
| **Total** | | | | **72** |

**Year 2**

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

**Total credits: 258 Credits**

## IMPORTANT NOTE

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

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

## D.11.1 PURPOSE

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

## D.11.2 ADMISSION REQUIREMENTS

The normal admission requirements for Master of Education programmes shall apply. In addition students intending to pursue this programme will be expected to meet the following admission requirements.
(i) Bachelor of Education degree in Early Childhood Education (ECD) and Primary Education or equivalent (Level 8) with C grade average.
   **OR**
(ii) Bachelor of Education degree and a Postgraduate Diploma in ECD obtained from any recognized university (Level 8) with C grade average.
   **AND**
(iii) At least two years of appropriate post-Bachelors professional experience in either ECD or in Primary Education.

## D.11.3 DURATION OF STUDY

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

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

## D.11.4 MODE OF OFFERING

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

## D.11.5 ASSESSMENT

- Assessment of both the coursework and the theses shall be in accordance with the general regulations of the University of Namibia.

- Whereas the continuous assessment shall constitute 50%, the final examination-assessment shall constitute 50%.

- This degree shall be in accordance with the general regulations of the University of Namibia which include the use of external examiners.

## D.11.6 PROGRESSION

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

## D.11.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

To qualify for the award of the Master of Education a student must:
a) have registered and passed all required Course work per area of specialisation;
b) have passed the postgraduate seminar course;
c) have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and
d) fulfill all other requirements which the Department, the Faculty and the University may specify.

## D.11.8 APPROVED CURRICULUM REQUIREMENTS

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

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

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

## D.11.9 CURRICULUM FRAMEWORK

**Year 1 (132 credits)**

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

**Year 2 (108 credits)**

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

**Total credits: 240 Credits**

## IMPORTANT NOTE

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

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

## D.12.1 PURPOSE

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

## D.12.2 ADMISSION REQUIREMENTS

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

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

(ii) A professional teacher training qualification.

## D.12.3 DURATION OF STUDY

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

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

## D.12.4 MODE OF OFFERING

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

## D.12.5 ASSESSMENT

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

## D.12.6 PROGRESSION

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

## D.12.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

To qualify for the award of the Master of Education a student must:
a) have registered and passed all required Course work per area of specialisation;

b) have passed the postgraduate seminar course;

c) have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and

d) fulfill all other requirements which the Department, the Faculty and the University may specify.

## D.12.8    INTERNSHIP AND REGISTRATION AS EDUCATIONAL PSYCHOLOGIST

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

## D.12.9    APPROVED CURRICULUM REQUIREMENTS FOR MASTER OF EDUCATION PROGRAMMES

It is expected of students who opt for the coursework and thesis option to offer the required courses whose breakdown is as follows:
- Advanced Educational Research EAR 5910 **(compulsory);** and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization,
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization,
- **One** compulsory seminar course ESS 5928,
- **One** thesis ETM 5980, and
- *Academic Writing for Post Graduate Students (compulsory)*

## D.12.10   IMPLEMENTATION

Depending on staff availability and student numbers, the first year of the programmes will commence in January 2012 and the second year in 2013.

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

## D.12.11   CURRICULUM FRAMEWORK

**Year 1 (144 credits)**

| Course Title | Code | Periods | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| Academic Writing for Postgraduate Students | UAE 5819 | 4 | 8 | |
| Advanced Research Methodology In Educational Psychology | PSR5910 | 4 | 9 | (24) |
| Counselling Theories And Applications | PSG5900 | 2 +2 pr | | (12) |
| Professional Identity And Ethics In Counselling | PSG5901 | 2 | | 12 |
| Career Development And Counselling | PSG5921 | 2 | | 12 |
| Guidance Programme Planning | PSG5941 | 2 | | 12 |
| **Total** | | | | **72** |
| **Semester 2** | | | | |
| Advanced Research Methodology In Educational Psychology | **PSR5910** | **4** | **9** | **24** |
| Counselling Theories And Applications | **PSG5900** | **2 +2 pr** | | **12** |
| Learning Support Strategies | **PSG5902** | **2 +2 Pr** | | **12** |
| Assessment In Educational Counselling | **PSG5922** | **2** | | **12** |
| Group Processes In Counselling | **PSG5942** | **2 + 2pr** | | **12** |
| **Total** | | | | **72** |
| **Total credits year one** | | | | **144** |

**Year 2 (108 credits)**

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

**Total credits: 252 Credits**

## D.13    MASTER OF EDUCATION (INCLUSIVE EDUCATION)  [10MEIE]

### D.13.1    PURPOSE

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

### D.13.2    ADMISSION REQUIREMENTS

The normal admission requirements for Master of Education programmes shall apply. In addition students intending to pursue this programme will be expected to meet the following admission requirements.
(i)    A Bachelor of Education degree with Inclusive Education, Educational Psychology and/or Special Education or equivalent (Level 8).  This degree should be obtained with a C-grade average.
    **OR**
(ii)    A Bachelor of Education and a Postgraduate Diploma in Special Education/Inclusive Education obtained from any recognized university (Level 8) with a C-grade average.
    **AND**
 At least two years of appropriate post-Bachelors professional experience in Inclusive Education, Educational Psychology and/or Special Education or equivalent.

### D.13.3    DURATION OF STUDY

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

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

### D.13.4    MODE OF OFFERING

The programme will be offered through the modes of coursework and thesis. The programme shall be offered by the Department of Educational Psychology and Inclusive Education through full-time and part-time face-to-face mode.  The programme shall also be offered via video conferencing mode as far as equipment and facilities allow and students who make use of this option shall attend practical sessions face-to-face as prescribed by the Department.

### D.13.5    ASSESSMENT

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

### D.13.6    PROGRESSION

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

### D.13.7    REQUIREMENTS FOR QUALIFICATION AWARD

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

To qualify for the award of the Master of Education a student must:
    a)    have registered and passed all required Course work per area of specialisation;

    b)    have passed the postgraduate seminar course;

    c)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate Courses of study of the University of Namibia, and

    d)    fulfill all other requirements which the Department, the Faculty and the University may specify.

## D.13.8 APPROVED CURRICULUM REQUIREMENTS THE FACULTY OF EDUCATION

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

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

## D.13.9 IMPLEMENTATION

Depending on staff availability and student numbers, the first year of the programmes will commence in January 2012 and the second year in 2013. Not all specialisation subjects (electives) will be offered every year and the choice of electives will depend on staff availability and student numbers.

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

## D.13.10 CURRICULUM FRAMEWORK

**Notes:     Students select only one elective for the year**
**\*Students who select Reading and writing difficulties (EPSL 5961) in the first semester shall take Teaching Literacy Skills (EPSL 5982) in the second semester**

**Year 1 (132 credits)**

| Course Title | Code | Periods | Level | Credits |
|---|---|---|---|---|
| Semester 1 | | | | |
| Academic Writing for Postgraduate Students | UAE5819 | 4 | 8 | |
| Advanced Research Methodology In Educational Psychology | PSR5910 | 4 | 9 | (24) |
| Theoretical Framework For Inclusive Education | PSI5981 | 3 | 9 | 18 |
| Collaboration And Teamwork In The Inclusive Setting | PSI5901 | 2 | 9 | 12 |
| ELECTIVES: (students shall select only one of the following options for two semesters): <br>• Deaf Education and Communication <br>• Reading and Writing Difficulties\* <br>• Managing Emotional and Behavioural Difficulties <br>• Visual Impairment and Braille Systems | PSI5900 <br> PSL5961 <br> PSI5940 <br><br> PSI5960 | 2 + 2 hrs Practicum | 9 | (12) |
| | | | | |
| Total | | | | **66** |
| Semester 2 | | | | |
| Advanced Educational Research Methodology (Core) | PSR 5910 | 4 | 9 | 24 |
| Teaching And Learning In Differentiated Classrooms | PSI5982 | 3 | 9 | 18 |
| Assessment And Evaluation For Learning | PSI5902 | 2 | 9 | 12 |
| ELECTIVES: (students shall select only one of the following options for two semesters): <br>• Deaf Education and Communication <br>• Teaching Literacy Skills\* <br>• Managing Emotional and Behavioural Difficulties <br>• Visual Impairment and Braille Systems | PSI5900 <br> PSL5982 <br> PSI5940 <br><br> PSI5960 | 2 + 2 hrs Practicum | 9 | 12 |
| Total | | | | **66** |
| Total credits year one | | | | **132** |

**Year 2 (108 credits)**

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

**Total credits: 240 Credits**

## IMPORTANT NOTE

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

## D.14    MASTER OF EDUCATION (BY THESIS)   [10MEDR]

### D.14.1    ADMISSION REQUIREMENTS M. ED BY THESIS ONLY

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

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

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

### D.14.2  DURATION OF STUDY

**M. Ed by Coursework, Examination and Thesis and M. Ed by Thesis Only**

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

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

### D.14.3  DELIVERY MODE

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

### D.14.4  REQUIREMENTS FOR QUALIFICATION AWARD

To qualify for the award of the Master of Education, a student must:
a)    have passed the postgraduate seminar course;

b)    have completed and passed the thesis as well as passed an oral examination of the M. Ed Thesis, which must comply with the specifications of the Regulations for postgraduate course of study of the University of Namibia, and

c)    fulfill all other requirements which the Department, the Faculty and the University may specify.

## IMPORTANT NOTE

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

# D.15    DOCTOR OF PHILOSOPHY IN EDUCATION

## D.15.1    RATIONALE FOR THE PROGRAMME

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

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

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

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

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

Doctor of Philosophy in Education: Educational Management and Administration   (10DEMA)
Doctor of Philosophy in Education: Educational Law and Policy Studies   (10DELP)
Doctor of Philosophy in Education: Comparative and History of Education   (10DECH)
Doctor of Philosophy in Education: Philosophy and Sociology of Education   (10DEPS)

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

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

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

Doctor of Philosophy in Education: Mathematics Education   (10DEME)
Doctor of Philosophy in Education: Science Education   (10DESE)
Doctor of Philosophy in Education: Sport Education  (10DEPE)

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

Doctor of Philosophy in Education: School Guidance and Counselling   (10DEGC)
Doctor of Philosophy in Education: Early Childhood Education   (10DECD)
Doctor of Philosophy in Education: Inclusive Education  (10DEIE)

## D.15.2    APPLICATION PROCEDURES

In addition to the application procedures stipulated in I.5.1 of this prospectus and the Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus,   the following Faculty of Education procedures shall apply:

a)   A student who intends to study for a Doctor of Philosophy degree with the Faculty of Education must first discuss the intended programme with the respective Department to establish whether the intended research problem of investigation is viable, and whether there will be staff available to supervise him or her;

b)   The applicant must also submit a Working Title and an acceptable outline of the proposed research project by using the approved UNAM guidelines to the Head of Department. The topic must be in the area of specialization of the student.

c)   Acceptance to proceed with the study shall be granted by SENATE only after receiving recommendations from the Departments through the Faculty and UNAM Postgraduate Studies Committees.

d)   Students shall be notified by the School of Postgraduate Studies of the outcome of their applications.

e)   Only successful students shall be allowed to proceed with their studies.

## D.15.3    ADMISSION REQUIREMENTS

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

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

a)   All students enrolling for a PhD in the Faculty of Education who have not taken and passed the required research methodology courses shall be required to enroll and pass the Advanced Educational Research

courses as offered in the UNAM M.Ed programme (i.e. EAR 5910: Advanced Educational Research Methodology) and the Academic Writing for Postgraduate Students course.

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

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

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

- Candidates normally must show proof of 60% or more for the thesis part of their Master's degree.

- Prospective candidates must also satisfy specific requirements of the Faculty of Education, i.e. must have related work experience and will be subjected to an oral and/ or written admission tests.

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

## D.15.3.1 Specific Admission Requirements per Department:

### Department of Curriculum Instruction and Assessment Studies

### Doctor of Philosophy in Education: Curriculum Studies

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

### Department of Educational Foundations and Management

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

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

### Department of Lifelong Learning and Community Development

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

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

### Department of Mathematics, Science and Sport Education

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

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

### Doctor of Philosophy in Sport Education

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

### Department of Educational Psychology and Inclusive Education

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

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

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

## D.15.4 REGISTRATION PROCEDURES

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

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

## D.15.5 MODE OF DELIVERY

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

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

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

## D.15.6 DURATION OF STUDY

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

## D.15.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

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

## IMPORTANT NOTE

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

# E.  FACULTY OF HUMANITIES AND SOCIAL SCIENCES

## OFFICE OF THE DEAN

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

### Deputy Dean
Dr S.T. Angombe, BSc (Unam), MSc (ANU, Australia), PhdD (Moscow State Agric. Uni., Russia)

## ACADEMIC DEPARTMENTS

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

### Department of Geography, History and Environmental Sciences
Head of Department:  Dr M Akawa, BA (Unam), MA (UWC), PhD (University of Basel)
☎ (+264 61) 206 3898   🖷 (+264 61) 206 3806  🖥makawa@unam.na   🖅 Private Bag 13301, Windhoek, Namibia

### Department of Human Sciences
Head of Department:  Dr EN Shino: BA (USA), PGDE (UNAM), MA Clin Psych (UPE), PhD (UFS)
☎ (+264 61) 206 3807   🖷 (+264 61) 206 3806  🖥eshino@unam.na      🖅 Private Bag 13301, Windhoek, Namibia

### Department of Information and Communication Studies
Head of Department: Dr CM Beukes-Amiss, BA, HED Sec (UNAM), MSc EIM (Robert Gordon University, Scotland), PhD CiE (University of Pretoria, South Africa)
☎(+26461) 206 3001  🖷(+26461) 206 3806  🖥cmbeukes@unam.na 🖅 Private Bag 13301, Windhoek, Namibia

### Department of Language and Literature Studies
Head of Department: Prof J Kangira, Cert. in Ed.(Zimbabwe), Creative Writing Cert. (Lancaster/British Council), Dip.in Journalism and Professional Writing (TTC– UK), BA (UNISA), BA Special Hons, MPhil (Zimbabwe), PhD (Cape Town)
☎ (+264 61) 206 3862   🖷 (+264 61) 206 3806   🖥jukavari@unam.na   🖅 Private Bag 13301, Windhoek, Namibia

### Department of Sociology
Head of Department: Dr L Edwards-Jauch, BA (Unam), MPhil (UCT), PhD (Unam)
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### Department of Visual and Performing Arts
Head of Department: Dr F Tsoubaloko, BA Hons (Congo), MA (Ethnomusicology) & PhD (Bucharest Univ. of Music)
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## E.1  POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

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

| Qualification Code | Qualification Name | Study Period |
|---|---|---|
| 13PDST | Postgraduate Diploma in Translation | 1 FT & 2 PT |
| 13MAAR | Master of Arts (by Thesis) | 2 |
| 13MPSY | Master of Arts (Clinical / Counselling Psychology) | 2 |
| 13MAES | Master of Arts (English Studies) | 2 |
| 13MIPS | Master of Arts (Industrial Psychology) | 2 |
| 13MAPR | Master of Arts (Performing Arts) | 2 |
| | Doctor of Philosophy (by Dissertation) | 3 |

## E.2 POSTGRADUATE DIPLOMA IN TRANSLATION [13PDST]

### E.2.1 AIMS AND OBJECTIVES

The aim of this programme is to train professional translators for Namibia. Because of its multilingual society, Namibia is in need of qualified translators. These needs are particularly acute in the field of science and technology, in the field of law, in the tourism industry as well as in the media (print as well as radio and television). Thus the University will be instrumental in filling an existing void.

**Programme Co-ordinator:** Prof. M Zappen-Thomson (tel. 206 3857; E-mail: mzappen@unam.na)

### E.2.2 ADMISSION REQUIREMENTS

- To be admitted to the PGDT programme, a student must be in possession of a recognised Bachelor's degree and/or proven relevant practical experience.
- Subject to the general regulations of the University, applicants will be admitted to the programme only after successful completion of an aptitude test.

### E.2.3 DURATION OF STUDY

The minimum period of registration for the Postgraduate Diploma in Translation is one (1) year of full-time study or two (2) years of part-time study, including the equivalent of 360 hours internship. The internship can either be done during the academic year, or after completion of all the other components of the programme. A student will be awarded the Diploma only after successful completion of the academic components plus the internship.

### E.2.4 EXAMINATIONS

Examinations will be conducted in the following year-Courses:
- *TMF 4110 Translation Mother Tongue – First Foreign Language*
- *TFM 4110 Translation First Foreign Language – Mother Tongue*

Refer to Continuous Assessment and Examinations in the Faculty of Humanities and Social Sciences Prospectus and the General Regulations and Information Prospectus of UNAM.

Assessment in the other Courses consists of continuous assessment only. No examinations will be conducted in those Courses. Students will be advised on the compilation of continuous assessment marks.

### E.2.5 CURRICULUM COMPILATION

| The following year-Courses are compulsory for all students: | | |
|---|---|---|
| **Code** | **Course Title** | |
| TMF 4110 | Translation Mother Tongue – First Foreign Language | |
| TFM 4110 | Translation First Foreign Language – Mother Tongue | |
| TII 4111 | Interpreting | |
| TLM 4110 | Language Studies Mother Tongue / National Language | |
| TLF 4110 | Language Studies First Foreign Language | |
| **The following semester Courses are compulsory for all students:** | | |
| **Semester** | **Code** | **Course Title** |
| 1 | TTP 4111 | Translation in Theory and Practice |
| 2 | TSP 4112 | Language for Special Purposes |
| **The following course is an optional offering:** | | |
| **Code** | **Course Title** | |
| TLS 4110 | Language Studies Second Foreign Language | |

## IMPORTANT NOTE

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

# E.3 MASTER OF ARTS [13MAAR]

## E.3.1 AIMS AND OBJECTIVES

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

The Faculty may award the degree Master of Arts (MA) in the following disciplines, subject to the general regulations for Master's degree studies **(See Section I of this Prospectus):**
- African Languages
- Afrikaans Studies
- French Studies
- Geography and Environmental Studies
- German Studies
- History
- Information Studies
- Library Science and Records Management
- Media Studies
- Performing Arts
- Philosophy
- Portuguese Studies
- Psychology
- Religion
- Tourism
- Social Work*
- Sociology
- Visual Arts

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

## E.3.2 ADMISSION REQUIREMENTS

In addition to the admission requirements stipulated in the **Regulations and Guidelines for Postgraduate Programmes** in this Prospectus and the **General Information and Regulations Prospectus,** the following Faculty Regulations apply:
- Subject to the relevant regulations for admission to postgraduate studies, a candidate should have completed at least two years of field experience in social work to qualify for admission to the MA programme in Social Work.

- Candidates who intend to pursue MA degree studies should approach the head of the department in which they intend to undertake their studies before 31 October of the year preceding intended registration.

- Prospective candidates will be required to write a one page submission to articulate the goals of their undertaking MA studies, and the Faculty reserves the right to interview applicants.

- Submission of an application for admission to the MA programme does not ensure admission to the programme.

## E.3.3 DURATION OF STUDY

- The MA degree cannot be completed in less than two (2) years of study.

- Candidates will have the option of conducting their MA studies on a **full-time** or **part-time** basis. Full time candidates should complete their studies within three (3) calendar years. Part-time candidates will be allowed up to five (5) years to complete their studies. An extension of the registration period of up to six (6) months beyond the stipulated deadlines may be granted by relevant committees if valid reasons are advanced.

## E.3.4    CURRICULUM COMPILATION

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

### PART 1:    Coursework (Year I)

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

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

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

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

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

## IMPORTANT NOTE

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

# E.4 MASTER OF ARTS IN CLINICAL/COUNSELING PSYCHOLOGY [13MPSY]

## NO INTAKE FOR 2013

### E.4.1 AIMS AND OBJECTIVES

The aim of the MA (Clinical/Counselling Psychology) programme is to provide a comprehensive education in psychological knowledge and skills. Special emphasis is to be given to a general, basic psychological foundation, which will enable students to deal with the demands of the area of specialisation.

**Programme Convenor:** Dr EN Shino (tel. 206 3807 – Email: eshino@unam.na)

### E.4.2 ADMISSION REQUIREMENTS

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

To qualify for admission to the MA (Clinical/Counselling Psychology) programme, a student must be in possession of any one of the following qualifications:

- an Honours degree in Psychology or Industrial Psychology
- a four-year Bachelor's degree with Psychology or Industrial Psychology as a single major, for which at least a C-grade average (i.e. 60% or higher) has been attained
- a recognised qualification equivalent to the above

### E.4.3 DURATION OF STUDY

The minimum period of study for the MA (Clinical/Counselling Psychology) programme is two (2) years full-time.

### E.4.4 CURRICULUM COMPILATION

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

## PART 1: Coursework (Year I)

| Semester | Code | Course Title |
|---|---|---|
| Students take the following Courses in the first year of registration: | | |
| 1 | PSG 5111 | Philosophy of Psychology |
| | PSG 5131 | Research Methodology and Methods |
| | PSI 5111 | Organisational and Social Psychology |
| | PSG 5151 | Group Processes and Dynamics |
| | PSI 5131 | Interviewing and Counselling Skills |
| 2 | PSI 5152 | Psychological Assessment |
| | PSG 5172 | Psychopathology |
| | PSG 5192 | Therapeutic Techniques |

## PART 2: Research Thesis (Year II)

Candidates must submit a thesis (of approximately 25 000 – 50 000 words) on a topic selected in consultation with the Department, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus.**

## IMPORTANT NOTE

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

# E.5 MASTER OF ARTS IN ENGLISH STUDIES   [13MAES]

## E.5.1 AIMS AND OBJECTIVES

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

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

## E.5.2 ADMISSION REQUIREMENTS

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

## E.5.3 DURATION OF STUDY

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

## E.5.4 CURRICULUM COMPILATION

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

## PART 1: Coursework (Year I)

| Semester | Code | Course Title |
|---|---|---|
| Students take the following Courses in the first year of registration: | | |
| 1 | UAE5819 | Academic Writing for Postgraduate Students |
| | LEN5981 | History of the English Language |
| | LEN5991 | Advanced Grammar |
| | LEL5911 | Selected Works of Shakespeare |
| | LLL5900 | Research Design and Presentation |
| 2 | LEN5982 | English in a Multi-Lingual and Cultural Context |
| | LEN5992 | Advanced Stylistics |
| | LLL5900 | Research Design and Presentation |
| Students further take one (1) from the following courses as an elective | | |
| 2 | LAL5982 | Topics in African Literature |
| | LEL5972 | African–American Literature |
| | LCW5912 | Creative Writing |
| | LEL5992 | Commonwealth Literature in English: Past and Present |
| | LRC5982 | Applications of Rhetorical Criticism and Argumentation |

## PART 2: Research Thesis (Year II)

| Semester | Code | Course Title | Prerequisite |
|---|---|---|---|
| Students register for following course in the second year of registration: | | | |
| 1 & 2 | LET5910 | Thesis | All taught courses |

## E.6    MASTER OF ARTS IN INDUSTRIAL PSYCHOLOGY    [13MIPS]

## NO INTAKE FOR 2013

### E.6.1    AIMS AND OBJECTIVES

The aim of the MA (Industrial Psychology) programme is to provide a comprehensive education in psychological knowledge and skills. Special emphasis is to be given to a general, basic psychological foundation, which will enable students to deal with the demands of the area of specialisation.

**Programme Convenor:**   Dr EN Shino (tel. 206 3807 – Email: eshino@unam.na)

### E.6.2    ADMISSION REQUIREMENTS

In addition to the admission requirements stipulated in the **Regulations and Guidelines for Postgraduate Programmes** in this Prospectus and the **General Information and Regulations Prospectus,** the following Faculty Regulations apply:
To qualify for admission to the MA (Industrial Psychology) programme, a student must be in possession of any one of the following qualifications:
- an Honours degree in Psychology or Industrial Psychology
- a four-year Bachelor's degree with Psychology or Industrial Psychology as a single major, for which at least a C-grade average (i.e. 60% or higher) has been attained
- a recognised qualification equivalent to the above

### E.6.3    DURATION OF STUDY

The minimum period of registration in the MA (Industrial Psychology) programme is two (2) years full-time.

### E.6.4    CURRICULUM COMPILATION

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

## PART 1: Coursework (Year I)

| Semester | Code | Course Title |
|---|---|---|
| Students take the following Courses in the first year of registration: | | |
| 1 | PSG 5111 | Philosophy of Psychology |
| | PSG 5131 | Research Methodology and Methods |
| | PSI 5111 | Organisational and Social Psychology |
| | PSG 5151 | Group Processes and Dynamics |
| | PSI 5131 | Interviewing and Counselling Skills |
| 2 | PSI 5152 | Psychological Assessment |
| | PSI 5172 | Psychology of Work and Labour Relations |
| | PSI 5192 | Personnel Psychology and Human Resource Development |

## PART 2: Research Thesis (Year II)

Candidates must submit a thesis (of approximately 25 000 – 50 000 words) on a topic selected in consultation with the Department, subject to the general regulations for Master's degree studies subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus.**

## IMPORTANT NOTE

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

## E.7　MASTER OF ARTS IN PERFORMING ARTS　[13MAPR]

### E.7.1　AIMS AND OBJECTIVES

The MA (Performing Arts) programme offers various options to obtain a postgraduate qualification in the performing arts. A variety of options, related to performance, teaching, culture and research is offered and are dependent on the choice of the student after consultation with the Department. This programme is recommended and appropriate for all performing arts practitioners.

**Programme Co-ordinator:**　Ms LDE Oliver-Sampson (tel. 206 3925)

### E.7.2　ADMISSION REQUIREMENTS

- To qualify for admission to the MA (Performing Arts) programme, a candidate must normally be in possession of the any of the following qualifications, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations** Prospectus i.e. a recognised four-year Bachelor's degree or a recognised Honours degree or a recognised postgraduate diploma or a recognised qualification equivalent to the above
- Students who wish to register for the MA (Performing Arts) programme should apply in writing to the Head of Department before 31 October of the yea7r preceding intended registration.
- The right of admission rests with the Department, Faculty and Senate.
- Students who are admitted to the MA (Performing Arts) programme may be required to do additional Courses, before or together with the programme.
- Students will not be allowed to major in fields for which their previous qualifications do not qualify them.

### E.7.3　DURATION OF STUDY

The minimum period of registration for the MA (Performing Arts) programme is two (2) years full-time or part-time.

### E.7.4　CURRICULUM COMPILATION

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

## PART 1:　Coursework (Year I)

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

| Students register for the following year-course: | | |
|---|---|---|
| **Semester** | **Code** | **Year-course Title** |
| | PAR 6110 | Performance and Research |

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

## PART 2:　Research Thesis (Year II)

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

## PART 2: Research Thesis (Year II)

Candidates must submit a thesis (of approximately 25 000 – 50 000 words) on a topic selected in consultation with the Department, subject to the general regulations for Master's degree studies stipulated in this Prospectus and the **Regulations and Guidelines for Postgraduate Programmes** in the **General Information and Regulations Prospectus.**

## E.8 DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the **General regulations and guidelines for postgraduate studies in this Prospectus** and in the **General Information and Regulations Prospectus**.

## IMPORTANT NOTE

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

# F.   FACULTY OF HEALTH SCIENCES – SCHOOL OF NURSING AND PUBLIC HEALTH

## OFFICE OF THE DEAN

☎264 61) 206 3827     📠(+264 61) 206 3922     💻 iisaacs@unam.na     ✉ Private Bag 13301, Windhoek, Namibia

### Associate Dean
Dr SN Iipinge: RN, RM, RT, RCN, RNA, BCUR (UNISA), BCURPROGPRAX HONS (UNAM), MCOMMH (LIVERPOOL) UK D.CUR. (RAU)RSA, NATIONAL DIPHR (PON)

### Associate Deputy Dean
Ms L B Van der Westhuizen: RN, RM, RNA, RT, BCUR (UWC), BCUR PROGPRAX (ACADEMY NAMIBIA), BCUR PROGPRAX HONS (UNAM), MCUR (RAU)

### Associate Dean (Oshakati Campus)
Ms H Udjombala:  RN, RM, RT, BSOCSC (UN), BNSCADV PRAC PRACHONS (UNAM).M.CURR. (STELLENBOSCH

## ACADEMIC DEPARTMENTS/UNITS

### Head of Department NURSING SCIENCE:
- **Scientific Foundations Of Nursing**
- **Ethos And Professional Practice, Nursing Education And Health Service Management**

Dr S Kuugongelwa:  RN, RM, RT, RCN, DIPLNED (UN), BCUR (UNISA), BNSC ADV PRAC HONS, MNSC, DNSC (UNAM)
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### Head of  Department:   Public Health – Community Health Nursing Mental Health
Dr P Angula RN, RM, RT, BNSC (UNAM) BNSC ADV PRAC HONS (UNAM),MNSC(UNAM), PhD NURSING SCIENCE (UKZN)
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### Head of Department: Clinical Nursing Education Coordination Unit:
Dr L Pretorius: RN, RM, RPN, BCUR (UNISA), BCUR PROG PRAX HONS (UNAM) MNSC (UNAM) DNSC (UNAM).
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### Head of Department: Midwifery Science
Ms S David: RN, RM, RT, RCN, DIPLOCC/N, DIPLNED (UN), BACUR (UNISA),CHR (CAPE), MNSC(UNAM)
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### Head of Department Allied Health: Radiography
Ms L Kalondo: NDRD (UNAM), B.TECH (PEN.TECH), M.TECH(NMMU)
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# F.1   POSTGRADUATE QUALIFICATIONS OFFERED BY THE SCHOOL OF NURSING AND PUBLIC HEALTH

**The School of Nursing and Public Health may award the following postgraduate qualifications:**

| Qualification Code | Qualification Name | Study Period |
|---|---|---|
| 14PCAS | Postgraduate Certificate in Advanced Nursing Skills | 1 (Full-time) |
| 14PCPT | Postgraduate Certificate in Pharmacotherapy | 1 (Full-time) |
| 14PGDN | Postgraduate Diploma in Nursing Science (Operating Room) | 1 |
| 14PGDN | Postgraduate Diploma in Nursing Science (Critical Care) | 1 |
| 14PGDN | Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment) | 1 |
| 14PGDN | Postgraduate Diploma in Nursing Science (Clinical Instruction) | 1 |
| 14PGDN | Postgraduate Diploma in Nursing Science (Emergency Nursing) | 1 |
| 14MNSC | Master of Nursing Science | 2 |

| 14NMPH | Master of Public Health | 3 |
| 14DNSC | Doctor of Nursing Science | 3 |
| 14DPHM | Doctor of Philosophy in Public Health | 3 |

## F.2    POSTGRADUATE CERTIFICATE  IN ADVANCED NURSING SKILLS  [14PCAS]

### F.2.1    ADMISSION REQUIREMENTS

To register for the certificate course in Advanced Skills a candidate must comply with the following conditions:
* Registration as a nurse and midwife
* Furnish proof of his/her current registration with the Nursing Council of Namibia.
* Degree or Diploma in Comprehensive Nursing and Midwifery Science.

### F.2.2    DURATION OF STUDY

The course extends over a period of ONE YEAR.
This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

### F.2.3    CURRICULUM COMPILATION

The curriculum for the certificate course in Nursing Advanced skills (14PGCAS) has been compiled as follows:
* Interpretation /analysis of laboratory results
* ECG interpretation
* Wound Care
* Radiography imaging

| Course Code | Course Title | Hrs / week | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| ANS4760 | Advanced Nursing Skills | 45 hrs per year | 7 | 8 |
| CAN4780 | Clinical attachment in advanced nursing skills | Self accompanied learning | 7 | 12 |
| **Semester 2** | | | | |
| ANS4760 | Advanced Nursing Skills | 45 hrs per year | 7 | 8 |
| CAN4780 | Clinical attachment in advanced nursing skills | Self accompanied learning | 7 | 12 |
| | | | **Total Credits** | **40** |

### F.2.4    MODE OF DELIVERY

The course is presented by means of accompanied learning including  45 hours face – to  – face teaching per year to allow candidates to attend this module during their off duty times  It is expected that this certificate be offered on Saturday mornings.

### F.2.5    PRACTICALS

Minimum 50 hours accompanied learning

## F.3    POSTGRADUATE CERTIFICATE  IN PHARMACOTHERAPY  [14PCPT]

### F.3.1    ADMISSION REQUIREMENTS

To register for the certificate course in Pharmacotherapy candidate must comply with the following conditions:
- B Degree or comprehensive Diploma in Nursing and Midwifery
- Registration as a nurse and midwife
- Furnish proof of his/her current registration with the Nursing Council of Namibia.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

### F.3.2    DURATION OF STUDY

The course extends over a period of ONE YEAR.
This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

### F.3.3    CURRICULUM COMPILATION

| Course Code | Course Title | Hrs / week | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| PCT 4760 | Pharmacotherapy | 45 hrs per year | 7 | 8 |
| CAP 4780 | Clinical attachment in pharmacotherapy | Self accompanied learning | 7 | 12 |
| **Semester 2** | | | | |
| PCT 4760 | Pharmacotherapy | 45 hrs per year | 7 | 8 |
| CAP 4780 | Clinical attachment | Self accompanied learning | 7 | 12 |
| | | | **Total Credits** | **40** |

### F.3.4    MODE OF DELIVERY

The course is presented by means of accompanied learning including  45 hours face – to – face teaching per year to allow candidates to attend this module during their off duty times .
 It is expected that this certificate be offered on Saturday mornings.

### F.3.5    PRACTICALS

Minimum 50hours accompanied learning.


## IMPORTANT NOTE

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## F.4 POSTGRADUATE DIPLOMA IN NURSING SCIENCE (OPERATING ROOM) [14PGDN]

### F.4.1 ADMISSION REQUIREMENTS

To register for the Postgraduate Diploma in Nursing Science (Operating Room), a candidate must comply with the following conditions:
- registration as nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse with the Nursing Council of Namibia;
- annually, together with his/her application for registration, furnish proof that he/she holds a post as registered nurse in the operating service of an approved hospital.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

### F.4.2 DURATION OF STUDY

The course of study extends over a period of at least ONE YEAR (full-time).

### F.4.3 CURRICULUM COMPILATION

| Course Code | Course Title | Hours | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| UAE4819 | Academic Writing for Postgraduate Students | 8 | | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| FPP4881 | Foundation of professional practice | 3 | 8 | 12 |
| NOR4810 | Operating Room Nursing | 4 | 8 | 16 |
| POR4840 | Practical Operating Room Nursing | Self directed accompanying | 8 | 8 |
| SMB4801 | Surgical Microbiology | 2 | 8 | 8 |
| NSP4821 | Surgical Pharmacology | 2 | 8 | 8 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | **Total Credits for Semester 1** | | | **80** |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| DAP4882 | Dynamics of advanced Nursing practice | 3 | 8 | 12 |
| NOR4810 | Operating Room Nursing | 4 | 8 | 16 |
| POR4840 | Practical Operating Room Nursing | Self directed accompanying | 8 | 8 |
| SHA 4812 | Surgical Human Anatomy | 4 | 8 | 16 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | **Total Credits for Semester 2** | | | **80** |
| | **TOTAL CREDITS FOR THE PROGRAMME** | | | **160** |

### F.4.4 RE-REGISTRATION RULES

Since the Postgraduate Diploma is offered over one year full-time, two (2) courses should have been passed after the first year of registration.

### F.4.5 ACADEMIC ADVANCEMENT RULES

To meet the requirements for the diploma the student must:
- pass all prescribed courses,
- perform all prescribed practical and pass the prescribed examinations,
- PASS THE PRESCRIBED ORAL AND PRACTICAL EXAMINATIONS.

### F.4.6 PRACTICALS

The clinical learning experience and clinical instruction, which is prescribed for Theory and Practice of Operating Room Nursing Science and for Nursing Management are carried out as follows:
Theory and Practice of Operating Room Nursing Science (NOR 4810) = 960 hours in an operating room of an approved institution.

## F.5    POSTGRADUATE DIPLOMA   IN NURSING SCIENCE (CRITICAL CARE)  [14PGDN]

### F.5.1    ADMISSION REQUIREMENTS

To register for the Postgraduate Diploma Critical Care, a candidate must comply with the following conditions:
- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of (s)he current registration with the Nursing Council of Namibia;
- annually, together with his/her application for registration, furnish proof that he/she holds a Post as a post-registered  student in the service of an approved health institution.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

### F.5.2    DURATION OF STUDY

The course of study extends over a period of at least ONE YEAR (full-time).

### F.5.3    CURRICULUM COMPILATION

| Course Code | Course Title | Hours | NQF Level | Credits |
|---|---|---|---|---|
| UAE4819 | Academic Writing for Postgraduate Students | 4 | 8 | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| FPP4881 | Foundation of professional practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| CCN4850 | Critical Care Nursing | 4 | 8 | 16 |
| CCP4840 | Critical Care Nursing Practical | Self directed accompanying | 8 | 8 |
| HAP4811 | Specialized Human Anatomy and Physiology | 4 | 8 | 16 |
| NRP4820 | Health Research Project | 2 | 8 | 16 |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| | | | Total Credits Semester 1 | 100 |
| | Semester 2 | | | |
| DAP4882 | Dynamics of advanced nursing practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| CCN4850 | Critical Care Nursing | Self directed accompanying | 8 | 16 |
| CCP4840 | Critical Care Nursing Practical | Self directed accompanying | 8 | 8 |
| NEM4812 | Emergency Medicine | 2 | 8 | 8 |
| PAW 4882 | Applied Physical Assessment and  Wound Care | 3 | 8 | 12 |
| NRP4820 | Health Research Project | 2 | 8 | 16 |
| | | | Total Credits Semester 2 | 80 |
| | | | Total credits for programme | 180 |

### F.5.4    RE-REGISTRATION RULES

Since the Postgraduate Diploma is offered over one year full-time, two (2) courses should have been passed after the first year of registration.

### F.5.5    ACADEMIC ADVANCEMENT RULES

To complete the diploma successfully the student must:
- pass all prescribed modules,   perform all prescribed practicals and pass the prescribed examinations and pass the prescribed oral and practical examinations.

### F.5.6    PRACTICALS

The practical learning experience and clinical instruction which is prescribed for Theory and Practice of Critical Care Nursing Science is carried out as follows:  Theory and Practice of Critical Care Nursing Science (CCN4850) = 960 hours in an approved critical care unit.

## F.6 POSTGRADUATE DIPLOMA IN NURSING SCIENCE (HEALTH PROMOTION, CLINICAL DIAGNOSIS AND TREATMENT) [14PGDN]

### F.6.1 ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Health Promotion, Clinical Diagnosis and Treatment a candidate must comply with the following conditions:
- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council of Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

### F.6.2 DURATION OF STUDY

The course of study extends over a period of ONE YEAR (full time).

### F.6.3 CURRICULUM COMPILATION

| Course Code | Course Title | Hours | NQF | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| UAE4819 | Academic Writing for Postgraduate Students | 3 | 8 | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| FPP4881 | Foundation of Professional Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| AHP4850 | Advanced Health Promotion | 4 | 8 | 16 |
| CDT4840 | Practical: Clinical Diagnoses and Treatment | Self directed accompanying | 8 | 8 |
| HAP4811 | Specialized Human Anatomy and Physiology | 4 | 8 | 16 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | | **Total Credits Semester 1** | **80** |
| **Semester 2** | | | | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| DAP4882 | Dynamics of Advanced Nursing Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| AHP4850 | Advanced Health Promotion | 4 | 8 | 16 |
| CDT4840 | Practical: Clinical Diagnoses and Treatment | Self directed accompanying | 8 | 8 |
| NAP4812 | Advanced Pharmacology | 4 | 8 | 16 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | | **Total Credits Semester 2** | **80** |
| | | | **TOTAL CREDITS :** | **160** |

### F.6.4 RE-REGISTRATION RULES

**Re-registration:**
Since the Post graduate Diploma Health, Promotion, Clinical Diagnoses and Treatment is offered over one year full-time, two (2) modules should have been passed after the first year of registration.

### F.6.5 ACADEMIC ADVANCEMENT RULES

To complete the diploma successfully the student must:
- pass all prescribed modules,
- perform all prescribed practical and pass the prescribed examinations,
- pass the prescribed oral and practical examinations.

### F.6.6 PRACTICALS

Clinical learning experience is carried out on a daily basis throughout the academic year. These practical take place under the guidance of the medical practitioner and the lecturer and consist of the following:
Estimation, identification, diagnosis, treatment and care of health problems of all systems
The following disciplines are covered:
Pediatric, Internal Medical Science, Surgery, Obstetrics and Gynecology. Concurrent and terminal evaluation will be done in respect of every student

# F.7 POSTGRADUATE DIPLOMA IN NURSING SCIENCE (CLINICAL INSTRUCTION) 14PGDN

## F.7.1 ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Clinical Instruction a candidate must comply with the following conditions:
- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council of Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

## F.7.2 DURATION OF STUDY

The course of study extends over a period of ONE YEAR (full time).

## F.7.3 CURRICULUM COMPILATION

| Course Code | Course Title | Hours | NQF | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| UAE4819 | Academic Writing for Postgraduate Students | 4 | 8 | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| FPP4881 | Foundation of Professional Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| FCI4820 | Framework of Clinical Instruction | 2 | 8 | 8 |
| CIF4840 | Facilitation of Clinical Instruction | 2 | 8 | 8 |
| NCA4840 | Clinical Attachment | Self directed accompanying | 8 | 8 |
| HAP4811 | Specialized Human Anatomy and Physiology | 4 | 8 | 16 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | | **Total Credits Semester 1** | **80** |
| **Semester 2** | | | | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| DAP4882 | Dynamics of Advanced Nursing Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| FCI4820 | Framework of Clinical Instruction | 2 | 8 | 8 |
| CIF4840 | Facilitation of Clinical Instruction | 2 | 8 | 8 |
| NCA4840 | Clinical Attachment | Self directed accompanying | 8 | 8 |
| PAW4882 | Physical Assessment and Wound Care | 3 | 8 | 12 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | | **Total Credits Semester 2** | **76** |
| | | | **TOTAL CREDITS:** | **156** |

## F.7.4 RE-REGISTRATION RULES

Since the Post graduate Diploma Clinical Instruction is offered over one year full-time, two (2) modules should have been passed after the first year of registration.

## F.7.5 ACADEMIC ADVANCEMENT RULES

To complete the diploma successfully the student must:
- pass all prescribed modules,
- perform all prescribed practical and pass the prescribed examinations
- pass the prescribed oral and practical examinations.

## F.7.6 PRACTICALS

Clinical learning experience is carried out on a daily basis throughout the academic year. These practical take place under the guidance of the medical practitioner and the lecturer and consist of the following: Estimation, identification, diagnosis, treatment and care of health problems of all systems.

## F.8    POSTGRADUATE DIPLOMA IN NURSING SCIENCE (EMERGENCY NURSING)  (14PGDN)

### F.8.1    ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Emergency Nursing a candidate must comply with the following conditions:
- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council  of  Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

### F.8.2    DURATION OF STUDY

The course of study extends over a period of ONE YEAR (full time).

### F.8.3    CURRICULUM COMPILATION

| Course Code | Course Title | Hours | NQF Level | Credits |
|---|---|---|---|---|
| **Semester 1** | | | | |
| UAE4819 | Academic Writing for Postgraduate Students | 4 | 8 | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| FPP4881 | Foundation of Professional Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| ENP4870 | Emergency Nursing | 4 | 8 | 16 |
| ENP4840 | Emergency Practical Nursing | Self directed accompanying | 8 | 8 |
| HAP4811 | Specialized Human Anatomy and Physiology | 4 | 8 | 16 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | **Total Credits Semester 1** | | **80** |
| **Semester 2** | | | | |
| HSM4890 | Health Service Management | 3 | 8 | 12 |
| DAP4882 | Dynamics of Advanced Nursing Practice | 3 | 8 | 12 |
| NHR4820 | Health Research Methods | 2 | 8 | 8 |
| ENP4870 | Emergency Nursing | 4 | 8 | 16 |
| ENP4840 | Emergency Practical Nursing | Self directed accompanying | 8 | 8 |
| PAW4882 | Physical Assessment and Wound Care | 3 | 8 | 12 |
| NEM4812 | Emergency Medicine | 2 | 8 | 8 |
| NRP4820 | Health Research Project | 2 | 8 | 8 |
| | | **Total Credits Semester 2** | | **84** |
| | | | **TOTAL CREDITS** | **164** |

### F.8.4    RE-REGISTRATION RULES

Since the Post graduate Diploma Emergency Nursing is offered over one year full-time, two (2) modules should have been passed after the first year of registration.

### F.8.5    ACADEMIC ADVANCEMENT RULE

To complete the diploma successfully the student must:
- pass all prescribed modules, perform all prescribed practical and pass the prescribed examinations and pass the prescribed oral and practical examinations.

### F.8.6    PRACTICALS

Clinical learning experience is carried out on a daily basis throughout the academic year.  These practical take place under the guidance of the medical practitioner and the lecturer and consist of the following: Estimation, identification, diagnosis, treatment and care of health problems of all systems.

## F.9     MASTER  OF  NURSING  SCIENCE    [14 MNSC]

### F.9.1     ADMISSION REQUIREMENTS

To register for the M. N. Sc. Degree, a candidate must:
- hold a degree in Nursing Science or an equivalent qualification;
- meet the general regulations for Masters study at the University of Namibia;
- annually furnish proof of current registration as a nurse with the Nursing Council of Namibian.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

### F.9.2     DURATION OF STUDY

The Master course of study takes at least TWO YEARS to complete.

### F.9.3     CURRICULUM COMPILATION

| SEMESTER 1 | | | | |
|---|---|---|---|---|
| Module | Code | Hours | NQF Level | Credits |
| Master in Nursing Science | MNS 5900 | 6 tutorials | 9 | 120 |
| SEMESTER 2 | | | | |
| Module | Code | Hours | NQF Level | Credits |
| Master in Nursing Science | MNS 5900 | 6 tutorials | 9 | 120 |
| TOTAL CREDITS: | | | | 240 |

The curriculum for the M. N Sc. (14MNSC) consists of a thesis on an approved subject in the field of nursing or health aspects.
MNS 5900 – Master Thesis

## IMPORTANT NOTE

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

## F.10    MASTER OF PUBLIC HEALTH    [14 NMPH]

### F.10.1    ADMISSION REQUIREMENTS

To register for the Master in Public Health a candidate must:
- Hold a four year Degree or an equivalent qualification in a health related field, Obtained from a recognized institution of higher learning.
- Prospective candidate should have at least 3 years experience in a health – related work.
- All candidates should be computer literate
- PROSPECTIVE CANDIDATE SHOULD ENCLOSE A C.V WITH APPLICATION.

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

### F.10.2    DURATION OF STUDY

Minimum TWO years Maximum FOUR years to complete.

### F.10.3    CURRICULUM COMPILATION

- TWO academic years of part-time course work completed by written examination each year.
- SECOND year completion of course work and proposal of research /thesis writing.

| Course Code | Course Title | Hours | NQF Level | Credits |
|---|---|---|---|---|
| **Year 1 Semester 1** | | | | |
| UAE5819 | Academic Writing for Postgraduate Students | 3 | 8 | |
| RMP5980 | Research Methodology | 2 | 9 | 12 |
| HPH5980 | Hist, Ethics, Phil and Theoretical Framework of Public Health | 2 | 9 | 12 |
| DEP5980 | Demography and Epidemiology in Public Health | 2 | 9 | 12 |
| **Year 1 Semester 2** | | | | |
| RMP5980 | Research Methodology | 2 | 9 | 12 |
| HPH5980 | Hist, Phil, Ethics and Theoretical Framework of Public Health | 2 | 9 | 12 |
| DEP5980 | Demography and Epidemiology in Public Health | 2 | 9 | 12 |
| | | **Total Credits for Year 1** | | **72** |
| **Year 2 Semester 1** | | | | |
| DCP5980 | Disease Control in Public Health | 2 | 9 | 12 |
| HPM5980 | Health Services Planning and Management in Public Health | 2 | 9 | 12 |
| **Year 2 Semester 2** | | | | |
| DCP5980 | Disease Control in Public Health | 2 | 9 | 12 |
| MEP5982 | Monitoring and Evaluation in Public Health | 2 | 9 | 12 |
| HPM5980 | Health Services Planning and Management in Public Health | 2 | 9 | 12 |
| | | **Total Credits for Year 2** | | **60** |
| **Year 3 Semester 1 and 2** | | | | |
| RPT5900 | Research Project /Thesis | | 9 | **120** |
| | | **TOTAL CREDITS FOR THE PROGRAMME** | | **252** |

**NB!  SELECTION WILL BE DONE TO DETERMINE PLACEMENT FOR STUDENTS.**
**NOTE THAT THE NUMBER OF PLACEMENTS IS LIMITED**

### IMPORTANT NOTE

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# F.11    DOCTOR OF NURSING SCIENCE    [14DNSC]

## F.11.1    ADMISSION REQUIREMENTS

To register for the Doctor of Nursing Science degree, a candidate must:
- Hold a Master's degree in Nursing Science or an equivalent qualification;
- Meet the general regulations for doctoral study at the University of Namibia;
- Annually furnish proof of current registration as a nurse with the Nursing Council of Namibian

The programme will be offered in compliance with the Regulations and Guidelines for Postgraduate Programmes in this Prospectus and the General Information and Regulations Prospectus.

## F.11.2    DURATION OF STUDY

The degree is not awarded to the candidate unless (s/he has been registered at the University of Namibia for a minimum of two academic years. The maximum study period is four years.  Extension will only be granted in exceptional cases and only for one year.  A student, who desires an extension, must submit a motivated application to Senate for consideration.

## F.11.3    CURRICULUM COMPILATION

| SEMESTER 1 | | | | | SEMESTER 2 | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Module | Code | Hours | Credits | NQF Level | Module | Code | Hours | Credits | NQF Level |
| Dissertation writing | DND 6000 | 6 tutorials | 180 | 10 | Dissertation writing | DND 6000 | 6 tutorials | 180 | 10 |
| **TOTAL CREDIT 360** | | | | | | | | | |

## F.11.4    EXAMINATION REGULATIONS

The examiners of the thesis may, should they deem necessary, call the candidate for an interview before the result is recommended.  No person is allowed to report for the examination more than once without approval of Senate.

Please consult the Section on Examination Regulations in the general regulations and guidelines for postgraduate programmes in this Prospectus and the General Information and Regulations Prospectus.

## IMPORTANT NOTE

**Please consult the School of Nursing and Public Health Prospectus for detailed information regarding the course descriptors of all qualifications offered in the Faculty**

# G. FACULTY OF LAW

## OFFICE OF THE DEAN

☎(264 61) 206 3622 🖶(+264 61) 206 3703 🖵ahusselmann@unam.na ✉Private Bag 13301, Windhoek, Namibia

### Dean
Prof J Baloro: LLB (Hon) (Ghana), LLM (Temple), PhD (London), Barrister-at-Law of the Supreme Court of Ghana

### Deputy Dean
Ms Y Dausab: BA Law; LLB (UWC); LLM (Pretoria)

## ACADEMIC DEPARTMENTS

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

### Department of Commercial Law
Head of Department: Mr F Mundia: BA (Theology) Andrews University-Zimbabwe; B Juris; LLB (University of Kwazulu-Natal); LLM (Jurisprudence) (University of Free State);
☎ (+264 61) 206 3651 🖶 (+264 61) 206 3703 🖵kmundia@unam.na 🖃 Private Bag 13301, Windhoek, Namibia

### Department of Private and Procedural Law
Head of Department: Ms AL Zender: B Juris; LLB; LLM (University of Namibia)
☎ (+264 61) 206 3830 🖶 (+264 61) 206 3703 🖵azender@unam.na 🖃 Private Bag 13301, Windhoek, Namibia

### Department of Public Law and Jurisprudence
Head of Department: Ms I Nowases: B Juris; LLB; LLM (University of Namibia)
☎ (+264 61) 206 4600 🖶 (+264 61) 206 3703 🖵inowases@unam.na 🖃 Private Bag 13301, Windhoek, Namibia

## G.1    POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF LAW

**The Faculty of Law may award the following postgraduate qualifications:**

| Qualification Code | Qualification Name | Study Period |
|---|---|---|
| 16MLAW | Master of Laws   (by Thesis) | 2 FT& 3 PT |
| 16DPLA | Doctor of Philosophy (Law) | 3 |

## G.2    MASTER OF LAWS (BY THESIS)    [16MLAW]

## NO INTAKE FOR 2013

The Faculty of Law offers a Master of Laws degree which shall be examined by research only in any field of law approved by the Faculty.

The LL M (by Thesis) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate Courses of Study in this Prospectus and the General Regulations and Information Prospectus.

### G.2.1    ADMISSION REQUIREMENTS

A person may be considered for admission as a candidate for the degree of Master of Laws if

- s/he has a good law degree with at least a C-grade average (i.e. 60-69%) of the University of Namibia or an equivalent degree of another University/institution recognized by the Senate, on the recommendation of the Faculty of Law, for the purpose; or

- s/he has in any other manner attained a level of competence, which in the opinion of senate, on the recommendation of the faculty of law, is adequate for the purpose of admission as a candidate for the degree.

### G.2.2    DURATION OF STUDY

- A full-time candidate shall complete the approved thesis for the degree within one (1) academic year; a part time candidate within two (2) academic years.

- The faculty board may, in justified cases, extend the duration of studies of a full-time candidate up to two (2) academic years and a part-time candidate up to three (3) academic years.

### G.2.3    CURRICULUM COMPILATION

The curriculum for the Master of Laws (by research) is as follows:

| Year | Course Title | Code | NQF Level | Contact Hours | Credits |
|---|---|---|---|---|---|
| 1 | Academic Writing for Postgraduate Students | UAE 5819 | 8 | | |
| 1 | Masters Research Proposal (Law) | LMP 5100 | 9 | | |
| 1 | LL M Thesis | LTH 5900 | 9 | | |

## G.3    DOCTOR OF PHILOSOPHY IN LAW    [16DPLA]

## NO INTAKE FOR 2013

The Doctor of Philosophy in Law (PhD) will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to the Regulations for Postgraduate Courses of Study in this Prospectus and the General Regulations and Information Prospectus.

## IMPORTANT NOTE

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

# H.    FACULTY OF SCIENCE

## OFFICE OF THE DEAN

☎264 61) 206 3742    🖷(+264 61) 206 3791  💻 mmatengu@unam.na   ✉ Private Bag 13301, Windhoek, Namibia

### Dean
Dr F Gideon: B.Sc. (UNAM), BSc-Hons, MSc (Rhodes Univ), Ph.D (University of North West)

### Deputy Dean
Dr M A Kandawa-Schulz: M.Sc. Dr.rer.nat. (University of Rostock)

## ACADEMIC DEPARTMENTS

### DEPARTMENT OF BIOLOGICAL SCIENCES
Head of Department:    Dr. E.Julies: B.Sc, B.Sc.Hons (Rhodes Univ), PGDE (UNAM), M.Sc. (Univ of Ghent, Belgium), Dr. Rer. nat. (Max Planck Inst. for Marine Microbiology, Bremen, Germany)
☎(+264 61) 206 3561    🖷(+264 61) 206 3791 💻ejulies@unam.na        ✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Head of Department: Dr E Naomab: B.Sc., MSc. (UNAM), MRes (Nottingham Trent, UK), Ph D (Nottingham University, UK)
☎(+264 61) 206 3384    🖷(+264 61) 206 3791 💻enaomab@unam.na  ✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF COMPUTER SCIENCE
Head of Department:  Ms T.K.Mufeti: B.Sc. (UNAM), B.Sc.Hons (Rhodes), M.Sc. (Rhodes)
☎(+264 61) 206 3348  🖷(+264 61) 206 3791 💻tndakunda@unam.na✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF GEOLOGY
Head of Department:    Dr. A.W. Wanke: Diplom Arbeit/MSc (Göttingen), PhD (Würzburg)
☎(+264 61) 206 3833    🖷(+264 61) 206 3791 💻awanke@unam.na     ✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF MATHEMATICS
Head of Department:    Dr M M Mugochi BSc Hons (UZ), MPhil (UZ), PhD (UNISA)
☎(+264 61) 206 3524    🖷(+264 61) 206 3791 💻mmugochi@unam.na ✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF PHYSICS
Head of Department:    Dr R Steenkamp: B.Sc., M.Sc., Ph.D. (NWU, RSA)
☎(+264 61) 206 3673  🖷(+264 61) 206 3791 💻rsteenkamp@unam.na ✉ Private Bag 13301, Windhoek, Namibia

### DEPARTMENT OF STATISTICS AND POPULATION STUDIES
Head of Department:    Dr I Neema: B.Sc. (UNAM), M.Sc. in Applied Statistics (WPI, USA); PhD in Applied Statistics (Reading University, UK)
☎(+264 61) 206 3495    🖷(+264 61) 206 3226 💻ineema@unam.na     ✉ Private Bag 13301, Windhoek, Namibia

## H.1    POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF SCIENCE

**The Faculty of Science may award the following postgraduate qualifications:**

| Qualification Code | Qualification Name | Study Period |
|---|---|---|
| 11MASC | Master of Science (by Thesis) | 2 |
| 11MSCB | Master of Science (Biodiversity Management & Research) | 2 |
| 11MSCC | Master of Science in Chemistry | 2 |
| 11MSIB | Master of Science in Industrial Biochemistry | 2 |
| 11MSGL | Master of Science in Applied Geology | 2 |
| 11MSCI | Master of Science in Information Technology | 2 |
| 11MSCM | Master of Science in Mathematics | 2 |
| 11MSPH | Master of Science in Physics | 2 |
| 11MSST | Master of Science in Statistics and Demography | 2 |
| 11DPSC | Doctor of Philosophy | 3 |

The Faculty may award the degree Master of Science (MSc) by thesis in all the disciplines.
Currently all masters programmes are offered by research except MSc in IT and MSc (Biodiversity Management & Research) but students may be required to undertake specific courses that will enhance their capability in the field of research. Refer to Regulations for Postgraduate studies in this Prospectus and the General Information & Regulations Prospectus.

## H.2    MASTER OF SCIENCE IN CHEMISTRY    [11MSCC]

### H.2.1    ADMISSION REQUIREMENTS

The MSc programme in the Department of Chemistry is open to all Bachelor of Science graduates with NQA level 8 or equivalent qualification and with chemistry as one of their majors.  The admission to the MSc programme of the holders of the B.Sc (Chemistry) degree is not automatic.  The applicants will be accepted on the basis of their undergraduate record.  An average mark of 60% is required.  The course normally extends over a minimum period of two years for full-time students.

### H.2.2    DURATION OF STUDY

The Master of Science in Chemistry is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year. The duration of the MSc in Chemistry is two (2) years for full-time students and three (3) years for part-time students. Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

### H.2.3    CURRICULUM COMPILATION

The curriculum for the MSc in Chemistry consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate programmes in this Prospectus and the General Regulations & Information Prospectus.

**SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME**

| Course Code | Course Title | NQF Level | Credits | Compulsory (C) /Elective (E) | Prerequisites |
|---|---|---|---|---|---|
| **Year 1 Semester 1** | | | | | |
| UAE 5819 | Academic Writing for Postgraduate Students | 8 | | C[1] | |
| CHM5961 | Chemistry Seminars | 9 | 12 | C | |
| CHM5911 | Advanced Analytical and Instrumental Methods | 9 | 24 | C | |
| CHM5991 | Research Methodology and Project Proposal | 9 | 12 | C | |
| **Electives (Any two courses)** | | | | | |
| CHM5931 | Advanced Organic Chemistry | 9 | 24 | E | |
| CHM5951 | Advanced Inorganic Chemistry | 9 | 24 | E | |
| CHM5971 | Advanced Physical Chemistry | 9 | 24 | E | |
| CHI5931 | Advanced Industrial Chemistry | 9 | 24 | E | |
| | | | | **Total Credits Semester 1** | **96** |

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**1 Please note**: Academic Writing for Postgraduate students is required but doesn't contribute to the total programme credits.

| Year 1  Semester 2: Electives (Any two courses) | | | | | |
|---|---|---|---|---|---|
| CHM5912 | Current Topics in Analytical Chemistry | 9 | 24 | E | SCHM5911 |
| CHM5932 | Current Topics in Organic Chemistry | 9 | 24 | E | SCHM5931 |
| CHM5972 | Current Topics in Physical Chemistry | 9 | 24 | E | SCHM5971 |
| CHM5952 | Current Topics in Inorganic Chemistry | 9 | 24 | E | SCHM5951 |
| CHI5932 | Current Topics in Industrial Chemistry | 9 | 24 | E | SCHI5931 |
| | | | Total Credits Semester 2 | | 48 |
| | | | Total Credits Year 1 | | 144 |
| Year 2 | | | | | |
| CHM5900 | M.Sc. Thesis | | 120 | C | Pass in all year 1 courses |
| | | | Total Credits Year 2 | | 120 |
| | | | Total Credits for the programme | | 264 |

## H.2.4    MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

## H.2.5    ADVANCEMENT AND PROGRESSION RULES

Student must have passed all year 1 courses (144 **credits**) before passing to year 2.
A candidate must first successfully complete the coursework examinations before commencing thesis work.

## H.2.6    MAXIMUM NUMBER OF COURSES PER YEAR

*Student must have 144 **Credits** before passing to year 2.*
*Full time students must have 120 **Credits** in year 2, to be able to graduate*
*Part time students must have 60 **credits** in year 2 to be able to proceed to year 3.*

## H.2.7    REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 264 **credits**, and who have met the requirements of the compulsory and elective sections.

## H.2.8    ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester.  However he/she must repeat the course in the following year.  A minimum of 50% is required to pass each course.
Coursework component in the first year will be assessed through written tests, laboratory work, seminar presentation and final examination.

## H.2.9    PRACTICALS

Four compulsory practical classes (mini Projects) in the chosen field of study are offered in the first semester. Each practical runs over three weeks. A well-written practical report in the form of a journal article should be submitted.  All calculations must be submitted separately.

## IMPORTANT NOTE

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

## H.3    MASTER OF SCIENCE IN  INDUSTRIAL BIOCHEMISTRY                    [11MSIB]

### H.3.1    ADMISSION REQUIREMENTS

The MSc in Industrial Biochemistry is open to all BSc graduates with NQA level 8 or equivalent qualification and with biochemistry, molecular biology or microbiology as one of their majors. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

### H.3.2    DURATION OF STUDY

The Master of Science in Industrial Biochemistry is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year. Relevant committees may grant an extension up to six (6) months beyond the stipulated period if valid reasons are advanced.

### H.3.3    CURRICULUM COMPILATION

| Course Code | Course Name | NQF Level | Credits | Compulsory (C) /Elective (E) | Co-requisites |
|---|---|---|---|---|---|
| -Year 1 Semester 1 |||||||
| UAE 5819 | Academic Writing for Post Graduate Students | 8 | | $C_2$ | |
| SCHM5911 | Advanced Analytical and Instrumental Methods | 9 | 24 | C | |
| SCHM5921 | Research Methodology and Project Proposal | 9 | 12 | C | |
| SCHB5921 | Enzymology and Enzyme Technology | 9 | 12 | C | |
| SCHB5941 | Nutrition, Metabolism and Cell Signaling | 9 | 12 | C | |
| SCHB5961 | Neurobiochemistry and Clinical Biochemistry | 9 | 12 | C | |
| **Total credits Semester 1** | | | **72** | | |
| Year 1  Semester 2: |||||||
| SCHM5962 | Instrumental Methods and Techniques in Biochemical analysis | 9 | 12 | C | SCHM5911 |
| SCHB5942 | Biochemistry Seminars | 9 | 12 | C | SCHM5921 |
| SCHB5962 | Strategic Resource Management | 9 | 12 | C | SCHM5921 |
| SCHB5902 | Bioinformatics and Industrial Biotechnology | 9 | 12 | c | SCHB5921 |
| SCHC5942 | Environmental Toxicology and Management | 9 | 12 | C | SCHB5941 |
| SCHN5942 | Natural products and Pharmaceutical Production | 9 | 12 | C | SCHB5961 |
| **Total credits Semester 2** | | | **72** | | |
| **Total credits Year 1** | | | **144** | | |
| Year 2 |||||||
| SCHB5900 | M.Sc. Thesis | | 120 | C | Pass in all year 1 modules |
| **Total credits Year 2** | | | **120** | | |
| **Total credits for the programme** | | | **264** | | |

### H.3.4    MODE OF DELIVERY

Programme is offered either on full time or part time basis.

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**2 Please note**: Academic Writing for Postgraduate students is required but doesn't contribute to the total programme credits.

## H.3.5    ASSESSMENT CRITERIA

The curriculum for the Master of Science in Industrial Biochemistry consists of coursework and research leading to a thesis. Coursework component in the first year will be assessed through written tests, laboratory work, seminar presentation and final examination. Each module assessment is based on continuous assessment mark (50%) and examination mark (50%). Continuous assessment mark is computed as 60% test and 40% practical mark. In order to pass a module, a student must obtain a final mark of at least 50%. Refer to specific modules for detailed assessment criteria.

## H.3.6    MSC THESIS IN THE SECOND YEAR

A candidate must first successfully complete the coursework examinations before commencing thesis work. The thesis must be drafted in English language and submitted to the supervisor. It must be in the University approved format. The thesis will be evaluated by UNAM approved internal and external examiners.  The UNAM grading system will be used for the evaluation. Each student will defend the thesis in a viva voce examination. Refer to the General Information and Regulations Prospectus and Postgraduate Prospectus for detailed information.

## H.3.7    ADVANCEMENT AND PROGRESSION RULES

Student must pass all year 1 modules (144 credits) in order to progress to year 2.

## H.3.8    MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

The applicants will be re-admitted into the department /programme if they have passed at least 33% of their first year modules.

## H.3.9    MAXIMUM NUMBER OF MODULES PER YEAR

Maximum number of modules is equivalent to the number of modules offered in the first year (12 modules).

## H.3.10    REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 264 credits, and who have met all the requirements of the degree programme.


## IMPORTANT NOTE

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

# H.4    MASTER OF SCIENCE IN  MATHEMATICS   [11MSCM]

## H.4.1    ADMISSION REQUIREMENTS

The MSc Programme in the Department of Mathematics will require a minimum of a BSc, with a Mathematics Major, in the lower second class division or an equivalent qualification at NQF Level 8. That means applicants will need to have attained an average mark of at least 60% in their undergraduate programme. Students who have completed the old BSc Programme in Mathematics must do all courses of the current fourth year programme in order to gain admission to the MSc Programme.

## H.4.2    DURATION OF STUDY

The duration of the MSc in Mathematics is two (2) years for full-time students and three (3) years for part-time students.  Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

## H.4.3    CURRICULUM COMPILATION

The curriculum for the MSc in Mathematics consists of coursework and the writing of a research thesis. The design of the Programme provides candidates with the opportunity to become pure mathematicians or applied mathematicians due to the introduction of options in the second semester of the first year of study. The MS c in Mathematics will be offered in compliance with the general regulations and guidelines for postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

**Note: The student must pass all first year course before (s)he can proceed with the MSc Thesis**

| Course Code | Course Title | NQF Level | Credits | Compulsory (C) /Elective (E) | Prerequisites |
|---|---|---|---|---|---|
| Year 1 Semester 1 | | | | | |
| UAE 5819 | Academic Writing for Postgraduate Students | 8 | | C | |
| MAT5901 | Mathematical Modeling | 9 | 12 | C | |
| MAT5921 | Advanced Analysis | 9 | 12 | C | |
| MAT5951 | Differential Geometry | 9 | 24 | C | |
| Total Credits Semester 1 | | | 48 | | |
| Year 1 Semester 2 | | | | | |
| Option A (Pure Mathematics) | | | | | |
| MAT5922 | Research Methodology | 9 | 12 | C | |
| MAT5902 | Graph Theory | 9 | 12 | E | |
| MAT5932 | Topics in Topology | 9 | 24 | E | |
| MAT5942 | Algebraic Topology | 9 | 12 | E | |
| MAT5972 | Topics in Algebra | 9 | 24 | E | |
| Total Credits Semester 2 | | | 84 | | |
| Total Credits Year 1 | | | 132 | | |
| Option B (Applied Mathematics) | | | | | |
| MAA5922 | Research Methodology | 9 | 12 | C | |
| MAA5902 | Stochastic Differential Equations | 9 | 12 | E | |
| MAA5912 | Mathematical Biology | 9 | 24 | E | |
| MAA5942 | Dynamical Systems | 9 | 12 | E | |
| MAA5972 | Topics in Finance | 9 | 24 | E | |
| Total Credits Semester 1 | | | 84 | | |
| Year 2 Semester 1 | | | | | |
| MAT5931 | Measure Theory and Integration | 9 | 24 | C | |
| Year 2 Semester1 & 2 | | | | | |
| MAT5950 | MSc Thesis | 9 | 96 | C | |
| Total Credits Year 2 | | | 120 | | |
| Total Credits for the programme | | | 252 | | |

## H.4.4    ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester.  However he/she must repeat the course in the following year.  A minimum of 50% is required to pass each course.

## H.4.5    SEMINARS

Students are expected to give a seminar presentation as part of their continuous assessment in each course.

## H.5    MSc BIODIVERSITY MANAGEMENT & RESEARCH                    [11MSCB]
### (In Collaboration with Humboldt)

### H.5.1    ADMISSION REQUIREMENTS

The MSc Biodiversity Management and Research program in the Department of Biological Sciences is open to applicants with at least a Bachelor's degree at NQF level 8 or equivalent with Biology or related majors. The applicants will be accepted on the basis of their undergraduate records with an average mark of at least 60%.

### H.5.2    DURATION OF STUDY

The Master of Biodiversity Management and Research is offered through coursework and thesis, extending over two years of full-time study. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

### H.5.3    CURRICULUM COMPILATION

The curriculum for the Biodiversity Management and Research consists of coursework, internship and the writing of a research thesis. Refer to Regulations for Postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

*Note:  Students select as follows:*
- GIS and Remote sensing (EBL5952) **OR** Management of Natural History Collections (EBM5912)
  **AND**
- Functional Biodiversity of Arid and semi-arid Ecosystems (EBF5912) **AND** Functional Biodiversity of Woodlands and Forest Ecosystems (EBF5932)
  **OR**
- Functional Biodiversity of Marine Ecosystems (EBF5952) **AND** Functional Biodiversity of Freshwater Ecosystems (EBF5972)

**YEAR 1**

| Course Code | Course Title | NQF Level | Credits | Compulsory/ Elective |
|---|---|---|---|---|
| Year 1 Semester 1 | | | | |
| UAE5819 | Academic Writing for Post Graduate Students | 8 | | Compulsory |
| EBM 5911 | Biostatistics, Scientific Presentation & Publication | 9 | 18 | Compulsory |
| EBM5931 | Assessing Biodiversity | 9 | 18 | Compulsory |
| EBB 5911 | Evolution of Biodiversity | 9 | 18 | Compulsory |
| EBB 5931 | Applied Biogeography | 9 | 18 | Compulsory |
| EBL5911 | Integrated Land use and  Water Resources Management | 9 | 18 | Compulsory |
| Year 1 Semester 2 | | | | |
| EBL5912 | Natural Resource Economics and Management | 9 | 18 | Compulsory |
| EBL 5932 | Environmental law | 9 | 18 | Compulsory |
| EBL 5952 | GIS and Remote sensing | 9 | 18 | Elective |
| EBM 5912 | Management of Natural History Collections | 9 | 18 | Elective |
| EBF 5912 | Functional Biodiversity of Arid and Semiarid ecosystems | 9 | 18 | Elective |
| EBF5932 | Functional Biodiversity of woodland and forest Ecosystem | 9 | 18 | Elective |
| EBF5952 | Functional Biodiversity of Marine Ecosystems | 9 | 18 | Elective |
| EBF 5972 | Functional Biodiversity of  Freshwater Ecosystems | 9 | 18 | Elective |

**YEAR 2**

| Course Code | Course Title | NQF Level | Credits | Prerequisites | Compulsory/Elective |
|---|---|---|---|---|---|
| EBL 5902 | Internship | 9 | 9 | Student must pass all year modules and register for thesis | Compulsory |
| EBL5900 | Thesis | 9 | 120 | Student must pass all year 1 modules | Compulsory |

### H.5.4    EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. The Admission & Examinations Committee will decide on admission to the module examinations. In addition to module-specific regulations, attendance of at least 80% in a particular module is a requirement for examination admission. Students must pass all modules for them to proceed to the master thesis. A mixture of assessment modes will be used: written, oral or practical examinations, reports and presentations.

### H.5.5    FORMAT AND EVALUATION OF THESIS WORK

Before a candidate can proceed to the thesis, he/she must first successfully complete the coursework examinations. Each student will submit a Master Thesis/Dissertation during the second year. The thesis must be drafted in English language. The thesis must be in a format given by the Coordinators. The thesis will be evaluated by the supervisor and another examiner within one month after submission. The UNAM grading system will be used for the evaluation. Each student will defend the thesis in a viva voce examination.

### H.5.6    PRACTICALS

Attendance of practical classes, field trips and internship is compulsory.

## IMPORTANT NOTE

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

# H.6 MASTER OF SIENCE IN PHYSICS (11MSPH)

## H.6.1 ADMISSION REQUIREMENTS

The admission requirement for the proposed M.Sc. programme will be a University of Namibia NQF Level 8 degree in Physics or equivalent degree from a recognised university. The applicant will be accepted on the basis of his/her undergraduate academic record with an average mark of at least 60%. Former UNAM double major Physics graduates may be admitted but will first have to take and pass relevant additional undergraduate courses prescribed by the Department on a case by case basis.

## H.6.2 DURATION OF STUDY

The duration of this programme will be two (2) years minimum and three (3) years maximum for full-time students. The first year will mostly consist of coursework, while the second year will be dedicated to a supervised research project and the writing of a thesis.

## H.6.3 CURRICULUM COMPILATION

| Course Code | Course Title | NQF Level | Credits | Compulsory (C) /Elective (E) | Prerequisites |
|---|---|---|---|---|---|
| | **Year 1 Semester 1** | | | | |
| UAE 5819 | Academic Writing for Postgraduate Students | 8 | | C | |
| PHY5911 | Advanced Quantum Mechanics | 9 | 24 | C | |
| PHY5931 | Research Methodology | 9 | 24 | C | |
| PHY5951 | Mathematical Methods of Physics | 9 | 24 | C | |
| | **Total Credits Semester 1** | | **72** | | |
| | **Year 1 Semester 2** | | | | |
| PHY5972 | Advanced Classical Mechanics | 9 | 24 | C | |
| PHY5912 | Lasers and Applications | 9 | 24 | E | |
| PHY5932 | Radiation Physics | 9 | 24 | E | |
| PHY5952 | Computational Physics | 9 | 24 | E | |
| PHY5992 | Astro- and Space Physics | 9 | 24 | E | |
| | **Total Credits Semester 2** | | **72** | | |
| | **Total Credits Year 1** | | **144** | | |
| | **Year 2 Semester1 & 2** | | | | |
| PHY5900 | MSc Thesis | 9 | 120 | C | |
| | **Total Credits Year 2** | | **120** | | |
| | **Total Credits for the programme** | | **264** | | |

Total **Credits** = 144 (year 1) + 120 (year 2) = 264
*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

## H.6.4 ASSESSMENT CRITERIA

Formal examinations, subject to external moderation, will take place at the end of each semester of the first year of the programme. A minimum continuous assessment mark of 40% and a minimum of 80% class attendance isrequired to be admitted to write the examination in a specific course. Students must pass all courses in order to proceed to the thesis component of the degree. In all cases, a minimum mark of 50% is required to pass.

## H.6.5 FORMAT AND EVALUATION OF THESIS

During the thesis year, the student shall conduct supervised research in a Senate approved field of study. At the end of this year, the candidate must submit a completed Master Thesis/Dissertation in the English language. This thesis must be in a format prescribed by the Department as per University regulations. The completed thesis will be evaluated by the supervisor(s) and one (or more, if needed) external examiners, normally within a month after submission. The student will be expected to successfully defend his/her thesis in a *viva voce* examination.

## H.6.6 PRACTICALS

Attendance of practical classes, experiments, projects, field trips and/or internships as prescribed by the course lecturers and thesis supervisor(s) are compulsory.

## H.7    MASTER OF SCIENCE IN APPLIED STATISTICS AND DEMOGRAPHY    [11MSST]

### H.7.1    ADMISSION REQUIREMENTS

The MSc Programme in the Department of Statistics will require a minimum of a BSc, with a Statistics or Population studies Major, in the lower second class division (60-69%) or an equivalent qualification

### H.7.2    DURATION OF STUDY

The Master of Science in Applied Statistics and Demography cannot be completed in less than two (2) years. The programme must be completed within three (3) years of full-time study.

### H.7.3    CURRICULUM COMPILATION

The curriculum for the MSc Applied Statistics and Demography consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate Courses of study in the General Prospectus: Information, Regulations & Fees.

| Course Code | Course Title | NQF Level | Credits | Compulsory (C) /Elective (E) | Prerequisites |
|---|---|---|---|---|---|
| **Year 1 Semester 1** | | | | | |
| UAE 5819 | Academic Writing for Postgraduate Students | 8 | | C | |
| STM5911 | Research Design and Methodology | 9 | 24 | C | |
| STM5921 | Population and Development | 9 | 12 | C | |
| STM5951 | Statistical Computing | 9 | 24 | C | |
| **Total Credits Semester 1** | | | **60** | | |
| **Year 1 Semester 2** | | | | | |
| **Option B (Applied Mathematics)** | | | | | |
| STM5912 | Generalized Linear Models | 9 | 24 | C | |
| STM5932 | Multivariate Data Analysis | 9 | 24 | E | |
| STM5922 | Monitoring and Evaluation | 9 | 12 | E | |
| STM5952 | Demographic Analysis | 9 | 24 | E | |
| **Total Credits Semester 1** | | | **84** | | |
| **Year 2 Semester1 & 2** | | | | | |
| STM5900 | MSc Thesis | 9 | 120 | C | Pass all first year courses |
| **Total Credits Year 2** | | | **120** | | |
| **Total Credits for the programme** | | | **264** | | |

### H.7.4    ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester.  However he/she must repeat the course in the following year.  A minimum of 50% is required to pass each course.

### H.7.5    PRACTICALS

All practicals are compulsory.

### IMPORTANT NOTE

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

## H.8    MASTER OF SCIENCE IN INFORMATION TECHNOLOGY    [11MSCI]

### H.8.1    ADMISSION REQUIRMENTS

The applicants will be accepted on the basis of their undergraduate records. The Master of Science in Information Technology programme is open to all Bachelor's degree holders with Computer Science major or Computer related field and with a minimum average pass mark of 60%.

### H.8.2    DURATION OF STUDY

The Master of Science in Information Technology is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

### H.8.3    CURRICULUM COMPILATION

The curriculum for the MSc. degree consists of the writing of a research thesis. Refer to Regulations for Postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

**FIRST YEAR MODULES**
ALL courses are compulsory
**The following courses are offered in the first semester with a three hours examination paper written in June. The courses are not necessarily offered every academic year.**

UAE5819 Academic Writing for Postgraduate Students
CMP5931 Discrete Mathematics
CMP5951 Computer Graphics
CMP5971 Advanced Operating Systems

**Second Semester**
ALL courses are compulsory
**The following courses are offered in the second semester with a three hours examination paper written in November. The courses are not necessarily offered every academic year.**

CMP5912 Cryptography and Network Security
CMP5932 Research Methodology and Research Proposal
CMP5952 Advanced Software Engineering
CMP5972 Data Communication and Computer Networks

**SECOND YEAR COURSE**
CMP5900 MSc Thesis

**YEAR 1**

| CODE | COURSE TITLE | PRE-REQUISITES |
|------|-------------|----------------|
| SEMESTER 1 | | |
| UAE5819 | Academic Writing for Postgraduate Students | None |
| SCMP5931 | Discrete Mathematics | None |
| SCMP5951 | Computer Graphics | None |
| SCMP5971 | Advanced Operating Systems | None |

| CODE | COURSE TITLE | PRE-REQUISITES |
|------|-------------|----------------|
| SEMESTER 2 | | |
| SCMP5912 | Cryptography and Network Security | None |
| SCMP5932 | Research Methodology and Research Proposal | None |
| SCMP5952 | Advanced Software Engineering | None |
| SCMP5972 | Data Communication and Computer Networks | None |

**YEAR 2**

| CODE | COURSE TITLE | PRE-REQUISITES |
|------|-------------|----------------|
| SEMESTER 1 AND 2 | | |
| SCMP5900 | Thesis | Passed ALL first year modules |

### H.8.4    EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. The candidate should pass the formal examinations in the taught courses before registering for the Thesis. A candidate who fails any part of his/her Master's Degree Programme and who is allowed to repeat that part may be exempted by Senate, on the recommendations of the Departmental panel of examiners from those courses or components from that part s/he passed.

### H.8.5    FORMAT AND EVALUATION OF THESIS WORK

A candidate shall be required to submit a complete report in loose bound form for verification and approval to the concerned supervisors in the following format: Paper size:  A4 (International format, 210 x 297 mm) Line space:1.5 Top and Bottom margins:  20mm Left margin: 30mm Right margin: 10 mm Figures/flowchart/circuits/block diagrams: No restrictions. Font size: 12 After the dissertation has been approved by the panel the candidate shall submit at least four bounded copies with the chairman of the department in accordance with the following specifications: Colour of the report: White Type of binding: Artvellum or cloth Front page should include: University Logo Title of the Project Title of the Degree Name of the candidate   Month and Year The relevant department will retain one copy and two copies will be deposited in the university Library. Unless Senate has agreed to the contrary the Library copies shall be open to public reference. **One copy to the supervisor.** The candidate should submit the completed project work in all respects before the end of the academic calendar as announced by the respective department. The candidates will be informed in advance the date, time and the venue of the viva-voce examination. Concept and Evaluation of Mini Project: Concept of mini project is introduced in each course in order to strengthen the programming skills and ideas to develop the real time project as the time goes. It not only gives the skills but also gives the confidence in the candidates to go ahead with the project developments and practical implementations with different types of tools. The evaluation will be done by a group of examiners constituted by the course co-ordinator. The candidate has to submit a complete project report according to the format given by the respective supervisors. Evaluation also involves the demonstration and viva-voce.

### H.8.6    PRACTICALS

Attendance of practical classes is compulsory.

**NB: STUDENT MUST PASS ALL COURSES AND PRE/CO-REQUISITES AS LISTED FOR THE PARTICULAR COURSES. THIS SECTION LISTS ALL THE COURSE CODES FOR MSC (IT), FOLLOWED THEREAFTER BY THE COURSE CONTENTS IN THE SAME ORDER.**

### IMPORTANT NOTE

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

# H.9    MASTER OF SIENCE IN APPLIED GEOLOGY                    [11MSGL]

## H.9.1    ADMISSION REQUIREMENTS

To register for a MSc postgraduate degree programme a candidate must hold a BSc Honours degree in Geology (NQF level 8) or a recognized equivalent qualification. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

## H.9.2    DURATION OF STUDY

The study duration shall be two years for full time students. The maximum study period shall not exceed three years. An extension of registration beyond the stipulated maximum study period may be granted by relevant committees if valid reasons are advanced.

## H.9.3    CURRICULUM COMPILATION

| Course Code | Course Title | NQF Level | Credits | Compulsory (C) /Elective (E) | Prerequisites |
|---|---|---|---|---|---|
| **Year 1 (Common Courses)** | | | | | |
| UAE 5819 | Academic Writing for Postgraduate Students | 8 | | C | None |
| GLY 5901 | Applied GIS and Remote Sensing | 9 | 12 | C | None |
| GLY 5921 | Mineral Processing and Metallurgy | 9 | 12 | C | None |
| GLY 5911 | Project Management, Economics and Law | 9 | 24 | C | None |
| GLY 5941 | Research methodology | 9 | 12 | C | None |
| GLY 5902 | Applied Geochemistry | 9 | 12 | C | None |
| GLY 5922 | Applied Geophysics | 9 | 12 | | None |
| GLY 5912 | Field Techniques and Technical Visits | 9 | 24 | C | None |
| GLY 5919 | Industry Internship | 9 | 24 | C | None |
| **Total Credits Year 1** | | | **132** | | |

| Year 2 (Major in Exploration and Economic Geology (132 Credits) | | | | | |
|---|---|---|---|---|---|
| GLA 5901 | Ore Forming Processes | 9 | 12 | E | GLY5902, GLY5912 |
| GLA 5911 | Exploration Techniques, Methodology, and Economics | 9 | 24 | E | GLY5901, GLY5912, GLY5922 |
| GLA 5931 | Ore Body Modelling and Evaluation | 9 | 24 | E | GLY5912 |
| GLA 5921 | Underground and Open Pit Mining | 9 | 12 | E | GLY5921, GLY5912 |
| GLY 5900 | Master Thesis (Mini Thesis) | 9 | 60 | C | All first year courses |
| **Total Credits Year 2** | | | **132** | | |
| **Total Credits for the Programme** | | | **264** | | |

| Year 2 (Major in Environmental Geology and Hydrogeology(132 Credits) | | | | | |
|---|---|---|---|---|---|
| GLE 5911 | Hydro-geochemistry | 9 | 24 | E | GLY5902 |
| GLE 5931 | Protection and Management of Water Resources | 9 | 24 | E | GLY5902, GLY5911 |
| GLE 5941 | Environmental impact assessment and sustainable development | 9 | 12 | E | GLY5911, GLY5912 |
| GLE 5961 | Impact of mining activities on aquatic systems | 9 | 12 | E | GLY5902, GLY5911 |
| GLY 5900 | Master Thesis (Mini Thesis) | 9 | 60 | C | All first year courses |
| **Total Credits Year 2** | | | **132** | | |
| **Total Credits for the programme** | | | **264** | | |

*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

### H.9.4    MODE OF DELIVERY

The programme is offered on a full-time basis on a block module schedule over a period of two years for full time students. The mode of teaching will include lectures, seminars, laboratory practicals, field practicals, site visits, case studies and group projects.

Student intake into the first year will be done every two years due to the limited human resources in the geology department so that modules are offered only every second year (first year modules in odd years [i.e. 2013, 2015,...] and second year modules in the even years [i.e. 2014, 2016,...]. Yearly intake will be considered once the capacity of the department has expanded within the anticipated growth of the Science Faculty.

### H.9.5    ASSESSMENT CRITERIA

Assessment criteria are based on written examinations (50%) and continuous assessments (50%) based on tests, assignments, field studies, industrial attachment, laboratory practicals and seminar presentations for each module as well as the final master thesis which is based on a research project. A minimum of 50% is required to pass each course and a student is required to attend 80% of all lectures and practicals. The thesis will be supervised by a PhD holder and examined by at least one internal and one external examiner of a recognized institution.

### H.9.6    ADVANCEMENT AND PROGRESSION RULES

Students must pass all first year courses (132 credits) in order to advance to the second year of study. A candidate must pass all first year coursework examinations before commencing with the MSc thesis.

### H.9.7    MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

To be re-admitted to the Faculty of Science for a particular year of registration, a student must have passed the minimum number of modules required as indicated below:
*   4 modules (equivalent to 96 credits) by the end of the first year.

### H.9.8    MAXIMUM NUMBER OF COURSES PER YEAR

The maximum number of courses in year one are eleven (11) with a total of 132 credits, including field work, technical visits and industrial attachments. The maximum number of courses in the second year is six (6) with a total of 72 credits. The MSc thesis (60 credits) is scheduled in the second year.

### H.9.9    REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with all 264 credits, and who have met the requirements of the compulsory courses, industrial attachments, field and laboratory practicals as well as the project thesis. In addition students are required to provide proof of competency of at least one foreign language other than English. It is recommended that students should learn a language that is relevant in internationally operating companies (this is a fact for all major mining companies operating in Namibia and also a request from AREVA) such as French, Russian, German or Chinese. The language course(s) will be offered in consultation with the UNAM Language Centre (non-degree purposes).

Student will graduate with an MSc in Applied Geology, either majoring in Exploration & Economic Geology or majoring in Environmental Geology & Hydrogeology depending on the elective courses a student chooses in year two of the programme.

### IMPORTANT NOTE

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

## H.10    DOCTOR OF PHILOSOPHY (PHD) [11DPSC]

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

### H.10.1    ADMISSION REQUIREMENTS

Possession of a good M.Sc. degree. Working experience is highly recommended. Admission will depend on availability of suitably qualified supervisors in the respective field of research.

## IMPORTANT NOTE

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

# I. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

## I.1.    PREAMBLE

The guidelines and regulations presented in this prospectus are intended to familiarize Departments, Centres, Faculties and candidates with the University of Namibia's (UNAM's) sound and well co-ordinated Postgraduate programmes.

## I.2.    POSTGRADUATE TRAINING PROGRAMMES AT UNAM

### I.2.1    POSTGRADUATE DIPLOMA COURSES

1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the School of Postgraduate Studies, and approved by Senate.

2) Postgraduate Diploma courses offer specialized training, which is career-oriented.  Students with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enroll for a Postgraduate Diploma course in Education.

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

### I.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 fulfilment of the requirements for the Master's degree.

2) Students admitted to both taught and research Master's degree courses have the option of doing their Master's studies on a **full time** or **part time** basis.  Full time students shall complete their Master's degree programmes within **two** academic years.  Part-time students will be allowed up to **three** years to complete their programmes.  An extension of the registration period of up to six (6) months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.

3) Senate approval is required for any Faculty to run Master's programmes with the duration of one academic year.

4) Heads of the various academic Departments at UNAM are requested, when applying for the approval of new programmes, to indicate whether they have adequate staff strength to mount Master's degree programmes by course work and/or thesis, and also to submit names of staff members who have the necessary research and training experience to serve as supervisors for Master's degree candidates in their respective fields. Departments should only offer programmes when they have adequate numbers of qualified staff.

5) Where experts in relevant academic fields are to be found in various Ministries and other institutions outside UNAM, such experts will be co-opted as co-supervisors of the postgraduate students.  Such potential external supervisors will be encouraged to propose thesis research areas which, in their opinion, are areas of high research priority, with respect to the socio-economic needs of Namibia.

### I.2.3    DOCTORAL COURSES

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

2)    Doctoral courses at UNAM are normally undertaken by research and the writing of a dissertation. The duration of a doctoral programme is a minimum of three (3) years for full-time students, and five years for part-time students. An extension of the registration period of up to six (6) months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.

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

### I.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

### I.2.5    APPROVAL OF POSTGRADUATE PROGRAMMES

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

## I.3.    ELIGIBILITY FOR ADMISSION

### I.3.1    POSTGRADUATE DIPLOMA

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

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

### I.3.2    MASTER'S DEGREE

1)    Prospective students 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)    Students without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Bachelor's degree or a good Postgraduate Diploma from UNAM may also be considered for admission.

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

### I.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.

### I.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.

## I.4. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

### I.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. Due to this, students may be requested to sit for a selection test.

Before completing the application form, please familiarize yourself with all aspects pertaining to postgraduate studies as set out in this prospectus. You are strongly advised to ensure that you send all relevant documentation with your application form, together with a non-refundable application fee. Receipt of your application will be acknowledged by mail. Incomplete applications will not be considered. If you apply for a qualification by research alone, please ensure that you attach to the application form proposed research topic, consisting of an outline of a research proposal, indicating the suggested research topic, stating the research problem to be tackled, the proposed research methods, etc.

**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 Office of the Registrar, Student Records Section, University of Namibia, and can also be downloaded from the UNAM Webpage: http://www.unam.na

The closing date for all postgraduate applications is **31 July** of each year **(No late applications will be accepted after this date).**

**Postgraduate degrees by Thesis/ Dissertation only:**
The completed and processed application forms will be forwarded by the Student Records Section to the Faculty Officer: School of Postgraduate studies who will scrutinize your application to ensure that you fulfill the minimum admission requirements. The Faculty Officer will forward your application to the relevant Faculty Admission Committee for consideration which may require the candidate to be interviewed. The relevant Department will allocate you a Supervisor, 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 will inform you on the following:

1) The way forward with regard to writing the Research Proposal - there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students

should decide on their own topic and follow the instructions on how to write research proposals as given in Annex 1.

2) The procedures on submitting your Research Proposal.

3) Different committee systems to evaluate, recommend and approve the Research Proposal.

4) The importance to keep to registration deadlines for draft and final submissions.

5) Inform the student when to register for the Master's Thesis or Doctorate Dissertation after final approval by the Postgraduate Studies Committee and Senate.

## I.4.2 STUDY PERMIT REQUIREMENTS

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

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

Study Permits, Work Permits and Tourist Visas are not interchangeable. Kindly note that should you be in possession of a work permit, you will still need to apply for a study permit if you are offered provisional admission to the University of Namibia. It is not allowed to enter Namibia on a visitor's visa in the hope of filing an application for a study permit from within Namibia. All applications for study permits should be submitted and issued before entering Namibia.

## I.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 the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus under the relevant Faculty.

2) On the basis of the availability of qualified staff in the department, candidates will be registered for the research proposal. The final registration of the candidates will be undertaken after the approval by the Postgraduate Studies Committee of their fully fledged research proposal.

3) All Postgraduate Students shall be required to register for the compulsory course on "Academic Writing for Postgraduate Students".

4) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.

## I.4.4 ENROLMENT IN SPECIFIC COURSES

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

## I.4.5 SANDWICH POSTGRADUATE TRAINING

1) Where the staffing strength and the teaching and research equipment for postgraduate training at UNAM can be complemented by co-operation linkage agreements with institutions abroad, sandwich postgraduate training programmes are to be established and jointly run.

2) Through sandwich arrangements, 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.

## I.4.6    COURSEWORK EVALUATION AND GRADING

1) Candidates who are registered for lectured postgraduate courses will be examined according to procedures approved by Senate.

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

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

3) Before a 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 General Information and Regulations Prospectus will apply to postgraduate students.

## I.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 fulfilment of the requirements for a **Master's** or **Doctoral** degree, respectively.

3) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their theses/dissertations in accordance with the guidelines provided by the Postgraduate Studies Committee and approved by Senate.

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

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

6) Every Master's thesis submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees.  At least one of these specialists must be external to UNAM.  In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University.  **The supervisor should not be one of the examiners.**

7) The examiners shall be required to submit a detailed assessment of the thesis/dissertation, and also write definite recommendations on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/ revisions being made, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/dissertation should be rejected outright. (See Annex 3 for more details)

8) In cases where the difference in the mark allocated for a thesis, by the internal and external examiner, is 20% and more, the Head of Department shall study the case and recommend a mark for the thesis to the Postgraduate Studies Committee and Senate.

9) 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.

10) A postgraduate candidate, who disagrees with the results of the examination as approved by Senate, may appeal, giving reasons and evidence to support the appeal.  Senate will then have the case examined by an Appeals Committee.

11) Candidates who are registered by thesis/dissertation research alone (both Master's and Doctoral students) will normally appear for **viva voce** examinations.  These will be conducted in accordance

with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee. (See Annex 3)

## I.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.

## I.4.9    CONFERMENT OF DEGREES

### Higher Doctorates

1) The final approval on the degree awarded to prospective candidates shall be granted by UNAM Senate on recommendation by the 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.

## I.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.

## I.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. (Refer to Annex 1).

5) The Director: School of Postgraduate Studies shall issue research permission letters to postgraduate students after their research proposals have been approved by the UNAM Postgraduate Studies Committee.

## I.6.    GUIDELINES ON THE TEACHING AT POSTGRADUATE LEVEL

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

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

## I.7.    GUIDELINES ON THE SUPERVISION OF RESEARCH BY POSTGRADUATE CANDIDATES

### I.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.

3) A list of recommended supervisors, with the abridged curriculum vitae of each supervisor, shall be submitted by the relevant Department for approval to the first Postgraduate Studies Committee meeting of each academic year.

### I.7.2    GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

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

2) A supervisor shall be allowed to supervise postgraduate students only in his/her field of study, expertise and research experience.  This will help to ensure high standards of attainment, and to avoid possible embarrassments resulting from the rejection of theses/dissertations by examiners. To supervise Master's and Doctoral level candidates adequately, the supervisor should have a doctoral degree.  He / she can co-supervise with members of staff holding a Master's 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) Master's candidates require close and careful supervision because they usually lack previous research experience, especially during the early stage when learning about research methodology, experimental design and research technique and also when preparing the initial drafts of their theses.

5) The doctoral dissertation, unlike the Master's thesis, is recognition of successful postgraduate **research experience**. The supervisor of a Doctoral 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 design and formulation of appropriate postgraduate research projects. The proposed research topic must be approved by relevant Faculty Postgraduate Studies Committees, through relevant Faculty Boards before the candidate formally begins to undertake his/her research.

8) At the end of each semester, the supervisor shall provide an evaluation of the candidate's progress, presenting his/her assessment as to whether the candidate has the potential to produce an acceptable master's thesis or doctoral dissertation, or whether he/she should be advised to withdraw (refer to Annex 10 for the format of the progress report).

9) The supervisors must be able to look ahead and recognize potential impediments to the research problem in good time. They should be able to determine, through their previous research experience, what can be achieved meaningfully by their postgraduate students, within the time allocated for the study.

10) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate courses shall, in consultation with the supervisors, arrange research seminar series, which will enable the candidates to stand on their own feet, and to think carefully about why they proposed to use approaches which they intend to adopt in their research etc.

11) The supervisors have the responsibility of monitoring the candidate's research progress throughout the research period. There are various methods through which they could be kept up-to-date about the candidate's research progress:
   (a) both the supervisor and the candidate must submit written reports on the progress of the student to the Faculty and the School of Postgraduate Studies before the end of each 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 should however, point out language errors.

14) Towards the end of the research phase, the Head of the relevant Department should present to the Faculty Postgraduate Committee names and addresses, as well as abridged curriculum vitae, of experts in the candidate's research topic, who could be nominated by the relevant Faculty Postgraduate Committee as external examiners for the candidate's thesis/ dissertation. Examiners shall not be selected from the pool of examiners already approved for courses in the specific programme.

15) If the candidate has two or more supervisors, one of these should be appointed Chairperson of the Supervisory Committee. If the main supervisor should be away from the University for more than three consecutive months, an acting supervisor is appointed to guide the candidate in the interim.

16) If, in the course of the candidate's research, a situation develops whereby:
   (a) there is a breakdown in communication between the student and the supervisor;
   (b) there are personal clashes and conflicts between the two;

(c) the candidate refuses to follow the supervisor's advice, both the supervisor and the candidate should report the problem in writing to the Head of the relevant Department, with a copy to the Chairperson of the Faculty Postgraduate Studies Committee for appropriate action. Where necessary a new supervisor could be appointed; the student could be discontinued from studies; the supervisor or the candidate could be warned of any weaknesses.

17) Since the supervisor's responsibility is so central and critical in postgraduate student research, and since the task of supervising postgraduate student research is time-consuming, it is decided that:
(a) in order to ensure adequate supervision, a single staff member shall not supervise more than five (5) postgraduate candidates;
(b) staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned

## I.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 of between 200-300 words in the case of Master's theses, and 300-400 words for Doctoral dissertations.  The abstract shall be a synopsis of the methodology of the research undertaken, the findings, and the major conclusions reached.

3) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty Postgraduate Committees shall be submitted together with the notice, for approval by Senate on recommendation by the Postgraduate Studies Committee (see Annex 12 for the format of the abridged curriculum vitae).

4) The Director: School of Postgraduate Studies shall issue a letter of appointment to the thesis/ dissertation examiners.

## 1.9  POSTGRADUATE FEES

1) All registered candidates shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM.

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. Moreover, prospective candidates should work closely with their supervisors when preparing their research proposals

**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 and limited to the scope of the study.

1. **Title** of the proposed study (refer to Annex 7 for the format of the title page)
2. **Introduction**
   2.1 **Orientation of the proposed study**
   In a general overview and using key literature pieces, students should state research concerns, disagreements, controversies, unanswered questions and gaps in knowledge that give rise to research problems of their interest.
   2.2 **Statement of the problem**
   Students should concisely formulate their research problems by clearly indicating research issues they would like to investigate in their studies. This should include the purposes of their studies
   2.3 **Either objectives of the study or research questions (NOT BOTH)**
   Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.
   2.4 **Hypotheses of the study (where needed)**
   Where applicable, particularly in the Natural Sciences, students should state unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.
   2.5 **Significance of the study**
   Students should state the importance of their studies, the anticipated contribution of such studies to knowledge and to socio-economic progress.
   2.6 **Limitation of the study**
   Students should indicate the scope, logistical and resource limitations of their studies.
3. **Literature Review and (where applicable) the theoretical framework**
   In this section students should prepare critical, synthesized and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains uninvestigated.
4. **Methodology**
   4.1 **Research Design**
   Students should provide clear statements on either quantitative or qualitative research designs they intend to use. It is not necessary to provide the definitions of the research designs. However, they should specify how they intend to use particular research designs in their studies. They should not merely provide the distinction between the two generic designs
   4.2 **Population (where applicable)**
   Students should, where applicable, specify the population to which they would like to generalize their research findings.
   4.3 **Sample**
   Students should clearly explain how they intend to draw samples from the target populations. They should specify how they intend to appropriately use either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.
   4.4 **Research Instruments**
   Research instruments and measures that would be used to collect data should be clearly provided under this section.

**4.5  Procedure**

The manner in which data would be collected should be explained here. How research instruments would be used to collect data should be specified in this section.

**4.6  Data analysis**

In this section, students should provide specific strategies that they would employ to analyze their data. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.

**4.7  Budget (for sponsored students only)**

This section is only applicable to sponsored students

5. **Research Ethics**

Students should provide information on *how* they shall observe research ethics when conducting their studies. Merely stating what research ethics are, would not be sufficient.

6. **References**

Students should use the ***Publication Manual of the American Psychological Association* (APA)** format when citing sources of information in text and when preparing reference lists at the end of their research proposals. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old.

7. Postgraduate students **should not use** the **Wikipedia** as a valid academic source of information as the information presented in it is not verifiable.

**Length of research proposals submitted for consideration by the Postgraduate Studies Committee**

1. The length of abridged versions of student research proposals for submission to the Postgraduate Studies Committee shall be as follows:

1.1 Research Proposals from students at the Master's Degree level shall not exceed 12 double-spaced typed pages in length.

1.2 Research proposals from students at the Doctoral Degree level shall not exceed 14 double-spaced typed pages in length.

1.3 In each case, research proposal summaries shall not exceed 2 double-spaced typed pages in length.

1.4 The font size 12, Times New Roman format shall be used in all cases.

**The limit of the number of times postgraduate student research proposals can be considered by the postgraduate studies committee**

Postgraduate Students shall be allowed to re-submit their revised research proposals to the Postgraduate Studies Committee for up to a maximum of only **3 times within a period of one academic year.**

**De-registration of postgraduate students who fail to make progress**

Faculties shall deregister postgraduate students who fail to make progress after the three re-submissions of their research proposals or after the permitted duration of their studies.

**Referees**

The Postgraduate Studies Committee may wish to require scholars who know the applicant well to comment on his/her ability to undertake the proposed research.  It is important, therefore, that the applicant includes names (and full addresses) of two or three possible referees who could give an assessment of the applicant's abilities.

**Outline of Research Proposal summaries**

The candidates are required to submit to the Senate, through the Postgraduate Studies Committee, two (2) page summaries of their research proposals.  These should include the title of the research proposal using information contained in Annex 7, 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 and the research ethics to be considered or observed.  The methodology section should include a clear statement on data analysis.

**ANNEX 2**

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

**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 centred in the upper margin.

**Margins**

The left hand margin must be 4.0 cm from the left edge of the paper; the right hand margin must be 2.5 cm from the right edge; the top margin 4.0 cm from the top of the page, and the bottom one 2.5 cm from the bottom edge of the paper.

**Title page**

The title page must be organized such that it is symmetrically arranged. The page should show the title of the thesis/dissertation in CAPITALS; should contain a statement that the thesis/dissertation is being submitted in fulfilment or partial fulfilment of the requirements for the degree mentioned; should give the year of completion of the study, and the name of the degree for which it has been submitted. (See Annex 7)

**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, be between 200-300 words in the case of Master's theses, and 300-400 words for Doctoral dissertations. Furthermore, it should include the purpose of the study, the methodology used, the main findings, conclusions and recommendations in the case of a dissertation.

**Format of the Abstract**
1. The abstract must be double-spaced typed and on one side of the paper. In addition, the font size 12, Times New Roman format shall be used in all cases.
2. The page margins indicated above for the thesis/dissertation must be used.
3. The abstract should not contain any headings.

**Table of Contents**

The Table of Contents shall be analytical and refer to specific pages where each major component of the 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, Discussion, Recommendations and Conclusion.

### Language

The presentation of the thesis/dissertation shall normally be in English. The use of a language other than English requires approval of Senate.

### Literature Cited

All the literature cited in the text must be arranged in alphabetical order at the end of the thesis/dissertation, in accordance with the format used in the Publication Manual of the American Psychological Association (APA). This should be the case as well for citations in the text of research proposals, theses and dissertations. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old. Candidates shall use more primary than secondary sources of information to guide their research.
If a candidate draws from work that s/he has published previously, it should be fully cited.

### Length of Theses/Dissertations

The suggested guidelines are as follows (A4 double spacing):
(a) **Master's theses**: The recommended length of a Master's thesis is a minimum of 40 000 words and a maximum of 65 000 words.
(b) **Doctoral dissertations**: The recommended length of a Doctoral dissertation is a minimum of 80 000 words and a maximum of 140 000 words.

### Submission of Theses/Dissertations

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

After the approval of the thesis/dissertation, by the examiners, and after all the corrections recommended by the examiners has 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 **red**, and that for Doctoral Dissertations shall be **black**.

Candidates should ensure that when binding the theses/ dissertations, the spine shall contain the name of the candidate, the degree for which it was submitted, and the year of degree award.

**ANNEX 3**

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

**MASTER'S THESES AND DOCTORAL DISSERTATIONS**

1) Every thesis/dissertation shall be assessed by at least two examiners in the case of Master's candidates and at least three examiners for Doctoral candidates.  At least one of the examiners in each case must be external to the University of Namibia. Supervisors should not act as Internal Examiners as they would not critically examine students' work they have supervised. Departments shall utilize appropriately qualified staff from other departments in the University to act as internal examiners when they have within their ranks insufficient staff to draw internal examiners from.  Internal and External Examiners shall not be selected from the pool of examiners already approved for courses in the specific programme and should be approved by Senate.

2) The examiners shall be required to submit their detailed reports about the theses/dissertations within a period of two months from the date of receipt of the documents. If their assessments are not received within two months, new examiners may be appointed.

3) Each examiner shall be required to examine the thesis/dissertation in detail, and submit his/her assessment under the following headings:

   (a) **Appropriateness of the thesis/ dissertation title.**  The title should be a true reflection of the content of the thesis/ dissertation.

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

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

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

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

   (f) **Summary**: The examiner should present a summary indicating whether s/he recommends the thesis/ dissertation for a postgraduate degree award, by completing the Summary Form (attached as Annex 5).

   (g) The External Examiners should address their comprehensive written and typed reports to the Vice-Chancellor.

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

   (b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

**ASSESSMENT OF PUBLISHED WORK FOR HIGHER DOCTORATES**

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

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

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

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

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

## VIVA VOCE EXAMINATIONS

1) In addition to writing a thesis/dissertation, the postgraduate candidates who are registered as per provisions under Regulation I.4.3 (2), shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.

2) The **viva voce** examination shall take place only after the Postgraduate Studies Committee and the Senate are satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of an acceptable standard.

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

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

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

6) The Chairperson of the **viva voce** panel shall be a senior academic and shall 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 a unanimous decision on the candidate's performance. Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote may be taken to arrive at a reasonable decision. A majority vote shall be required for passing the **viva voce** examination.

10) (a) At the end of the oral examination, the panel shall sign a **viva voce** Examination Results Form (Annex 6) 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. This should be done within one week of the examination.

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.

## ANNEX 4

**SUMMARY ON THE DECLARATIONS WHICH MUST BE CONTAINED IN THE SUBMITTED THESES/ DISSERTATIONS**

(1) Every thesis/dissertation shall be accompanied by a statement declaring that the document is a true reflection of the candidate's own research, and has not been submitted for a degree in any other institution of higher learning.

(2) The thesis/dissertation shall contain a statement of copyright, reading as follows: No part of this thesis/ dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by any means (e.g., electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of the author, or the University of Namibia in that behalf.

(3) In presenting a thesis/dissertation, the candidate shall be deemed by so doing to have granted the University the right to reproduce it in whole or in part, in any manner or format which the University may deem fit, for any person or institution requiring it for study and research; provided that the University shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

These declarations should be used in theses/dissertations exactly as follows:

**DECLARATIONS**

.    I, [student's name], declare hereby that this study is a true reflection of my own research, and that this work, or part thereof has not been submitted for a degree in any other institution of higher education.

.    No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.

.    I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit, for any person or institution requiring it for study and research; providing that The University of Namibia shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.


……………………………… [signature]          Date……………………………..
[Student's name]

# ANNEX 5

## SUMMARY OF RECOMMENDATIONS ON POSTGRADUATE THESIS AND DISSERTATION

**Name of Candidate**: ………………………………………………………………………………………………

**Degree registered for**: ………………………………………………………………………………………………

**Thesis/Dissertation Title**: …………………………………………………………………………………............

…………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………..

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

\*       *Please make your recommendation by placing an (X) in the right hand column.*

Name of Examiner:........................................................................................

Signature:...........................Date: ................................................................

\*\*       *The Examiner should be aware of the fact that the report will be made available to the candidate. In the case of* ***passes*** *for Master's theses, an indication should*
        *be made (in the Main Report) whether or not the Candidate passes with* ***distinction***.
\*\*\*     *Examiners should use the outline in Regulation I.9.1 when preparing their detailed reports.*
\*\*\*\*   *Doctoral dissertations shall not be graded but either passed or failed.*

## ANNEX 6

**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 minor corrections and revisions in the thesis, as stated in the report by the viva voce Chairperson. | |
| 2. | FAILS | |
| 2.1 | Candidate FAILS, but should be given another chance of defending the thesis/dissertation after rectifying the weaknesses detailed in the viva voce Chairperson's report. | |
| 2.2 | Candidate FAILS OUTRIGHT (reasons detailed in viva voce Chairperson's report). | |

| No. | Panel member's name* | Designation | Signature | Date |
|---|---|---|---|---|
| 1. | | Chairperson | | |
| 2. | | External Examiner | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

\*       *In case of disagreement, each panelist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 2.1 or 2.2) s/he prefers.*

\*\*      The VIVA VOCE Panel Chairperson should prepare a more detailed report according to instructions contained in Regulation I.9.3.

**ANNEX 7**

(Thesis/Dissertation title page)

STUDY OF THE MARINE PHYTOPLANKTON OF NAMIBIA

A THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE

OF

THE UNIVERSITY OF NAMIBIA

BY

.............................................
(Name of candidate)

...............................
(Student Number)

...............................
Month and year

Main Supervisor:   ……………..........................

Co-supervisor(s):   . ........................................

NB: INDICATE **IN FULFILMENT** IF THERE IS NO COURSEWORK AND IN **PARTIAL FULFILMENT** IF THERE
    IS COURSEWORK

**ANNEX 8**

# SCHOOL OF POSTGRADUATE STUDIES

## CHECKLIST FOR PROCESSING RESEARCH PROPOSALS AND THEIR SUMMARIES

**Faculty:** ……………………………………………………………………………………………………………………

**Department:** ……………………………………………………………………………………………………………..

**Postgraduate Programme Student is enrolled in:** …………………………………………….....................

**Name of Student:** ………………………………………………………………………….........................

**Student Number:** …………………………………………………………………………………………………

**Title of Study to be conducted:** …………………………………………………………………………………

…………………………………………………………………………………………………………………………

**Name (s) of Supervisor (s):** ………………………………………………………………………….…….....

**Instructions:** Tick (√) **YES** or **NO** in the space provided to indicate whether particular actions and tasks were undertaken. In addition, indicate the dates when the actions or tasks were undertaken.

| NATURE OF ACTION TAKEN | RESPONSE CHOICES | | | | DATE WHEN ACTION WAS TAKEN |
|---|---|---|---|---|---|
| The candidate has registered as a UNAM student | **YES** | | **NO** | | |
| The research proposal has been prepared under the guidance of a supervisor or supervisors. | **YES** | | **NO** | | |
| The research proposal has been considered and approved at departmental level. | **YES** | | **NO** | | |
| The research proposal and its summary have been considered and approved by the Faculty Postgraduate Studies Committee and not merely by a subcommittee of this committee. | **YES** | | **NO** | | |
| The research proposal and its summary have been verified as conforming to UNAM guidelines for preparing research proposals by the Faculty Postgraduate Studies Committee Chairperson | **YES** | | **NO** | | |
| The research proposal and its summary have been considered and approved by the Postgraduate Studies Committee with revisions | **YES** | | **NO** | | |
| The Research Proposal and its summary were **NOT** approved by the Postgraduate Studies Committee but referred back to the Faculty for revision. | **YES** | | **NO** | | |
| The research proposal and its summary have been revised and edited by the student for content and language errors under the guidance of the supervisor (s). | **YES** | | **NO** | | |
| The revised research proposal and its summary have been checked for content and language errors by the supervisor(s) | **YES** | | **NO** | | |

**Signature of the Main Supervisor:**……………………………………………………

     **Date:**…………………………………..

**Signature of the Co-Supervisor (s) (if any):**……………………………………………

     **Date:**…………………………………..

**Signature of the Faculty Postgraduate Studies Committee Chairperson:**………………………    ……………..

     **Date:**………………………………….

**Signature of the Postgraduate Studies Committee (PGSC) Chairperson:**……………………………………

     **Date:**…………………………………

**ANNEX 9**

## SCHOOL OF POSTGRADUATE STUDIES

### SUPERVISORS/EXAMINERS FORM

| | |
|---|---|
| Student Number: | |
| Surname and Initials: | |
| Contact (Cell number): | |
| Postal Address: | |
| E-mail address: | |
| Degree (Masters/PhD) | |
| Title of thesis: | |

| | | |
|---|---|---|
| Names of Main Supervisor | | Affiliation of Supervisor: |
| Names of Co-Supervisor | | Affiliation of Supervisor: |
| Names of Co-Supervisor | | Affiliation of Supervisor: |
| Names of Co-Supervisor | | Affiliation of Supervisor: |
| External Examiner | | Affiliation of Examiner |
| Internal Examiner | | Affiliation of Examiner |
| Internal Examiner | | Affiliation of Examiner |

----------------------------------------------         -------------------------------
SIGNATURE OF STUDENT                                 DATE

----------------------------------------------         -------------------------------
SIGNATURE OF MAIN SUPERVISOR                 DATE

**For office use only:**

| | | | |
|---|---|---|---|
| ----------------------------------   ----------------------- | | -----------------------------------   -------------------------- | |
| **FACULTY OFFICER**        **DATE** <br> **School of Postgraduate Studies** | | **DIRECTOR:**        **DATE** <br> **School of Postgraduate Studies** | |
| **REMARKS:** | | **REMARKS:** | |

*Shaded part to be completed by Supervisor after student has signed.

**ANNEX 10**

## SCHOOL OF POSTGRADUATE STUDIES

## PROGRESS REPORT (STUDENT)

**Student Name:** ……………………………………………………………………………………………........................

**Student Number:** ……………………………………………………………………………………………………..

**Postgraduate Programme Student is enrolled in:** ……………………………………………………………..

**Student Contact Details:** …………………………………………………………………………………………

**Student E-mail Address:** ……………………………………………………………………………........................

**Mode of study:   Full Time/Part Time:** ………………………………

**Academic year of first registration:** …………………………………


**Supervisor's Name:** …………………………………………………………………………………………………..

**Supervisor's Contact Details:** …………………………………………………………………………………………

**Supervisor's E-mail Address:** …………………………………………………………………........................

**Research Title:** ……………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………


**PROGRESS TO DATE**:

| | | |
|---|---|---|
| a) | Do you consider that you have made satisfactory progress during the academic year and will be on track to complete according to your Research Proposal/Thesis/Dissertation Plan? | **YES/NO** |
| b) | Did you have regular contact with your supervisor? | **YES/NO** |
| c) | Indicate way of contact with your supervisor (face-to-face or e-mail) and dates<br><br>Contact sessions:     Face-to-face……………………………………………..<br><br>                              E-mail ……………………………………………………<br><br>                              Telephone …………………………………………….. | |
| d) | Are you satisfied with your progress? | **YES/YES with concern/ NO with reasons** |
| e) | Are there any problems/issues that you would like to draw to the attention of the Faculty/School of Postgraduate Studies? | **YES/NO** |
| f) | If yes, have you discussed these problems with your Supervisor or Head of Department? | **YES/NO** |

- Please comment on any individual aspects or your progress with which you are either particularly satisfied or dissatisfied.
- Please outline any concerns or problems you may have.

**Comments: (You may use a separate page for your comments)**

| |
|---|
| <br><br><br><br><br><br> |


**Signed:** ……………………………………………………………     **Date:** …………………………………………

**Student's Name**: ………………………………………………………

**Signed:** ……………………………………………………………     **Date:** ……………………………………….

**Supervisor's Name**: …………………………………………………

**Signed:** ……………………………………………………………     **Date:** ……………………………………….

**Head of Department's Name:** …………………………………………..

# SCHOOL OF POSTGRADUATE STUDIES
## PROGRESS REPORT (SUPERVISOR)

**Supervisor's Name:** ……………………………………………………………………………………………………..

**Supervisor's Contact Details:** ………………………………………………………………………………………….

**Supervisor's E-mail Address:** ………………………………………………………………………………………….

**Faculty:** …………………………………………………………………………………………………………………….

**Department:** ……………………………………………………………………………………………………………..

**Student Name**: ………………………………………………………………………………………………………….

**Student Number:** ……………………………………………………………………………………………………….

**Postgraduate Programme Student is enrolled in:** …………………………………………………………………

**Research Title:** ………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………….

**Mode of study:   Full Time/Part Time:** …………………………….

**Academic year of first registration:** ……………………………….

**Current Status of Proposal/Thesis/Dissertation (tick appropriate box)**

| In Progress | | To be reviewed | |
|---|---|---|---|
| Submitted | | Approved | |

**Progress of the student**:

| | | |
|---|---|---|
| a) | Has the student's attendance been satisfactory with respect to the supervisory meetings? | **YES/NO** |
| b) | When was the last session with the student? | **Date of meeting** |
| c) | Has the student attended the sessions as agreed? | **YES/NO** |
| d) | Is the student's progress satisfactory and should he/she be permitted to continue? <br> ………………………………………………………………………………… <br> ………………………………………………………………………………… <br> ………………………………………………………………………………… | **YES/YES with concern/ NO with reasons** |

**Comments on student's progress in the Proposal/Thesis/Dissertation (Please use a separate page for your comments under the following headings:**

| PER SEMESTER | PROGRESS MADE |
|---|---|
| 1st   Semester/ 2nd Semester | **What is the latest progress in the development of the Proposal/Thesis/Dissertations?** |
| | **What are your expectations for the next stage/Is the progress of the student satisfactory?** |
| | **Any other comments: E.g. Concern about continuation or completion on – time, etc.** |

**Signed:** ……………………………………………………………     **Date:** ……………………………………………

**Supervisor's Name:** …………………………………………………….

**Signed:** ……………………………………………………………...     **Date:** ……………………………………………

**Student's Name:** ………………………………………………….

**Signed:** ……………………………………………………………...     **Date:** ……………………………………………

**Head of Department's Name:** …………………………….…………

**ANNEX 11**

# SCHOOL OF POSTGRADUATE STUDIES

## CHECKLIST FOR PROCESSING THESES AND DISSERTATIONS

Faculty: .........................................................................................................................................................

Department: .................................................................................................................................................

Postgraduate Programme Student Enrolled in:.........................................................................................

Name of Student:.........................................................................................................................................

Student Number: .........................................................................................................................................

Title of thesis/dissertation:.........................................................................................................................

Name(s) of supervisor(s):...........................................................................................................................

Date when the thesis/dissertation was sent to examiners:.....................................................................

Date when comments on the thesis/dissertation were received from examiners: ................................

Comments from examiners were responded to by the candidate under the guidance of the supervisor(s) ..................................

.........................................................................................................................................................

Supervisor(s) checked the thesis/ dissertation to ensure that the candidate made the revisions he or she was required to make ..................................

.........................................................................................................................................................

Supervisor (s) checked the thesis/dissertation to ensure that it was proof read before sending it for binding ..................................

.........................................................................................................................................................

Date when the bound copies of the thesis/dissertation were submitted to the Postgraduate Studies Committee for noting .....

Name and signature of supervisor(s): .....................................................................................................

Date: ..............................................................................................................................................................

.........................................................................................................................................................

Name and signature of the Chairperson of the Faculty Postgraduate Studies Committee: ................................

Date: ..............................................................................................................................................................

Name and signature of the Chairperson of the Postgraduate Studies Committee: ............................

Date: ..............................................................................................................................................................

**ANNEX 12**

## SCHOOL OF POSTGRADUATE STUDIES

### RECOMMENDED FORMAT OF THE ABRIDGED CURRICULUM VITAE

Title: Prof., Dr., Mr., Mrs., Ms.

Academic or equivalent institution to which affiliated:

Qualifications:

Specific Academic Rank:

University teaching experience in years:

Area (s) of expertise:

Record of postgraduate student supervision for the last 5 years:

List of key research projects undertaken or coordinated for the last 5 years:

Record of publications in the last 10 years (i.e. books, chapters in books, articles in refereed journals, articles in edited and refereed conference proceedings, etc.):

*The abridged CV should not be more than three pages long*