

PROSPECTUS 2012

GENERAL INFORMATION AND REGULATIONS



— Inspiring minds & shaping the future —

UNIVERSITY OF NAMIBIA

GENERAL INFORMATION AND REGULATIONS PROSPECTUS 2012

This Prospectus has been compiled to reflect all information as accurately as possible. However, the University of Namibia does not accept any responsibility or liability for any errors or omissions, and reserves the right to amend any regulation or other stipulation without prior notice.

The information in this Prospectus is correct up to 31 October 2011.

Copyright: University of Namibia, 2011

CONTENTS

1.	COAT OF ARMS	1
	MISSION STATEMENT	1
2.	OFFICE BEARERS AND CONTACT NUMBERS	2
2.1	Chancellor.....	2
2.2	Council Members	2
2.3	Administration	2
2.4	Faculties	4
2.5	Hifikepunye Pohamba Campus	5
2.6	Katima Mulilo Campus	5
2.7	Khomasdal Campus	5
2.8	Rundu Campus.....	5
2.9	Neudamm Campus.....	5
2.10	Ogongo Campus.....	5
2.11	Ongwediva Campus (Engineering & IT).....	5
2.12	Oshakati Campus	5
2.13	Henties Bay Campus	5
3.	COMMITTEES OF THE UNIVERSITY OF NAMIBIA	6
	LIST OF ACRONYMS, COMMITTEES & CHAIRPERSONS	7
4.	ACADEMIC CALENDAR	8
5.	DUE DATES (GENERAL, CANCELLATIONS, FINANCE)	8
6.	DEGREES, DIPLOMAS AND CERTIFICATES	9
7.	GENERAL AND EXAMINATION REGULATIONS	12
A.	GENERAL REGULATIONS	12
7.1	Preamble	12
7.2	Application for Admission	13
7.3	General Admission Criteria for Undergraduate Programmes	14
7.4	Mature Age Entry Scheme.....	15
7.5	Registration.....	15
7.6	Registration for Non-Degree / Non-Diploma Purposes	16
7.7	Registration as a Guest Student.....	16
7.8	Timetable	16
7.9	Sequence of Modules	16
7.10	Choice of Major(s)	16
7.11	Amendment of Study Programme / Curriculum / Module(s)	17
7.12	Termination of Studies / Cancellation of Module(s)	17
7.13	Exemption from Modules	17
7.14	Absence from Lectures and Tests.....	17
7.15	Absence due to Maternity.....	18
7.16	Absence due to Funerals	18
7.17	Absence due to Illness & other Reasons.....	18
7.18	Full-Time/Part-Time Studies.....	18
	7.18.1 Applications / Registrations	18
	7.18.2 Employment	18
7.19	Cellular Phones.....	18
7.20	Assessment	18
B.	GENERAL EXAMINATION REGULATIONS	19
7.21	GENERAL REGULATIONS	19
7.21.1	Eligibility for Admission to Examinations.....	19
7.21.2	Dates of Examinations	19
7.21.3	Continuous Assessment and Final Examination.....	19
7.21.4	Compilation and Content of Examination Papers.....	19
7.21.5	Moderation of Examination Question Papers	19
7.21.6	Procedures during Examinations.....	19
7.21.7	Examination Irregularities.....	20
7.21.8	Marking and Grading	20
7.21.9	Use of External Moderators	21
7.21.10	Faculty Examination Boards.....	21
7.21.11	Final Approval and Release of Examination Results	21
7.21.12	External Moderator's Reports	21
7.21.13	Retention of Continuous Assessment (CA) Mark	21
7.21.14	Preservation of Examination Scripts	21
7.21.15	Provision for Student Appeals.....	22
7.21.16	Re-Evaluation	22
7.21.17	Supplementary Examinations	22
7.21.18	Special Examinations	22

8.	GENERAL REGULATIONS FOR CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES	23
8.1	GENERAL REGULATIONS FOR CERTIFICATE PROGRAMMES	23
	8.1.1 Certificate Programmes offered.....	23
	8.1.2 Admission to Certificate Programmes.....	23
	8.1.3 Certificate Programme Structure.....	23
8.2	GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES	23
	8.2.1 Diploma Programmes offered.....	23
	8.2.2 Admission to Diploma Programmes.....	24
	8.2.3 Diploma Programme Structure.....	24
	8.2.4 Academic Advancement of Diploma Programmes.....	24
	8.2.5 Awarding of Diplomas.....	24
8.3	GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES	24
	8.3.1 Bachelor's Degree Programmes offered.....	24
	8.3.2 Admission to Bachelor Degree Programmes.....	25
	8.3.3 Advanced Placement Credit for Bachelor Degree Programmes.....	25
	8.3.4 Duration of Bachelor's Degree Programmes.....	25
	8.3.5 Awarding of Degrees.....	25
9.	REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES	26
9.1	PREAMBLE	26
9.2	POSTGRADUATE TRAINING PROGRAMMES AT UNAM	26
	9.2.1 Postgraduate Diploma Courses.....	26
	9.2.2 Master's Degree Courses.....	26
	9.2.3 Doctoral Courses.....	26
	9.2.4 Higher Doctorates.....	26
	9.2.5 Approval of Postgraduate Programmes.....	27
9.3	ELIGIBILITY FOR ADMISSION	27
	9.3.1 Postgraduate Diploma.....	27
	9.3.2 Master's Degree.....	27
	9.3.3 Doctor of Philosophy Degree and other Doctoral Programmes.....	27
	9.3.4 Higher Doctorates.....	27
9.4	REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM	27
	9.4.1 Procedures to Apply for Postgraduate Studies.....	27
	9.4.2 Study Permit Requirements.....	28
	9.4.3 Registration of the Selected Candidates.....	28
	9.4.4 Enrolment in Special Modules.....	28
	9.4.5 Sandwich Postgraduate Training.....	28
	9.4.6 Course Work Evaluation and Grading.....	29
	9.4.7 Thesis/Dissertation Research.....	29
	9.4.8 Regulations and Guidelines for Higher Doctorates.....	29
	9.4.9 Conferment of Degrees.....	30
	9.4.10 Subsequent Publication from a Thesis/Dissertation.....	30
9.5	GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS	30
9.6	REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS	30
9.7	REGULATIONS AND GUIDELINES ON THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS	30
	9.7.1 Master's Theses and Doctoral Dissertations.....	30
	9.7.2 Assessment of Published Works for Higher Doctorates.....	31
	9.7.3 Viva Voce Examinations.....	31
	9.7.4 Postgraduate Fees.....	32
10.	DISTANCE EDUCATION	33
10.1	GENERAL REGULATIONS	33
	Conducting of Examinations.....	33
10.2	EXAMINATION ADMISSION	33
	Determination of Examination Admission Mark.....	33
10.3	EXAMINING	33
	Examiners and Moderators.....	33
10.4	DETERMINATION OF EXAMINATION- AND FINAL MARKS	33
	Determination of Examination Marks.....	33
	Determination of Final Mark.....	33
	Promotion.....	33
	Passing a Module.....	33
	Passing a Module with Distinction.....	33
	Obtaining a Degree or Diploma Cum Laude.....	34
10.5	RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS	34
	Recognition.....	34
	Crediting.....	34
	Exemption.....	34

11.	SCHOLARSHIPS AND AWARDS	34
11.1	GENERAL INFORMATION ON SCHOLARSHIPS	34
11.2	SCHOLARSHIPS	34
	A) Full Scholarships.....	34
	B) Supportive Scholarships.....	34
	C) Book Fund Scholarships.....	34
11.3	APPLICATION PROCEDURES AND CONDITIONS OF AWARDING THE SCHOLARSHIP	35
11.4	PAYMENT OF SCHOLARSHIPS MANAGED BY THE UNIVERSITY	35
11.5	MERIT AWARDS	35
	11.5.1 The criteria for the evaluation of Merit Awards	35
	11.5.1.1 Best Undergraduate Student per year of study per Faculty/School.....	35
	11.5.1.2 Vice Chancellor's Medal (Best Student per Faculty/School).....	35
	11.5.1.3 Vice Chancellor's Medal (Best Postgraduate Student).....	36
	11.5.1.4 Chancellor's Medal (Best Student of the University of Namibia).....	36
12.	LIBRARY AND INFORMATION SERVICES	37
12.1	GENERAL	37
12.2	OPENING HOURS	37
12.3	MEMBERSHIP	38
12.4	COLLECTIONS	38
	12.4.1 Open Shelf Collection.....	38
	12.4.2 Short Loan Collection.....	38
	12.4.3 General Reference Collection.....	39
	12.4.4 Law Reference Collection.....	39
	12.4.5 Periodicals Collection.....	39
	12.4.6 Special Collections.....	39
	12.4.7 Archival Collection.....	39
	12.4.8 Audio-Visual Material.....	39
	12.4.9 Newspapers.....	39
	12.4.10 Popular Magazines.....	39
	12.4.11 Sheet Music.....	39
12.5	LIBRARY MATERIALS NOT AVAILABLE ON LOAN	39
12.6	SERVICES	39
	12.6.1 Subject Information Services.....	39
	12.6.2 Inter-lending and Document Delivery Service.....	40
	12.6.3 Online Public Access Catalogue (OPAC).....	40
	12.6.4 Access for Users with Special Needs.....	40
	12.6.5 Photocopying.....	40
	12.6.6 After-Hours Return Slot.....	40
12.7	FACILITIES	40
	12.7.1 Discussion Rooms.....	40
	12.7.2 Internet Wireless Room.....	40
	12.7.3 Study Carrels.....	40
	12.7.4 Display Facilities.....	40
	12.7.5 Foyer.....	41
12.8	GENERAL RULES	41
13.	STUDENT LIFE	42
A.	SPORT AND CULTURE	42
13.1	SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS	42
13.2	SPORT CLUBS	42
13.3	SOCIETIES	42
13.4	AIMS AND OBJECTIVES OF SOCIETIES	42
	13.4.1 UNAM Debating Society.....	42
	13.4.2 Campus Vision.....	42
	13.4.3 Fellowship for Christian Movements (FCM).....	42
	13.4.4 Pan African Students Society.....	42
	13.4.5 History Society.....	42
	13.4.6 Campus Radio.....	42
	13.4.7 UNAM Choir.....	43
	13.4.8 Economic & Marketing Society.....	43
	13.4.9 UNAM Environmental Society.....	43
	13.4.10 Malcolm X.....	43
	13.4.11 UNAM Science Society.....	43
	13.4.12 UNAM Agriculture Society.....	43
	13.4.13 UNAM Law Society.....	43
B.	COUNSELLING SERVICES	43
C.	PRIMARY HEALTH CARE	43
D.	CHAPLAINCY	44
E.	HOSTEL FACILITIES	44
14.	DAILY CALENDAR	45

1. COAT OF ARMS

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

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

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

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

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

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

MISSION STATEMENT

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

2. OFFICE BEARERS AND CONTACT NUMBERS

2.1 Chancellor

His Excellency the President of the Republic of Namibia, Dr Hifikepunye Pohamba

2.2 Council Members

Presidential Appointments

Prof Filemon Amaambo (Chairperson)
Dr Ndeutala Angolo-Amutenya (Vice-Chairperson)
Ms Sirkka Ausiku
Dr Gabriele Schneider
Mr Siseho Simasiku
Ms Inge Zaamwani-Kamwi

Ministry of Finance

Ms Ericah Shafudah

Ministry of Education

Mr Alfred Ilukena

Windhoek Municipality Council

Ms Agnes Kafula

External Non-Resident

Prof Aggrey Ambali
Prof Keto Mshigeni

Alumni

Mr Sisa Namandje
Mr Inocencio Verde

UNAM Management

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

Senate Members

Prof Rehabeam Auala
Prof Choshi Kasanda
Dr Trudie Frindt

Administrative Staff Representative

Ms Barbara Seibes-Böck

SRC

SRC President
SRC Vice-President

Management Observers

Mr Reino Hasheela (Director: Estate Services)
Mr Reginald Izaks (Director: Human Resources)
Dr Itah Kandjii-Murangi (Dean of Students)
Mr Edwin Tjiramba (Director: Communications and Marketing)

2.3 Administration

Main Campus

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

Centre for External Studies

Postal address: Private Bag 13245, Windhoek, NAMIBIA
Street address: 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

Hifikepunye Pohamba Campus - Ongwediva

Postal address: Private Bag 5507, Ongwediva, NAMIBIA
Street address: Oshakati Main Road, Ongwediva

Katima Mulilo Campus

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

Khomasdal Campus**Postal address:** Private Bag 13317, Windhoek, NAMIBIA**Street address:** 5 Andrew Kloppers Street, Khomasdal**Neudamm Campus****Postal address:** Private Bag 13301, Windhoek, NAMIBIA**Physical address:** Neudamm**Ogongo Campus****Postal address:** P.O. Box 5520, Oshakati, NAMIBIA**Physical address:** Ogongo**Ongwediva Campus (Engineering & IT)****Postal address:** P.O. Box 3624, Ongwediva, NAMIBIA**Street address:** Nanjembo Mengela Street, Ongwediva**Oshakati Campus****Postal address:** P.O. Box 3654, Oshakati, NAMIBIA**Street address:** Eliader Mwatale Street, Oshakati**Rundu Campus****Postal address:** P.O. Box 88, Rundu, NAMIBIA**Street address:** Kaisosi Road, Rundu**Henties Bay Campus****Postal Address:** P.O. Box 462, Henties Bay, NAMIBIA**Street Address:** Omaruru Street, North Dune, Henties Bay**TELEPHONE NUMBERS
int. (+264+61+...)****Office of the Vice Chancellor**

Vice Chancellor (Prof Lazarus Hangula).....	206 3933
Pro-Vice Chancellor: Academic Affairs & Research (Prof Osmund Mwandemele).....	206 3934
Pro-Vice Chancellor: Administration & Finance (Dr Boniface Mutumba)	206 3082
Director: External & International Relations (Dr Kenneth Matengu).....	206 3944
Administrator: External & International Relations (Ms Nambata Namweya)	206 4680
Director: Academic Affairs (Dr Erika Maass)	206 3742
Director: Communications & Marketing (Mr Edwin Tjiramba).....	206 3445
Director: Estate Services (Mr Reino Hasheela).....	206 3904
Director: Human Resources (Mr Reginald Izaks).....	206 3103
Legal Advisor (Ms Cynthia Anyanwu)	206 3173
Assistant Legal Advisor (Ms Doné Brinkman).....	206 3591

Office of the Registrar

Registrar (Mr Alois Fledersbacher)	206 3044
Assistant Registrar: Academic Administration (Ms Annelie van der Hoeven)	206 3832
International Student Support Officer (Ms Aune Sam)	206 3214
Senior Student Records Officer (Ms Eva Gases)	206 3786
Student Information Enquiries.....	206 3666
Bursary Officer (Mr David Nuyuuni).....	206 3769
Assistant Registrar: Examinations (Mr Abraham Ockhuizen)	206 3842
Senior Examination Officer (Mr Nick Gaseb).....	206 3899

Office of the Bursar

Bursar (Mr Joppie Jansen).....	206 3076
Assistant Bursar: Systems and Management (Ms Eben Mutjavikua)	206 3068
Assistant Bursar: Income and Revenue	206 3021
Assistant Accountant: Student Debtors (Ms Katy Majiedt)	206 3045
Financial Enquiries	206 3191

Office of the Dean of Students

Dean of Students (Dr Itah Kandjii-Murangi).....	206 3765
Secretary: Enquiries	206 3956
Assistant Dean: Professional Services (Ms Margareth Mainga).....	206 3156
Assistant Dean: Student Support & Liaison Services (Mr Levi Shigwedha)	206 3762
Student Counsellor (Ms Eunice Gonzzo)	206 3605
Senior Sport & Culture Officer (Mr Ben Naobeb)	206 3759
Head: Accommodation (Mr Lazarus Shatipamba).....	206 3771
Support, Culture and Student Leadership Officer (Mr Immanuel Wise)	206 3448

Office of the University Librarian

University Librarian (Ms Ellen Namhila)	206 3873
University Deputy Librarian (Mr Joseph Ndinoshiho)	(065) 2232264
Secretary: General Enquiries	206 3874

Enquiries: Circulation Services	206 3059
Head: User Services.....	206 3145
Head: Archives and Records Management.....	206 3692
Head: Technical Services & Systems	206 3870
Centre for External Studies	
Assistant Registrar: CES (Ms Carin Slabbert)	206 3722
Administrative Coordinator: Main Campus (Ms Welma Davies)	206 3609
Administrative Coordinator: Oshakati Campus (Ms Agnes Felix)	(065) 2232268
Secretary(Ms Irene Dieterich)	206 3676
Enquiries	206 3177
School of Postgraduate Studies	
Director	206 3647
Faculty Officer (Ms Desiree Davies).....	206 4615
Administrative Officer (Ms Selma Alfeus)	206 4662
Namibia Business School	
Director (Mr Mac Hengari)	413 503
Assistant Director: Corporate Services (Ms Yvonne Yon)	413 502
Officer: Academic Programmes (Ms Louisa Namutewa).....	413 506
2.4 Faculties	
<u>Faculty of Agriculture and Natural Resources</u>	
Secretary (Ms Mona Cloete)	206 3890
Faculty Officer (Mr Esau Nowaseb)	206 3895
Examination Officer (Mr Joseph Tischer)	206 4024
<u>Faculty of Economics and Management Science</u>	
Secretary (Ms Irene Gases)	206 3772
Faculty Officer (Ms Sophia Alfred)	206 3987
Assistant Faculty Officer (Ms Linda Lehmann)	206 3454
Coordinator: Income Generating Courses (Mr Martino Olivier)	206 3794
Examination Officer (Ms Florinda Mario).....	206 3715
Examination Officer (Ms Agnes Kleophas)	206 3256
<u>Faculty of Education</u>	
Secretary (Ms Emelda de Klerk)	206 3724
Faculty Officer (Mr Errol van Wyk)	206 3978
Assistant Faculty Officer (Ms Eugenie Pienaar)	206 4632
Examination Officer (Ms Elizabeth Xoagus)	206 3087
<u>Faculty of Engineering and Information Technology</u>	
Secretary (Ms Melinda Christiaan).....	(065) 2324002
Faculty Officer (Ms Paulina Kashihakumwa).....	(065) 2324004
Examination Officer (Ms Tekla Ndaveshiya).....	(065) 2324107
<u>Faculty of Humanities and Social Sciences</u>	
Secretary (Ms Chisengo Nikanor)	206 3801
Faculty Officer (Ms Anne-Marie Biwa)	206 3813
Examination Officer (Mr Edwin Pretorius).....	206 3661
<u>Faculty of Law</u>	
Secretary (Ms Althea Husselmann).....	206 3622
Faculty Officer (Mr David Sampson)	206 3998
Examination Officer (Mr Wesley Pieters)	206 3622
<u>Faculty of Health Sciences</u>	
<u>School of Nursing and Public Health</u>	
Secretary (Ms Ina Isaacs)	206 3827
Faculty Officer (Ms Leah Prinsonsky)	206 3826
Examination Officer (Ms Goldine Van Wyk).....	206 3084
<u>School of Medicine</u>	
Secretary (Ms Lydia Muraranganda)	206 5014
Faculty Officer (Ms Sanet Marthinusses)	206 5015
Examination Officer (Ms Pamela Jonkers).....	206 5017
<u>Faculty of Science</u>	
Secretary (Ms Maureen Matengu-Lizazi)	206 3046
Faculty Officer (Ms Tekla Tjipura)	206 3047
Examination Officer (Ms Merry Katjita).....	206 3520

2.5	Hifikepunye Pohamba Campus – Ongwediva	INT. (+264+65+..)
	Campus Administrator (Ms Olivia Haludilu)	232 3063
	Secretary (Ms Ddinelaio Nakale)	232 3000
	Enquiries	232 3000
2.6	Katima Mulilo Campus	INT. (+264+66+..)
	Campus Administrator (Mr Charles Siyaya)	253 138
	Secretary (Ms Florence Masule)	253 139
	Enquiries	253 422
2.7	Khomasdal Campus	INT. (+264+61+...)
	Secretary (Ms Ann-Marie Skrywer)	206 3051
2.8	Rundu Campus	INT. (+264+66+...)
	Campus Administrator (Ms Regina Kandjimi)	265 316
	Secretary (Ms Mechtilde Kamwanga)	265 301
	Enquiries	265 300
2.9	Neudamm Campus	
	Campus Administrator (Ms Amanda Lubbe)	206 4036
	Secretary (Ms Mona Cloete)	206 3890
	Enquiries	206 4111
2.10	Ogongo Campus	INT. (+264+65+...)
	Farm Manager (Mr Mathew Nghihangwa)	223 5290
	Examination Officer (Ms Justina Amupolo)	223 5212
	Enquiries	223 5000
2.11	Ongwediva Campus (Engineering & IT)	INT. (+264+65+...)
	Secretary (Ms Melinda Christiaan)	232 4002
	Examination Officer (Ms Tekla Ndevashiya)	232 4107
	Enquiries	232 4000
2.12	Oshakati Campus	INT. (+264+65+...)
	Head of Department: Nursing Science	223 2253
	Administrative Officer (Nursing Science)	223 2267
	Administrative Coordinator (Ms Agnes Felix)	223 2268
	Enquiries	223 2000
2.13	SANUMARC	INT. (+264+64+...)
	Director (Prof Edosa Omoregie)	223 2234
	Secretary (Ms Elizabeth Hill)	223 2253

3. COMMITTEES OF THE UNIVERSITY OF NAMIBIA

STANDING COMMITTEES OF COUNCIL

- ❖ Council
- ❖ Executive Committee of Council
- ❖ Staff Appointments Committee
- ❖ Staff Development Committee
- ❖ Finance Committee
- ❖ Audit Committee
- ❖ Honorary Degrees Committee
- ❖ Disciplinary and Appeals Committee
- ❖ Remuneration Committee

STANDING COMMITTEES OF SENATE

- ❖ Senate
- ❖ Executive Committee of Senate
- ❖ Academic Planning Committee
- ❖ Admissions and Examinations Committee
- ❖ Bursaries and Awards Committee
- ❖ Calendar & Timetable Committee
- ❖ Physical Planning Committee
- ❖ Library and Information Technology Committee
- ❖ Postgraduate Studies Committee
- ❖ Records Management Committee
- ❖ Research and Publications Committee
- ❖ UNAM Press Committee

MANAGEMENT COMMITTEES AND WORKING GROUPS

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

LIST OF ACRONYMS, COMMITTEES & CHAIRPERSONS

ACRONYM	COMMITTEES	CHAIRPERSON & SECRETARY
AC	Audit Committee	Chairperson: Dr N Angolo-Amutenya Meetings Secretary: Ms Joey Matthews
AEC	Admissions and Examinations Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Maggy van Rooi
APC	Academic Planning Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Mariana Cloete
BAC	Bursaries and Awards Committee	Chairperson: Mr A Fledersbacher Meetings Secretary: Mr David Nuyuuni
BTF	Budget Task Force	Chairperson: Prof L Hangula Meetings Secretary: Ms Mariana Cloete
C	Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
CAC	Council Appeals Committee:	Chairperson: Dr N Angolo-Amutenya Meetings Secretary: Ms Maggy van Rooi
CTC	Calendar and Timetable Committee	Chairperson: Mr A Fledersbacher Meetings Secretary: Ms Mariana Cloete
DAC	Disciplinary and Appeals Committee	Chairperson: Dr N Angolo-Amutenya Meetings Secretary: Ms Maggy van Rooi
ECC	Executive Committee of Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
ECS	Executive Committee of Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi
FC	Finance Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
HDC	Honorary Degrees Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
LITC	Library and Information Technology Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Mariana Cloete
PGSC	Postgraduate Studies Committee	Chairperson: Prof R Zimba Meetings Secretary: Ms Desiree Davies
PPC	Physical Planning Committee	Chairperson: Dr B Mutumba Meetings Secretary: Ms Mariana Cloete
PVC:ACF	PVC Academic Forum	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Mariana Cloete
PVC:ADF	PVC Administration Forum	Chairperson: Dr B Mutumba Meetings Secretary: Ms Maggy van Rooi
RC	Remuneration Committee	Chairperson: Dr N Angolo-Amutenya Meetings Secretary: Ms Joey Matthews
RMC	Records Management Committee	Chairperson: Ms E Namhila Meetings Secretary: UNAM Library
RPC	Research and Publications Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Pamela Claassen
SAC	Staff Appointments Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews Meetings Secretary (Academic Promotions): Ms Pamela Claassen
SADC	Staff Disciplinary Committee	Chairperson: (To be selected) Meetings Secretary: Directorate : HR
SDC	Staff Development Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Florence Katuuu
SEN	Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi
SUDC	Student Disciplinary Committee	Chairperson: (To be selected) Meetings Secretary: Office of the Dean of Students
TB	Tender Board	Chairperson: Dr B Mutumba Meetings Secretary: Ms Maggy van Rooi
VCMC	Vice Chancellor's Management Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
UPC	UNAM Press Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Office of the UNAM Press

4. ACADEMIC CALENDAR

SEMESTER 1

09 January	University opens
10 January	2 nd Opportunity Examinations commence (2011 Examinations)
19 January	Academic staff resumes office duties
26 January	2 nd Opportunity Examinations end
30 January – 17 February	Registration – All campuses (Last day for Late Registration: 22 February)
20 February	Lectures commence for SEMESTER 1
06 April	EASTER BREAK start
16 April	Lectures resume after Easter Break
01 June	Lectures end for SEMESTER 1
05 June	Regular Examinations commence (Semester 1 modules)
26 June	Regular Examinations end
27 June – 03 July	Supplementary / Special Examinations
03 July	End of Semester 1
09 – 13 July	Mid-year recess

SEMESTER 2

23 July	Lectures commence SEMESTER 2
10 September	SPRING BREAK starts
17 September	Lectures resume after Spring Break
02 November	Lectures end for SEMESTER 2
06 November	Regular Examinations commence (Semester 2 & Double modules)
27 November	Regular Examinations end
28 Nov – 04 Dec	Supplementary / Special Examinations
04 December	End of Semester 2
18 December	Academic Year ends & University closes (until 14 January 2013)
14 January 2013	University opens (2013 academic year)
24 January 2013	Academic staff resume office duties

5. DUE DATES FOR THE 2012 ACADEMIC YEAR

(i) GENERAL

Last day for application of retention of continuous assessment mark	17 February
Last day for application for exemption(s)	17 February
Last day for Late Registration (<i>Late fee payable</i>).....	22 February
Last day for approval of exemption(s)	22 February
Last day for approval of retention of continuous assessment mark.....	22 February
Last day for approval of module(s) & qualification changes	22 February
Last day to change Examination Centres at Regional Centres (Semester 1 modules - Regular and Supplementary Special Examinations)	27 April
Last day for appeals (Regular Examinations) (Semester 1)	27 July
Last day to submit outstanding documentation	24 August
Last day to change Examination Centres at Regional Centres (Semester 2 and Year modules - Regular and Supplementary / Special Examinations)	21 Sept
Last day to cancel enrolment	28 Sept
Last day for submission of Theses and Dissertations for examination	16 Nov

(ii) CANCELLATIONS

Semester 1 modules

Last day to cancel Semester 1 modules.....03 May

Semester 2 modules

Last day to cancel Semester 2 modules.....28 Sept

Double modules (A double module normally extends over one academic year)

Last day to cancel Double modules.....28 Sept

(iii) FINANCE

Semester 1 modules

Last day to cancel with 100 % credit.....09 March

Last day to cancel with 50 % credit.....20 April

Semester 2 modules

Last day to cancel with 100 % credit.....03 August

Last day to cancel with 50 % credit.....31 August

Double modules (a double module normally extends over one academic year)

Last day to cancel with 100 % credit.....09 March

Last day to cancel with 50 % credit.....01 June

6. DEGREES, DIPLOMAS AND CERTIFICATES

	Minimum duration (years)
Faculty of Agriculture and Natural Resources	
Degrees	
Bachelor of Science in Agriculture (Honours)	4
Bachelor of Science in Fisheries and Aquatic Sciences (Honours)	4
Bachelor of Science in Integrated Environmental Science (Honours)	4
Bachelor of Veterinary Medicine (Pre-Vet)	2
Bachelor of Science in Wildlife and Ecotourism (Honours)	4
Master of Science (Agriculture – by Thesis)	2
Master of Science (Rangeland Resources Management)	2
Doctor of Philosophy (Agriculture – by Dissertation)	4
Diplomas	
Higher Diploma in Agriculture	3
Higher Diploma in Natural Resources Management	3
Faculty of Economics and Management Science	
Degrees	
Bachelor of Accounting (Chartered Accountancy)	3 (Full time)
Bachelor of Accounting (Honours)	4 (Full time)
.....	6 (Part time)
Bachelor of Public Management (Honours)	4
Bachelor of Business Administration (Honours)	4 (Full time)
.....	6 (Part time)
Bachelor of Economics (Honours)	4
Master of Arts in Security & Strategic Studies	2
Master of Arts in Political Studies	2
Master of Public Administration	2
Master in Business Administration	2
Master in Business Administration in Finance	18 months
Master in Business Administration in Management Strategy	18 months
Master in Business Administration in Natural Resources Management	18 months
Master in Business Administration in Public Sector Management	18 months
Master of Science in Accounting and Finance	2
Master of Science in Economics	2
Doctor of Business Administration	3
Doctor of Philosophy in Political Studies	3
Doctor of Philosophy (Public Administration)	3
Diplomas	
Diploma in Accounting and Auditing	2
Diploma in Business Administration	2
Diploma in Entrepreneurship and New Venture Management	2
Diploma in Local Government Studies	2
Diploma in Taxation and Management	2
Advanced Diploma in Accounting and Auditing	1
Advanced Diploma in Management and Taxation	1
Advanced Diploma in Business Administration	1
Further Diploma in Business Administration	2
Postgraduate Diploma in Business Administration	1
Postgraduate Diploma in Internal Auditing	2
Certificates	
Certificate in Accounting and Auditing	1
Certificate in Business Administration	2
Certificate in Taxation and Management	1
Faculty of Education	
Degrees	
Bachelor of Education (Secondary) (Honours)	4
Bachelor of Education (Pre- and Lower Primary) (Honours)	4
Bachelor of Education (Upper Primary) (Honours)	4
Bachelor of Education (Lifelong Learning and Community Education) (Honours)	4
Master of Education	2
Master of Education (Inclusive Education)	2
Master of Education (Guidance and Counseling)	2
Master of Education (Lifelong Learning and Community Education)	2
Master of Education (Literacy and Learning)	2
Doctor of Philosophy (Lifelong Learning and Community Education)	3
Doctor of Philosophy (Curriculum Studies, Instruction and Assessment)	3
Doctor of Philosophy (Educational Foundation and Administration)	3

Diplomas

Diploma in Lifelong Learning and Community Education	3
Advanced Diploma in Educational Management & Leadership.....	2

Faculty of Engineering and Information Technology**Degrees**

Bachelor of Science (Mechanical Engineering) (Honours)	4
Bachelor of Science (Electrical Engineering) (Honours)	4
Bachelor of Science (Electronics Engineering) (Honours)	4 (Phasing out)
Bachelor of Science (Telecommunication Engineering) (Honours)	4 (Phasing out)
Bachelor of Science (Metallurgical Engineering) (Honours)	4
Bachelor of Science (Computer Engineering) (Honours)	4
Bachelor of Science (Mining Engineering) (Honours).....	4
Bachelor of Science (Civil Engineering) (Honours)	4

Faculty of Humanities and Social Sciences**Degrees**

Bachelor of Arts (Honours)	4 (Double major)
Bachelor of Arts: Media Studies (Honours)	4 (Double major)
Bachelor of Arts: Library and Information Science (Honours)	4 (Double major)
Bachelor of Arts: Records and Archives Management (Honours)	4 (Double major)
Bachelor of Arts: Social Work (Honours).....	4 (Single major)
Bachelor of Arts: Tourism (Honours)	4 (Double major)
Bachelor of Psychology (Honours).....	4 (Single major)
Bachelor of Science (Geo-Information Studies) (Honours)	4 (Double major)
Master of Arts	2
Master of Arts (Clinical / Counseling Psychology)	2
Master of Arts (English Studies)	2
Master of Arts (Industrial Psychology).....	2
Master of Arts (Performing Arts).....	2
Master of Arts (Religion).....	2
Master of Arts (Theology)	2
Master of Arts (Visual Arts).....	2
Doctor of Philosophy.....	3

Diplomas

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

Faculty of Law**Degrees**

Baccalaureus Juris.....	3 (Full-time) (phasing out)
Bachelor of Laws (Honours)	4 (Full-time)
Master of Laws	2 (Full-time)
.....	2 (Part-time)
Doctor of Laws.....	3

Diplomas

Diploma in Dispute Resolution.....	2
Diploma in Law (Paralegal Studies).....	2

Certificates

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

Faculty of Health Sciences**School of Nursing and Public Health****Degrees**

Bachelor of Nursing Science (Clinical) (Honours)	4
Bachelor of Radiography (Diagnostic) (Honours).....	4
Master of Nursing Science	2
Master of Public Health	3
Doctor of Nursing Science	3

Diplomas	
Diploma in Midwifery Science	1
Diploma in General Nursing and Midwifery Science	3
Postgraduate Diploma in Nursing Science (Operating Room)	1
Postgraduate Diploma in Nursing Science (Critical Care)	1
Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)	1
Certificates	
Postgraduate Certificate in Advanced Nursing Skills	1 (Full-time)
Postgraduate Certificate in Pharmacotherapy	1 (Full-time)
School of Medicine	
Degrees	
Bachelor of Medicine and Bachelor of Surgery (MBChB)	5
Bachelor of Pharmacy (Honours)	4
Faculty of Science	
Degree	
Bachelor of Science (Honours)	4
Bachelor of Science in Financial Mathematics (Honours)	4
Bachelor of Science (Population Studies) (Honours)	4
Master of Science (by Thesis)	2
Master of Science (Biodiversity Management & Research)	2
Master of Science (Chemistry)	2
Master of Science (Information Technology)	2
Master of Science in Mathematics (Applied Mathematics)	2
Master of Science in Mathematics (Pure Mathematics)	2
Master of Science (Physics)	2
Master of Science (Applied Statistics and Demography)	3
Doctor of Philosophy	3
Diplomas	
Diploma in Applied Statistics	3
Centre for External Studies (Distance Teaching)	
Under the auspices of Faculty of Economics and Management Science	
Certificate in Accounting and Auditing	2
Certificate in Mid-level Management	2
Certificate in Taxation and Management	2
Diploma in Entrepreneurship and New Venture Management	3
Diploma in Local Government Studies	3
Bachelor of Accounting	6
Bachelor of Business Administration	6
Under the auspices of Faculty of Education	
Diploma in Lifelong Learning and Community Education	4
Diploma in Education (Bio - / Maths - / Phys Science - specialization)	2 (No new intake)
Bachelor of Education	4
Bachelor of Education (Lifelong Learning and Community Education)	4
Professional Diploma in Education	2
Postgraduate Diploma in Education	2 (No new intake)
Advanced Diploma in Educational Management & Leadership	2
Specialized Diploma in Education (Home Econ & Fashion and Fabrics)	3 (No new intake)
Under the auspices of Faculty of Humanities and Social Sciences	
Certificate in HIV/AIDS Counseling	1
Diploma in HIV/AIDS Management and Counseling	2
Diploma in Labor and Employment Studies	2
Diploma in Public Relations	3
Under the auspices of Faculty of Health Sciences	
Bachelor of Nursing Science (Nursing Education & Health Service Management)	4 (No new intake)

7. GENERAL AND EXAMINATION REGULATIONS

A. GENERAL REGULATIONS

7.1 PREAMBLE

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

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

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

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

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

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

7.1.7 Plagiarism: Plagiarism is intellectual theft in the sense that another person's creative work, composition, and ideas are appropriated by another person without permission and without proper acknowledgement of the original source. It constitutes serious academic fraud. Furthermore, it involves among other:

(a) Copying without quotation marks or paraphrase without acknowledgement from someone else's writing;

(b) Using someone else's facts or ideas without acknowledging them;

(c) Submitting assignments for one course or module that the student had submitted for credit for another course or module without the express permission of both lecturers.

The University of Namibia has strict rules to enforce the Policy. The Policy on Plagiarism is available within the respective Faculties/Centres/Library, and on the UNAM Website: <http://www.unam.na>

7.1.8 In these regulations the following terms shall be used as indicated:

(a) **Admission**
approval to report for registration as a student of the University;

(b) **Full-time Student**
A full-time student refers to a student that studies full-time, implying that such a student is not involved in work and / or other responsibilities to such an extent that will enable the student to attend his / her studies full-time.

(c) **Part-time Student**
A part-time student refers to a student that studies part-time, implying that such a student is also involved in work and / or other responsibilities and is thus not able to attend to his/her studies full-time.

(d) **Study Programme/Curriculum**
a complete plan of study, lasting over a specified period, which leads to a degree, diploma or certificate qualification;

(e) **Academic year**
that portion of a calendar year approved by the Calendar and Timetable Committee for the academic activities of the University;

(f) **Semester**
one half of the academic year (normally fourteen teaching weeks);

(g) **Subject**
a discipline or field of study offered by a department in which a student may take a major or other component of his/her programme;

(h) **Module**
a separately examinable component, normally extending over one semester at four periods per week or alternatively two periods per week extending over two semesters;

(i) **Half Module**
a separately examinable component, normally extending over one semester at two periods per week;

(j) **Double Module**
a module that extends over one academic year at four periods per week and terminates in an examination at the end of the year. (For the composition of a curriculum a double module is regarded as equal to two modules);

(k) **Paper**
each module, for the purposes of examination, shall be divided into one or more components called papers. A paper shall normally be a formal written, oral or practical examination of 1 to 3 hours duration;

(l) **Syllabus**
the contents of a module;

(m) **Continuous Assessment Mark (CAM)**
the accumulated numerical value, expressed as a percentage, arrived at when a student's academic performance is assessed by testing and/or other valid means of evaluation at intervals or on a continuous basis, during the course of a semester in the case of modules, or during the course of the year in the case of double modules;

(n) **Examination**
the written and/or oral evaluation, which may include practical work, conducted at the end of a semester or at the end of the academic year; it includes re-evaluation;

- (o) **Examination Mark**
the mark obtained in an examination;
- (p) **Final Mark**
a combination of the continuous assessment mark and examination mark.
- (q) **Pre-requisite**
A module that is listed as a pre-requisite for another module, should first be successfully completed before a student is allowed to register for the next module level. Such a module is usually offered in the consecutive year.
- (r) **Co-requisite**
If module A is a co-requisite for module B, it implies that a student must have achieved a CA mark of at least 40% in module A (i.e. examination admission) before such a student will be allowed to continue with module B. A student must have achieved a CA mark of at least 40% (i.e. examination admission) in a module to be allowed to continue with any module for which the first one is a co-requisite.
- (s) **Diploma**
In order to carry the name of "Diploma" such a diploma must conform to the following:
Basic entry requirements: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better) OR
a relevant UNAM Certificate with 5 years of appropriate experience.
NQF Level : 5
Minimum number of credits: 240 – typically 2 years of full time study
At most, such a diploma may provide entrance into the second year of study of a relevant degree programme as specified in its articulation regulations.
- (t) **Higher Diploma**
In order to carry the name of "Higher Diploma" such a diploma must conform to the following:
Basic entry requirement:: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better)
NQF Level : 6
Minimum number of credits: 360 – typically 3 years of full time study
At most, such a diploma may provide entrance into the third year of study of a relevant degree programme as specified in its articulation regulations.
- (u) **Further Diploma** (Post-diploma Diplomas)
In order to carry the name of "Further / Specialized Diploma" such a diploma must conform to the following:
Basic entry requirement:: UNAM diploma at Level 5 (2 year Diploma) or equivalent
NQF Level : 6
Minimum number of credits: 120 – typically 1 year of full time study
At most, such a diploma may provide entrance into the third year of study (level 6 Diploma) of a relevant degree programme as specified in its articulation regulations.
- (v) **Advanced Diploma**
In order to carry the name of "Advanced Diploma" such a diploma must conform to the following:
Basic entry requirement: UNAM diploma at Level 6 (3 year Diploma) or equivalent
NQF Level : 7
Minimum number of credits: 120 – typically 1 year of full time study
- (w) **Professional Diploma**
In order to carry the name of "Professional Diploma", such a diploma must conform to the following:
Basic entry requirement:: Bachelor degree (at least at Level 7)
NQF Level : 7
Minimum number of credits: 120 – typically 1 year of full time study
- (x) **Postgraduate Diploma**
In order to carry the name of "Postgraduate Diploma", such a diploma must conform to the following:
Basic entry requirement:: Bachelor degree (at least at Level 7)
NQF Level : 8
Minimum number of credits: 120 – typically 1 year of full time study

7.2 APPLICATION FOR ADMISSION

- 7.2.1
- (1) All prospective students must apply for admission to the University of Namibia on the prescribed form. Application forms are available on request from the University of Namibia as well as online at:
http://www.unam.na/prospective/application_forms.html
 - (2) Completed application forms, accompanied by application fees and relevant documentation as prescribed, must be returned to: **The Office of the Registrar**; University of Namibia; Private Bag 13301; Windhoek; NAMIBIA, or deliver to any UNAM Campus, Attention: Office of the Registrar
 - (3) Applications will not be considered until the University has received the application form accompanied by the prescribed application fees and relevant documentation.
 - (4) The closing date for all applications will annually be determined by the Calendar & Timetable Committee.
 - (5) All applications are subject to a selection process.
 - (6) Applicants will be notified as soon as possible after the closing date whether or not their applications for provisional admission were successful.
 - (7) According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective, first and senior students are required to apply for a Study Permit and Visa on the prescribed forms

obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy.

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

Study Permits, Work Permits and Tourist Visas are not interchangeable. Candidates in possession of a work permit, will still need to apply for a study permit if offered provisional admission to the University of Namibia. It is not allowed to enter Namibia on a visitor's visa in the hope of filing an application for a study permit from within Namibia. All applications for study permits should be submitted and issued before entering Namibia.

7.3 GENERAL ADMISSION CRITERIA FOR UNDERGRADUATE PROGRAMMES

7.3.1 (1) Undergraduate Degree Programmes

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

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

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

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

Undergraduate Diploma Programmes

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

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

Undergraduate Certificate Programmes

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

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

(2) Undergraduate Degree Programmes

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

Undergraduate Diploma Programmes

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

Undergraduate Certificate Programmes

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

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

- (4) Places will be awarded on the basis of merit. Therefore the possession of a Certificate with the minimum score does not necessarily guarantee admission. Entrance is based upon places available within the faculties.
- (5) Faculty admission requirements are prescribed by each faculty. Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective Faculty Special Regulations. Such requirements may include an admission test.
- (6) The University of Namibia reserves the right to interview candidates before admission.

(7) **UNAM Evaluation Scale:**

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

7.4 MATURE AGE ENTRY SCHEME

- 7.4.1
- (1) Candidates aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:
 - (a) They should be at least 25 years old on the first day of the academic year in which admission is sought;
 - (b) They should preferably have successfully completed junior secondary education (senior secondary education for School of Medicine, Faculty of Engineering and Information Technology, Bachelor of Pharmacy, Bachelor of Accounting (Chartered Accountancy), Bachelor of Law (Honours)) ; and
 - (c) They should normally have proof of at least five years relevant work experience relating to the proposed study programme.
 - (2) The applicants will be required to complete Mature Age Entry Application Forms, and return them to the Office of the Registrar, University of Namibia, accompanied by a processing fee as well as relevant documentation (as stipulated in the Application Form). They will then sit for the Mature Age Entry Test, which will consist of three / four papers:
 - (a) Paper 1: An English Test;
 - (b) Paper 2: A General Knowledge Test;
 - (c) Paper 3: A Numerical Ability Test;
 - (d) Paper 4: A Faculty Specific Test (where applicable).
 - (3) Candidates who, in the opinion of the relevant Faculty, merit further consideration may be called for an oral interview before the final selection is made.

7.5 REGISTRATION

- 7.5.1
- (1) The registration programme will be announced in the media. Students must abide by the registration programme and relevant deadlines.
 - (2) A student shall, prior to the commencement of his/her studies, register annually as a student of the University of Namibia and completing his/her registration form in full, thereby binding him/herself to the rules of the University of Namibia and undertaking to pay the prescribed fees. A student is provisionally registered until s/he submits his/her original certificates serving as requirements for admission to a particular course of study. Such certificates must be submitted before the last day as annually approved by the Calendar & Timetable Committee in the year in which s/he first registers as a student, unless the Registrar allows him/her extension of time.
 - (3) Students must provide the Office of the Registrar with a postal and residential address as well as an address for the receipt of University of Namibia correspondence/accounts. Any **change** in this address must be submitted to the Office of the Registrar **without delay** but not later than 7 days after such a change. Official

correspondence/accounts sent to the addresses thus provided by the student will be deemed to have been received by him/her.

- (4) The Calendar & Timetable Committee will annually determine the closing date for registration.
- (5) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.
- (6) Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.
- (7) On **first registration** an original certificate serving as admission qualification must be submitted together with an original identity document or any other documents needed to establish the identity of the student, plus such other documents as specified per faculty or in the letters of admission.
- (8) International students must submit their Namibian School Leaving Certificate (Grade 12) if they attended a Secondary School in Namibia.
- (9) International students should note that only original School Leaving Certificates or an Advice of Results with a confirmation from the relevant Examination Authority stating that certificates will be issued during the first year of registration, will be accepted. No student will be allowed a second registration without their original School Leaving Certificate.
- (10) Students should ensure that they are registered for the correct course of study and module(s) (e.g. check course/module codes and correct semester). No additional registration will be allowed after the deadline as annually determined by the Calendar & Timetable Committee.

7.6 REGISTRATION FOR NON-DEGREE / NON-DIPLOMA PURPOSES

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

7.7 REGISTRATION AS A GUEST STUDENT

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

7.8 TIMETABLE

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

7.9 SEQUENCE OF MODULES

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

7.10 CHOICE OF MAJOR(S)

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

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

7.11.1 A student may only amend his/her study programme/curriculum/modules(s) until the last day as annually approved by the Calendar & Timetable Committee.

In respect of each amendment:

- (a) the written approval of the Head of the Department and the consent of the Faculty Dean must be obtained; and
- (b) the Office of the Dean of the relevant Faculty must be notified on the prescribed form within the prescribed period; and
- (c) the written approval from the Office of the Registrar must be obtained if a student wishes to transfer from a Diploma to a Degree course of study.

7.12 TERMINATION OF STUDIES/CANCELLATION OF MODULE(S)

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

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

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

7.13 EXEMPTION FROM MODULES

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

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

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

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

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

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

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

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

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

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

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

7.14 ABSENCE FROM LECTURES AND TESTS

7.14.1 In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark.

Students who are unable to attend classes/tests for any reason, must complete the necessary application form (obtainable from the Office of the Registrar), and supply the necessary documentation. The application must be seen by all lecturers concerned, who will provide their comments and signatures. Final approval rests with the Registrar's

Office. It will be the responsibility of the student to make up for missed events/complete the relevant requirements (including tests).

7.15 ABSENCE DUE TO MATERNITY

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

7.16 ABSENCE DUE TO FUNERALS

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

7.17 ABSENCE DUE TO ILLNESS & OTHER REASONS

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

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

7.18 FULL-TIME/PART-TIME STUDIES

7.18.1 APPLICATIONS / REGISTRATIONS

- (1) Part-time students, who commit themselves to studies at the University of Namibia, will be expected to attend the classes, tests and examinations set down for the relevant study course. Such students should not engage in other commitments during this period, which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.
- (2) The indication given by the student on their application form on whether or not they wish to register part-time or full-time, will be regarded as consent given by the student to apply the relevant regulations (i.e. part-time or full-time regulations).
- (3) Any student wishing to change from one type of registration to another, needs to formally apply for this change in offering type.
- (4) A part-time student can only register for a maximum of 75% of the modules of the full curriculum in any given academic year.

7.18.2 EMPLOYMENT

- (1) Full-time students should note that they are registered at the University of Namibia on a full-time basis.
- (2) The University of Namibia reserves the right to request proof of study leave, written permission from an employer, etc. from a student before admitting him/her to a full-time study course. In the case where study courses are offered both full-time and part-time, employed persons are expected to make use of the part-time offering type.
- (3) No exemption from class attendance shall be given to a student because of employment. If a student is employed and intends to study, an official letter from the employer should be submitted. This letter should indicate the fact that the employer is aware that the student will study full-time; how many hours per week the student will be absent from work to attend classes, and that the student will be absent from work during test/examination periods.

7.19 CELLULAR PHONES

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

7.20 ASSESSMENT

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

B. GENERAL EXAMINATION REGULATIONS

7.21 GENERAL REGULATIONS

Pre-amble

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

7.21.1 Eligibility for Admission to Examinations

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

- (a) have satisfied the requirements of UNAM Regulations and any other Special Regulations as stipulated by Faculty Special Regulations; if such a candidate who does not qualify for admission enters the examination and sits for the paper(s), his/her results in that paper(s) will be declared null and void;
- (b) have conformed with Council Resolutions with regard to the payment of the required registration, tuition and other relevant fees, as certified by the Bursar's and the Registrar's Office;
- (c) have attained at least 40% in the continuous assessment component, unless otherwise approved by Senate. Students registered in the Faculty of Health Sciences (School of Medicine) should have attained at least 50% in the continuous assessment component.

7.21.2 Dates of Examinations

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

7.21.3 Continuous Assessment and Final Examination

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

7.21.4 Compilation and Content of Examination Papers

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

7.21.5 Moderation of Examination Question Papers

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

7.21.6 Procedures during Examinations

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

- (2) Before the examinations commence, the Examinations Office will ensure that the desks at the examination venues are devoid of notes, maps, drawings, writings, and any materials relating to the modules(s) being examined. The desks will be sufficiently far apart to avoid possible examination irregularities.
- (3) Students are not allowed to carry any unauthorized material (e.g., lecture notes, maps, diagrams, certain programmable devices, cellular telephones etc.) into the examination venue. A candidate's examination will be declared null and void if he/she is in possession of such material.
- (4) Before the examination begins, the Invigilators shall verify the identity of the students admitted. The Chief Invigilator will emphasize that the students must read the instructions carefully, take note of the number of questions to be answered, and the time limits.
- (5) A student who arrives up to 30 minutes late for an examination, shall be admitted, but shall not be allowed additional time. Candidates arriving later than 30 minutes after the commencement of the examination shall not be admitted. No student shall be allowed to leave the examination venue within 45 minutes of the beginning of the examination.
- (6) Once a student entered an examination venue for a particular examination, (s)he will be regarded as have taken the examination with all the rules pertaining to it.
- (7) A student who absents him/herself from the examination without compelling reasons as determined by the Office of the Registrar shall be deemed to have failed the examination.
- (8) Students with proven certified challenges/difficulties may be granted appropriate extra time, subject to professional advice and approval from the Office of the Registrar.
- (9) At the end of the examination, each student must hand in all answer books.
- (10) If a candidate is unable to write an examination paper due to ill health, death in the family or other unforeseen circumstances, s/he must present a valid medical certificate, signed by a medical practitioner, or any other relevant documentation to the Head of Department and complete the relevant application form for a Special Examination not later than three calendar days after the relevant examination date.
- (11) Alternatively, if a candidate is unable to write an examination paper on account of being scheduled to write a paper in more than 2 consecutive examination sessions, s/he must present her/his Examination Timetable to the Head of Department and complete the relevant application form for a Special Examination not later than seven calendar days prior to the start of the examination period.
- (12) The Head of Department may recommend a Special Examination to take place during the supplementary examination period as scheduled annually by the Calendar and Timetable Committee, to the Deputy Dean for approval {refer 7.21.6 (10) & (11)}.
- (13) No Supplementary Examination will be allowed on a Special Examination.
- (14) No Special Examination will be allowed on a Special Examination.

7.21.7 Examination Irregularities

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

7.21.8 Marking and Grading

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

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

- (3) The examiners must strive towards ensuring that marking is fair, objective, and carefully done. After completing the grading of the scripts, the lecturer (internal examiner) must submit the scripts, with his/her assessment, to a second internal examiner. Question papers and examination scripts shall be moderated by External Moderators.

7.21.9 Use of External Moderators

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

7.21.10 Faculty Examination Boards

- (1) At the end of each examination period, the Department will discuss the overall performance of each student in the various modules offered and make recommendations to the relevant Faculty Examination Boards on re-evaluations (Refer 7.21.16).
- (2) The Faculty Examination Board shall meet at the end of each examination period to take decisions on re-evaluations (refer 7.21.16), and at the end of the academic year to discuss whether the candidates - qualify for graduation; have passed with distinction; determine the Diploma/Degree classification; have passed/failed the specific academic year; or should be excluded from the Faculty.

7.21.11 Final Approval and Release of Examination Results

- (1) The final approving authority for the various examination results submitted by UNAM Faculties is the Admissions and Examinations Committee.
- (2) Final results may only be officially announced after approval by the Admissions and Examination Committee.

7.21.12 External Moderator's Reports

- (1) After completing the task of moderating the examination question papers, marking the scripts, and discussing the students' performance with the Department, the External Moderator will submit a Report to the relevant Head of Department, in line with the directives as indicated on the prescribed form.
- (2) The Head of Department will acknowledge receipt of the Report, and after critical study and discussion by the Departmental Board, submit copies of all Reports as well as a summary of recommendations by the Board, to the Deputy Dean.

7.21.13 Retention of Continuous Assessment (CA) Mark

- (1) A final-year student who lacks a pass mark in only one module in order to obtain his/her qualification, may retain credit for the continuous assessment mark (CA) already allocated in the outstanding module for a period of two consecutive examination sittings within the subsequent academic year, if the continuous assessment mark is 40% or higher.
- (2) The continuous assessment mark of a module which is only evaluated by means of continuous assessment, without a terminal examination, cannot be retained. Such a module must be repeated in full, if it has not been passed, unless otherwise approved by Senate.
- (3) The provisions of (1) are not applicable in cases where a module has been failed due to examination irregularities.
- (4) A final-year student who qualifies for retention of the continuous assessment mark in terms of (7.21.13 (1)) may apply for exemption from class attendance, following the procedures below:
- registering for the module during the prescribed period;
 - paying the prescribed fees;
 - requesting the Office of the Deputy Dean, on the prescribed form during the prescribed period, to retain his/her continuous assessment mark.

7.21.14 Preservation of Examination Scripts

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

7.21.15 Provision for Student Appeals

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

7.21.16 Re-Evaluation

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

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

7.21.17 Supplementary Examinations

- (1) A supplementary examination may be conducted in cases where a student has obtained a fail mark of 45-49% (hereinafter referred to as marginal fail) in the Regular Examinations, subject to the sub-minimum rule 7.21.3 (4). This examination shall take place as annually determined by the Calendar and Timetable Committee.
- (2) A student who qualifies for a supplementary examination in a module consisting of more than one paper may be allowed to re-write the failed paper(s) only. If this is unlikely to raise the overall result to above 50%, the student may be requested to re-write all the papers.
- (3) The supplementary examination will be equivalent to the Regular Examination, and the candidate shall be examined on the same content.
- (4) Where supplementary examinations have been conducted, the maximum Final Mark shall be 50% (i.e., grade of D).
- (5) No Supplementary Examinations will be granted on a Supplementary Examination.

7.21.18 Special Examinations

- (1) The following circumstances may be considered for admission to a Special Examination:
 - (b) Illness or injury immediately preceding, or on the day of the examination, provided that a medical certificate, specifying the nature and duration of the illness or injury, is submitted to the satisfaction of the Deputy Dean of the relevant Faculty. (The Deputy Dean may, on his / her discretion, reject any medical certificate);
 - (c) Domestic circumstances, such as serious illness, or death of a close relative at the time of, or immediately preceding the examination, and which, in the opinion of the Deputy Dean, could adversely influence the achievement of the student concerned, provided that satisfactory proof of such circumstances shall be provided;
 - (d) An examination schedule that requires a candidate to write a paper in more than 2 consecutive examination sessions;
 - (e) Any other circumstances which, in the opinion of the Deputy Dean, justify the examination.
- (2) Applications from students for a Special Examination should reach the Office of the relevant Head of Department not later than the deadlines indicated in 7.21.6 (10) and (11).
- (3) If a student is able, or permitted to write only a part of the Regular Examination, the part of the examination written prior to the illness or relevant circumstances, shall be valid.
- (4) The Final mark of the Special Examination shall be calculated as for the Regular Examination.
- (5) No Supplementary Examination will be granted on a Special Examination.
- (6) Once a student has sat for a Regular Examination, (s)he may not afterwards apply for a Special Examination on the basis of illness or any other circumstances.

8. GENERAL REGULATIONS FOR CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES

8.1 GENERAL REGULATIONS FOR CERTIFICATE PROGRAMMES

8.1.1 CERTIFICATE PROGRAMMES OFFERED

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

- * Certificate in Accounting and Auditing
- ** Certificate in Accident and Emergency
- ** Certificate in Clinical Instruction
- * Certificate in Business Administration
- * Certificate in HIV/AIDS Counseling
- * Certificate in Mid-level Management
- * Certificate in Taxation and Management
- ** Certificate in Parliamentarian Practice and Conduct
- ** Certificate in Pharmacotherapy
- ** Certificate in Theatre Technique
- ** Postgraduate Certificate in Advanced Nursing Skills
- ** Postgraduate Certificate in Pharmacotherapy
- ** Specialized Certificate in Customary Law

8.1.2 ADMISSION TO CERTIFICATE PROGRAMMES

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

8.1.3 CERTIFICATE PROGRAMME STRUCTURE

- (1) Normally, the duration of full-time study for Certificates shall be three months to one year as specified in the appropriate Faculty Special Regulations.
- (2) The curricula for Certificate programmes shall be specified in the appropriate Faculty Special Regulations.
- (3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.

8.2 GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES

8.2.1 DIPLOMA PROGRAMMES OFFERED

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

- * Diploma in Accounting & Auditing
- * Diploma in Lifelong Learning and Community Education
- * Diploma in Agriculture
- * Diploma in Alternative Dispute Resolution
- * Diploma in Business Administration
- * Diploma in Drama
- * Diploma in Education (Bio - / Maths- / Phys Science – specialization)
- * Diploma in Entrepreneurship and New Venture Management
- * Diploma in General Nursing and Midwifery Science
- * Diploma in HIV/AIDS Management and Counseling
- * Diploma in Labor and Employment Studies
- * Diploma in Law (Paralegal Studies)
- * Diploma in Library and Information Science
- * Diploma in Local Government Studies
- * Diploma in Midwifery Science
- * Diploma in Music
- * Diploma in Natural Resources Management
- * Diploma in Public Relations
- * Diploma in Records and Archives Management
- * Diploma in Statistics
- * Diploma in Taxation and Management

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

- * Advanced Diploma in Educational Management & Leadership
- * Advanced Diploma in Business Administration
- * Further Diploma in Business Administration
- * Higher Diploma in Visual Arts
- * Professional Diploma in Education
- * Postgraduate Diploma in Business Administration
- * Postgraduate Diploma in Internal Auditing

- * 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 Translation

8.2.2 ADMISSION TO DIPLOMA PROGRAMMES

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

8.2.3 DIPLOMA PROGRAMME STRUCTURE

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

8.2.4 ACADEMIC ADVANCEMENT OF DIPLOMA PROGRAMMES

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

8.2.5 AWARDING OF DIPLOMAS

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

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

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

8.3 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

8.3.1 BACHELOR'S DEGREE PROGRAMMES OFFERED

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

- * Bachelor of Arts (Honours)
- * Bachelor of Arts: Media Studies (Honours)
- * Bachelor of Arts: Social Work (Honours)
- * Bachelor of Arts: Tourism (Honours)
- * Bachelor of Arts: Library and Information Science (Honours)
- * Bachelor of Arts: Records and Archives Management (Honours)
- * Bachelor of Science (Geo-Information Science) (Honours)
- * Bachelor of Accounting (Chartered Accountancy)
- * Bachelor of Accounting (Honours)
- * Bachelor of Public Management (Honours)
- * Bachelor of Business Administration (Honours)
- * Bachelor of Economics (Honours)
- * Bachelor of Education (Secondary) (Honours)
- * Bachelor of Education (Lifelong Learning and Community Education) (Honours)
- * Bachelor of Education (Pre- and Lower Primary) (Honours)
- * Bachelor of Education (Upper Primary) (Honours)

- * Bachelor of Science (Civil Engineering) (Honours)
- * Bachelor of Science (Computer Engineering)(Honours)
- * Bachelor of Science (Electrical Engineering) (Honours)
- * Bachelor of Science (Electronics Engineering) (Honours)
- * Bachelor of Science (Mechanical Engineering) (Honours)
- * Bachelor of Science (Metallurgical Engineering) (Honours)
- * Bachelor of Science (Mining Engineering) (Honours)
- * Bachelor of Science (Telecommunication Engineering) (Honours)
- * Bachelor of Laws (Honours)
- * Bachelor of Nursing Science (Clinical) (Honours)
- * Bachelor of Psychology (Honours)
- * Bachelor of Science (Honours)
- * Bachelor of Science (Financial Mathematics) (Honours)
- * Bachelor of Science (Population Studies) (Honours)
- * Bachelor of Science in Agriculture (Honours)
- * Bachelor of Science in Fisheries and Aquatic Sciences (Honours)
- * Bachelor of Science in Integrated Environment Sciences (Honours)
- * Bachelor of Science in Wildlife and Ecotourism (Honours)
- * Bachelor of Veterinary Medicine (Pre-Vet)

8.3.2 ADMISSION TO BACHELOR DEGREE PROGRAMMES

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

8.3.3 ADVANCED PLACEMENT CREDIT FOR BACHELOR DEGREE PROGRAMMES

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

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

8.3.4 DURATION OF BACHELOR'S DEGREE PROGRAMMES

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

8.3.5 AWARDING OF DEGREES

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

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

- (3) The computation of the final mean percentage score will take Faculty Special Regulations into consideration.
- (4) Total minimum credits will be 480 with a maximum of 584 (excluding School of Medicine).

9. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

9.1 PRE-AMBLE

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

9.2 POSTGRADUATE TRAINING PROGRAMMES AT UNAM

9.2.1 POSTGRADUATE DIPLOMA COURSES

- (1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the Postgraduate Studies Unit, and approved by Senate.
- (2) Postgraduate Diploma courses offer specialized training, which is career-oriented. Candidates with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enroll for a Postgraduate Diploma course in Education.
- (3) The Postgraduate Diploma courses normally have a minimum of **one year** duration for **full-time** candidates, and **two years** for **part-time** students; are **taught** courses (i.e., involve lectures, seminars, practicals, written tests and examinations, etc.); and also include a small independent research component.

9.2.2 MASTER'S DEGREE COURSES

- (1) Postgraduate training programmes at Master's degree level are of two types:
 - (a) Programmes whereby the Master's degree is pursued by research alone, entailing the writing of a thesis, in accordance with guidelines provided by the Postgraduate Studies Committee.
 - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then up to one academic year of research and writing a thesis, as a partial fulfillment of the requirements for the Master's degree.
- (2) Candidates admitted to both taught and research Master's degree courses have the option of doing their Master's studies on a **full time** or **part time** basis. Full time candidates 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 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 dissertation, and also to submit names of staff members who have the necessary research and training experience to serve as supervisors for Master's degree candidates in their respective fields. 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.

9.2.3 DOCTORAL COURSES

- (1) Doctoral study opportunities at UNAM are offered to candidates who have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to 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 maximum of three years for full-time students, and five years for part-time students. An extension of the registration period of up to six months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.
- (3) Heads of 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.

9.2.4 HIGHER DOCTORATES

- (1) UNAM also makes provision for the award of Higher Doctorate Degrees. These are awarded to scholars who have made original contributions of international standard in their respective fields of specialization.
- (2) UNAM scholars who consider themselves qualified for Higher Doctorate awards must submit their applications for their candidacy to the Dean of their respective Faculty through Heads of the relevant Departments.

- (3) The respective Faculty concerned screens the application and recommends to the Postgraduate Studies Committee whether or not, in the opinion of the Faculty, the applicant qualifies as a candidate for UNAM's Higher Doctorate.
- (4) The following Higher Doctorate degrees will be awarded:
 - (a) Doctor of Education (D.Ed.): for successful candidates in the field of Education;
 - (b) Doctor of Literature (D.Lit.): for successful candidates in the Humanities, Economic and Social Sciences, and in the Visual and Performing Arts;
 - (c) Doctor of Laws (LL.D.): for successful candidates in the field of Law;
 - (d) Doctor of Science (D.Sc.): for successful candidates in the Agricultural, Engineering, Medical and the Natural Sciences.

9.2.5 APPROVAL OF POSTGRADUATE PROGRAMMES

Before any 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.

9.3 ELIGIBILITY FOR ADMISSION

9.3.1 POSTGRADUATE DIPLOMA

- (1) Prospective candidates must be in possession of a Bachelor's degree from an accredited institution.
- (2) Candidates who do not comply with (1) above, but whose field experience and work accomplishments have been certified by the relevant Faculty/Department/Institute to be equivalent to a Bachelor's degree, may, under special circumstances, also be considered for admission.

9.3.2 MASTER'S DEGREE

- (1) Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution.
- (2) Candidates without a Bachelor's degree or a Postgraduate Diploma 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 Level 8 Postgraduate Diploma from UNAM may also be considered for admission.
- (3) Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience for M.Ed. admission.)

9.3.3 DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES

- (1) Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study.
- (2) Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme.

9.3.4 HIGHER DOCTORATES

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

9.4 REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

9.4.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

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

Before completing the application form, prospective students should familiarize themselves with all aspects pertaining to postgraduate studies as set out in the Postgraduate Prospectus. Prospective students are strongly advised to send all relevant documentation with application form, together with a non-refundable application fee. Receipt of application will be acknowledged by mail. Incomplete applications will not be considered. If prospective students apply for a qualification by research alone, a **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. should be attached to the application form.

Postgraduate degrees by coursework:

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

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 the application to ensure that the candidate fulfills the minimum admission requirements. The Faculty Officer will forward the application to the relevant Faculty Admission Committee for consideration which may require the candidate to be interviewed. The relevant Department will allocate a Supervisor, according to the 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. Candidates should familiarize themselves with the different modes of the programmes offered (e.g. by coursework and thesis or by thesis only). If the postgraduate programme is only offered by thesis, the Supervisor will inform the candidate 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 stated in the Postgraduate Prospectus.
- (2) The procedures on submitting a 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.

9.4.2 STUDY PERMIT REQUIREMENTS

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

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

Study Permits, Work Permits and Tourist Visas are not interchangeable. Kindly note that candidates in possession of a work permit, will still need to apply for a study permit if offered provisional admission to the University of Namibia. It is not allowed to enter Namibia on a visitor's visa in the hope of filing an application for a study permit from within Namibia. All applications for study permits should be submitted and issued before entering Namibia.

9.4.3 REGISTRATION OF THE SELECTED CANDIDATES

- (1) Candidates who are registered in programmes involving coursework and a thesis/ dissertation will be required to enroll in recommended faculty **core** and **elective** (optional) modules, as prescribed in the School of Postgraduate Prospectus.
- (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.

9.4.4 ENROLMENT IN SPECIAL MODULES

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

9.4.5 SANDWICH POSTGRADUATE TRAINING

- (1) Where the staffing strength and the teaching and research equipment for postgraduate training at UNAM can be complemented by co-operation linkage agreements with other institutions, sandwich postgraduate training programmes are to be established and jointly run.

- (2) Through sandwich arrangements, candidates will undertake part of their training in suitable other institutions, and also benefit from co-supervisors from institutions with which UNAM will establish co-operation linkage agreements.

9.4.6 COURSE WORK EVALUATION AND GRADING

- (1) Candidates who are registered for lectured postgraduate modules will be examined according to procedures approved by Senate.
- (2) In all Faculties / Institutes, the meaning attached to letter grades awarded by examiners is as follows:

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

- (3) Before a candidate can proceed to the thesis / dissertation research phase (in the case of the coursework and dissertation students), s/he must first successfully pass the coursework examinations. Successful completion of the coursework phase shall mean attaining at least a D-grade average.
- (4) Supplementary examinations as contained in Regulation 7.21.17 will apply to postgraduate students.

9.4.7 THESIS/DISSERTATION RESEARCH

- (1) Candidates who successfully complete the coursework phase, or who are registered for postgraduate study by thesis/ dissertation research alone, undertake research in an approved research topic, and write a thesis / dissertation. This shall normally be after a specified period set by the relevant Committees and approved by Senate.
- (2) **Thesis** and **Dissertation** research may include an artistic/ aesthetic component, presented in the form of a composition, a theatre / musical performance, and/or an exhibition of original works, as a partial fulfillment of the requirements for a **Master's** or **Doctoral** degree, respectively.
- (3) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their theses / dissertations in accordance with the guidelines provided by the Postgraduate Studies Committee and approved by Senate.
- (4) As a standard practice, every thesis / dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university.
- (5) The thesis / dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards the format and literary presentation.
- (6) Every Master's thesis 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.
- (8) In cases where the examiners of the thesis / dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/ dissertation.
- (9) A postgraduate candidate, who disagrees with the results of the examination as approved by Senate, may appeal within a specified time-frame, giving reasons and evidence to support the appeal. Senate will then have the case examined by an Appeals Committee.
- (10) Candidates who are registered by thesis research alone (both Master's and Doctoral students) will normally appear for **viva voce** examinations. These will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

9.4.8 REGULATIONS AND GUIDELINES FOR HIGHER DOCTORATES

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

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

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

9.4.10 SUBSEQUENT PUBLICATION FROM A THESIS/DISSERTATION

Papers or publications extracted from a thesis/dissertation submitted for a postgraduate degree of UNAM must contain a statement acknowledging that the work is based on a thesis/dissertation submitted to the University of Namibia.

9.5 GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS

- (1) The terms "thesis" and "dissertation" carry different connotations in various countries.
- (2) At the University of Namibia, the terms are conceived in the context of common usage in many universities, whereby the term **thesis** is used for a written document presenting the results of research by Master's degree candidates, while a **dissertation** refers to a corresponding document submitted by doctoral candidates.
- (3) The guidelines to supervisors define what is expected of theses and dissertations, respectively.
- (4) Applicants for admission to postgraduate training programmes by research only and by coursework and thesis/dissertation shall be required to write thesis/ dissertation research proposals.

9.6 REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS

- (1) At least three months prior to the scheduled date for the submission of the thesis/dissertation, the respective postgraduate candidates shall, through their supervisors, Departments, Faculties and Institutes, submit a notice, in writing, to the Chairperson of the Postgraduate Studies Committee, declaring their intention to submit their theses/dissertations.
- (2) The notice shall be accompanied by an **abstract** of the thesis/dissertation, which shall not exceed 300/400 words, for a Master's thesis or a Doctoral dissertation, respectively. The abstract shall be a synopsis of the methodology of the research undertaken, the findings, and the major conclusions reached.

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

9.7.1 MASTER'S THESES AND DOCTORAL DISSERTATIONS

- (1) Every thesis / dissertation shall be assessed by at least two examiners in the case of Master's candidates and at least three examiners for Doctoral candidates. At least one of the examiners in each case must be external to the University of Namibia. Supervisors should not act as Internal Examiners. 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 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.
 - (g) The External Examiners should address their comprehensive written and typed reports to the Director: Postgraduate Studies.
- (4) Re-writing:
- (a) Where a Master's thesis is recommended for re-writing, it must be re-submitted within 6 months.
 - (b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

9.7.2 ASSESSMENT OF PUBLISHED WORKS 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.

9.7.3 VIVA VOCE EXAMINATIONS

- (1) In addition to writing a thesis/dissertation, the postgraduate candidates who are registered as per provisions under Regulation 9.4.3 (2), shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.
- (2) The **viva voce** examination shall take place only after the Postgraduate Studies Committee and the Senate are satisfied that the 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 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.

9.7.4 POSTGRADUATE FEES

- (1) All the registered candidates shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM.
- (2) The work of students whose fees are in arrears will not be assessed until the arrears have been cleared.

10. DISTANCE EDUCATION

10.1 GENERAL REGULATIONS

Conducting of examinations

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

10.2 EXAMINATION ADMISSION

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

Determination of examination admission mark

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

10.3 EXAMINING

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

Examiners and moderators

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

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

10.4 DETERMINATION OF EXAMINATION ADMISSION, EXAMINATION AND FINAL MARKS

Determination of examination marks

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

Determination of final mark

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

Promotion

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

Passing a module

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

- (i) A sub-minimum of 40% has been achieved in the examination, and
- (ii) A sub-minimum of 35% has been achieved per paper where an examination consists of more than one paper.

Passing a module with distinction

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

Obtaining a degree or diploma cum laude

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

10.5 RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS

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

Recognition

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

Crediting

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

Exemption

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

11. SCHOLARSHIPS AND AWARDS

11.1 GENERAL INFORMATION ON SCHOLARSHIPS

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

11.2 SCHOLARSHIPS

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

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

- ❖ Full Scholarships, which will partially cover tuition fees, book fees and accommodation in UNAM hostels, as well as meal fees. Residents of towns where UNAM Hostels are available, are normally not eligible for these scholarships, except in special circumstances.
- ❖ Supportive scholarships which will partially cover tuition fees and book fees and are normally for students who are domiciled in the towns where UNAM Hostels are available.
- ❖ Book fund scholarships that are for the purchase of books to a specified amount. This fund is only available to students lacking financial assistance.

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

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

Alternatively download application form from the UNAM website:

http://www.unam.na/applying_unam/application_forms.html

c) Closing date for applications

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

11.3 APPLICATION PROCEDURES AND CONDITIONS OF AWARDING THE SCHOLARSHIP

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

11.4 PAYMENT OF SCHOLARSHIPS MANAGED BY THE UNIVERSITY

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

11.5 MERIT AWARDS

There will be six categories of Merit Awards:

- | | |
|--|--|
| <p>* Best first year student
A certificate of achievement shall be awarded.</p> | <p>* Best final year student per faculty/school
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.</p> |
| <p>* Best non-final year student
A certificate of achievement shall be awarded.</p> | <p>* Best postgraduate student
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.</p> |
| <p>* Best final year student
A certificate of achievement shall be awarded.</p> | <p>* Best Student of the University
The Chancellor's Medal and a certificate of achievement shall be awarded during the annual graduation ceremony.</p> |

11.5.1 THE CRITERIA FOR THE EVALUATION OF MERIT AWARDS

11.5.1.1 Best undergraduate student per year of study per faculty/school

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

11.5.1.2 Vice Chancellor's medal (Best student per faculty/school)

- a) In order to qualify for the Vice Chancellor's Medal per faculty/school, a candidate must have passed each module throughout his/her years of study with an average of at least 65%, with major(s) passed with an average of not less than 75% at **final year level**.
- b) The overall mark (average) achieved by the candidate may not be less than 70%.
- c) Candidates who had to repeat any modules(s) at any level due to examination failure will not be eligible for selection.
- d) A suitable candidate for the Vice Chancellor's Medal should be nominated annually by each faculty/school to the Admissions and Examinations Committee (AEC) for approval, and be awarded to undergraduate students within each faculty/school.
- e) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Vice Chancellor's Medal will be shared by the candidates.

- f) Should a candidate be exempted from (a) modules(s), that module(s) will be ignored in calculating the average.
- g) The approved candidate per faculty/school will, apart from receiving the Vice Chancellor's Medal and a Certificate of Congratulation, be awarded an amount of N\$ 500.00.
- h) The nominated candidate must have completed the course of study within the shortest prescribed time.

11.5.1.3 Vice Chancellor's medal (Best postgraduate student)

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

- a) **Best Student: Postgraduate Diploma**
 - i) Candidates shall be required to have achieved an average of 70% for all modules of the final year and a minimum of 60% for each module.
 - ii) Candidates must have completed their diploma course in the shortest prescribed time.
- b) **Best Student: Masters by course work, research and thesis**
 - i) Candidates shall be required to have achieved an average of 70% for all modules at the end of the course work and a minimum of 60% for each module.
 - ii) Candidates shall be required to have achieved an average of 75% in the evaluation reports of the thesis.
 - iii) Candidates must have completed their Masters by course work, research and thesis in the shortest prescribed time.
- c) **Best Student: Masters by research and thesis**
 - i) Candidates shall be required to have achieved an average of 80% in the evaluation reports of the thesis.
 - ii) Candidates must have completed their Masters by research and thesis in the shortest prescribed time.
- d) **Best Student: Doctorate by research and thesis**
 - i) The evaluation reports of the thesis need to be evaluated by a select committee in order to find an average assessment rating.
 - ii) Candidates shall be required to have generated new knowledge.
 - iii) Candidates shall be required to have generated new knowledge that has application to national and/or regional needs.
- e) **Nominations**

Nominations in the various categories shall be made by an ad hoc committee comprising the relevant Dean, Deputy Dean and Heads of Departments of each faculty/school concerned.
- f) **Selection**

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

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

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

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

12. LIBRARY AND INFORMATION SERVICES

12.1 GENERAL

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

12.2 OPENING HOURS

	<u>Windhoek Main Campus</u>		<u>Neudamm Campus</u>	
Semester	Mon – Thu	08:00 - 22:00	Mon - Thu	07:30 - 22:00
	Friday	08:00 - 18:00	Friday	07:30 - 16:30
	Sat	12:00 - 16:00	Sat	Closed
	Sun	14:00 - 20:00	Sun	14:00 - 22:00
Vacations	Mon - Fri	08:00 - 16:30	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed
	<u>Ogongo Campus</u>		<u>Oshakati Campus</u>	
Semester	Mon - Thu	07:30 - 22:00	Mon & Thu	08:00 - 22:00
	Friday	07:30 - 16:30	Friday	08:00 - 16:30
	Sat	Closed	Sat	12:00 - 16:00
	Sun	14:00 - 22:00	Sun	14:00 - 20:00
Vacations	Mon - Fri	08:00 - 16:30	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed
	<u>Ongwediva Campus</u>		<u>Hifikepunye Pohamba Campus</u>	
Semester	Mon – Thu	08:00 - 22:00	Mon - Thu	07:30 - 22:00
	FRIDAY	08:00 - 18:00	FRIDAY	07:30 - 16:30
	Sat	12:00 - 16:00	Sat	Closed
	Sun	14:00 - 20:00	Sun	14:00 - 22:00
Vacations	Mon - Fri	08:00 - 16:30	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed
	<u>Rundu Campus</u>		<u>Katima Mulilo Campus</u>	
Semester	Mon - Thu	07:30 - 22:00	Mon & Thu	08:00 - 22:00
	Friday	07:30 - 16:30	Friday	08:00 - 16:30
	Sat	Closed	Sat	12:00 - 16:00
	Sun	14:00 - 22:00	Sun	14:00 - 20:00
Vacations	Mon - Fri	08:00 - 16:30	Mon - Fri	08:00 - 16:30
	Sat & Sun	Closed	Sat & Sun	Closed
	<u>Henties Bay Campus</u>			
Semester	Mon - Thu	07:30 - 22:00		
	Friday	07:30 - 16:30		
	Sat	Closed		
	Sun	Closed		
Vacations	Mon - Fri	08:00 - 16:30		
	Sat & Sun	Closed		

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

12.3 MEMBERSHIP

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

CATEGORIES	REQUIREMENTS	PATRON TYPE	BORROWING PRIVILEGES
UNAM Undergraduate	Current student card	UNAM Undergraduate	6 items 14 days
UNAM Post Graduate	Current student card	UNAM Post Graduate	10 items 30 days
Prospective UNAM Master and Doctoral Students	Signed and dated letter from relevant Head of Department, Positive identification, Two passport photographs	UNAM Post Graduate	10 items 30 days
UNAM Academic Staff	Staff Card	UNAM Academic Staff	20 items 90 days
UNAM Admin Staff	Staff Card	UNAM Administration Staff	10 items 30 days
Visiting Staff	Letter of introduction from relevant Head of Department, Positive identification, Two passport photographs	UNAM Administration Staff	Arranged with Head: User Services
Retired UNAM Staff	Positive identification, Proof of retirement, two passport photographs	Retired UNAM Staff	3 items 14 days
Polytechnic of Namibia Staff	Current staff card	Polytechnic Staff	3 items 14 days
Namibian cultural, educational and research institutions and government ministries	Letter of application by the relevant official, undertaking responsibility for loss or damage of library material.	Institutional	3 items 14 days per registered Individual
Staff of registered institutions	Positive identification, Signed and dated letter of introduction from relevant official. Two passport photographs.	Outside Borrower 1-3	1-3 items 14 days
Private individuals, including Staff of non-Namibian institutions, and organizations (including UNISA and Polytechnic students.)	Positive identification, two passport photographs, Proof of postal and residential address, Non-refundable annual fee of N\$200, N\$300, or N\$500 for 1, 2 or 3 items respectively.	Outside Borrower 1-3	1-3 items 14 days

12.3.1 Additional notes on special categories of users

- (i) **Namibian cultural, educational and research institutions and government ministries**
Once institutional membership has been approved, individual staff of these institutions or organizations may apply to the University Librarian for membership and borrowing privileges.
- (ii) **Private individuals and staff of non-Namibian institutions and organizations**
Individuals may apply on an individual basis to the University Librarian for membership and borrowing privileges.
- (iii) **Visitors**
Visitors are welcome and may use the collections on a reference basis. Visitors are advised to make their presence known to the User Services Librarian. Groups must make prior arrangements.

12.4 COLLECTIONS

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

12.4.1 Open Shelf Collection

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

12.4.2 Short Loan Collection

Literature for which usage is expected to be high is placed in the Short Loan Section on the recommendation of the lecturers. Two items may be borrowed simultaneously for a period of two hours only. Items may be taken out overnight from 20:00 but must be returned by 08:00 the next day. Reservations may be made for overnight loans.

12.4.3 General Reference Collection

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

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

12.4.5 Periodicals Collection: Located on the First Floor.

12.4.6 Special Collections

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

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

12.4.7 Archival Collection

The Archival Collections is located on the Lower Ground Floor. Some collections are closed and enquiries on open collections must be made through Archival staff.

12.4.8 Audio-Visual Material

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

12.4.9 Newspapers

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

12.4.10 Popular Magazines

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

12.4.11 Sheet Music

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

12.5 LIBRARY MATERIALS NOT AVAILABLE ON LOAN

The following materials are available for in-house use:

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

12.6 SERVICES

12.6.1 Subject Information Services

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

12.6.2 Inter-lending and Document Delivery Service

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

12.6.3 Online Public Access Catalogue (OPAC)

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

12.6.4 Access for Users with Special Needs

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

12.6.5 Photocopying

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

12.6.6 After-Hours Return Slot

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

12.7 FACILITIES

12.7.1 Discussion Rooms

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

Prior booking is necessary. Conditions of use apply.

Enquiries: Short Loan, Ext. 3538 / 3536

Seating capacity: 16 people each

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

Laptop room is on 2nd floor. Wireless connection is available. This is for exclusive use by laptop users. No un-controlled connection, users must be verified.

Regulations for the use of these venues:

- The Discussion Room may be utilized by registered UNAM students, Postgraduate students, lecturers and facilitators.
- Booking, collection and return of keys can be done at the Secretary's office, Ext. 3878.
- A MINIMUM of 5 and MAXIMUM of 16 persons are allowed.
- Access is during normal operational hours of the Library, as follows:
Monday – Friday: 08:00 - 16:30 **CLOSED ON PUBLIC HOLIDAYS**
- Bookings must be made preferably at least 2 days prior to actual booking.
- The Discussion Room may NOT be used for TEACHING.
- Purpose of the Discussion Room is ONLY for discussions, meetings, seminars, presentations, workshops, training or other group activities of an academic / administrative nature.
- No BLOCK bookings may be made.
- The General Rules of conduct within the Library also apply to the use of the Discussion Rooms, i.e. no smoking; no eating or drinking; no disturbance to other library users; no use of cell phones; no littering or damage to property.
- Future use may be prohibited in the event of keys being returned late, deface to property or leaving the room in an untidy manner.

12.7.2 Internet Wireless Room

Internet Wireless Room is available on 2nd Floor. This is for exclusive use by laptop users and assistance is provided at the Student Computer Help Desk on the ground floor.

12.7.3 Study Carrels

There are sixteen (16) individual lockable units for single person use. Prior booking is necessary. Conditions of use apply

A refundable N\$30 fee is charged.

Enquiries: Ext. 3525

Furniture: Study desk and chair.

Equipment: Power outlet

12.7.4 Display facilities

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

12.7.5 Foyer

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

12.8 GENERAL RULES

- 12.8.1 Cellular phones must be on silent when entering UNAM Libraries.
- 12.8.2 All visitors to the Library are required to leave bags at the security counter and to familiarize themselves with conditions that apply.
- 12.8.3 No person should cause a disturbance or inconvenience other users.
- 12.8.4 Silence must be maintained in the Library at all times.
- 12.8.5 It is prohibited to smoke, eat or drink in all areas of the building.
- 12.8.6 Persons who damage or tamper with University Library property will be held responsible. It is strictly prohibited to move around or rearrange Library furniture.
- 12.8.7 Users must carry their Student, Staff or User Card at all times, and must show the same when requested to identify themselves to staff and / or security personnel on duty.
- 12.8.8 Users must report loss of cards immediately at the Circulation Desk to prevent unauthorized transactions.
- 12.8.9 A valid student, staff or user card must be produced before items will be issued. User cards are not transferable. The owner of each card will be held responsible for items issued on that card.
- 12.8.10 Renewals of loan period may be granted on request for two further periods of two weeks for undergraduate students and special users, thirty days for postgraduate students, administrative academic and research staff, provided the item has not been reserved by another user. An item may be renewed twice without being brought to the University Library. Requests for extensions must be made before the loan period lapses.
- 12.8.11 Laptops may be brought into the Library.
- 12.8.12 Reservations may be made for items on loan to other users. The prospective user will be notified when the item is returned. However, reserved items will be returned to the shelf if not collected within five days of the user being notified.
- 12.8.13 To ensure the availability of information sources, users must return material urgently required by the University Library within five days.
- 12.8.14 A user is held responsible for the loss or damage of all items issued to him/her and is obliged to reimburse the University Library at the prevailing replacement cost. Where the price cannot be established, the user must pay a **minimum** replacement cost of N\$551.00. The user also has the option to replace the item with an identical copy.
- 12.8.15 Fines and administrative fees are charged for late returns of material. Overdue reminders are sent daily. After a third and final reminder, the replacement costs of the item will be claimed from the user. Failing to settle accounts, the user's borrowing privileges will be suspended. Student defaulters will be prevented from receiving their examination results while final year students will be prevented from receiving their graduating certificates until all accounts are fully settled. Staff defaulters will be referred to the Office of the Bursar for all outstanding amounts to be deducted from their salaries and / or other benefits.
- 12.8.16 Electronic security systems and security staff are in place to detect unauthorized removal or mutilation of University property. Anyone found attempting to remove or mutilate University Library material not correctly issued will be blacklisted and charged an on the spot fine of N\$551.00, and steps for further disciplinary action will be instituted.
- 12.8.17 Persons under 16 must either be accompanied by an adult or make prior arrangements through the Reference Desk, ext. 3878.
- 12.8.18 Visiting groups must make prior arrangements with the User Services Librarian.
- 12.8.19 No notices should be displayed anywhere inside the building without the prior approval of the University Librarian.
- 12.8.20 Unless otherwise stipulated, a person who violates any of the rules above will be charged an on the spot fine of N\$50.00 in addition to any other penalty/penalties that may be imposed on such offender.
- 12.8.21 Violations outside the jurisdiction of the University Librarian, will be referred to the relevant authorities for appropriate action.

13. STUDENT LIFE

A. SPORT AND CULTURE

13.1 SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS

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

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

13.2 SPORT CLUBS

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

13.3 SOCIETIES

Campus Vision	Law Students Society	UNAM Choir
Pan - African Students	Debating Society	Campus Radio
Econ & Marketing	UNAM Science Society	Agricultural Society
History Society	Malcolm X	UNAM Environmental Society
AIDS Club	Accounting Society	Retroact (District 9350)
Muslim Students' Society (UCAN)	Baha'i Students' Association	Cancer Awareness Network of UNAM
Future Leaders at Work Group	Violence Prevention Group	Social Work Society
	Peer Counseling Support Group	Fellowship for Christian Movements (FCM)

13.4 AIMS AND OBJECTIVES OF SOCIETIES

13.4.1 UNAM DEBATING SOCIETY

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

13.4.2 CAMPUS VISION

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

13.4.3 FELLOWSHIP FOR CHRISTIAN MOVEMENTS (FCM)

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

Currently sub-societies resorts under this movement:

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

13.4.4 PAN AFRICAN STUDENTS SOCIETY

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

13.4.5 HISTORY SOCIETY

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

13.4.6 CAMPUS RADIO

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

13.4.7 UNAM CHOIR

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

13.4.8 ECONOMIC & MARKETING SOCIETY

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

13.4.9 UNAM ENVIRONMENTAL SOCIETY

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

13.4.10 MALCOLM X

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

13.4.11 UNAM SCIENCE SOCIETY

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

13.4.12 UNAM AGRICULTURE SOCIETY

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

13.4.13 UNAM LAW SOCIETY

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

B. COUNSELLING SERVICES

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

How can counseling help?

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

Why do people need counseling?

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

Common scenarios that are presented to Counselors are:

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

All counseling cases at UNAM are always treated with the utmost confidentiality.

C. PRIMARY HEALTH CARE

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

D. CHAPLAINCY

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

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

Social events also feature in the Chaplaincy and it involves itself and members of the Fellowship of Christian Movements (FCM) in supporting a variety of charities in the Namibian society.

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

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

E. HOSTEL FACILITIES

The University of Namibia offers extensive accommodation services. Details regarding accommodation could be obtained from the Office of the Dean of Students.

14. DAILY CALENDAR**JANUARY 2012**

DATE	DAY	MEETINGS AND NOTES
1	Sunday	PUBLIC HOLIDAY: NEW YEAR'S DAY
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	<ul style="list-style-type: none"> University opens
10	Tuesday	<ul style="list-style-type: none"> Second Opportunity Examinations commence: Semester 1, 2 & Double modules (Including Faculty of Health Sciences – School of Medicine)
11	Wednesday	
12	Thursday	
13	Friday	<ul style="list-style-type: none"> Registration: Senior students – Faculty of Health Sciences (School of Medicine) (08:00 – 13:00; 14:00 – 17:00)
14	Saturday	
15	Sunday	
16	Monday	<ul style="list-style-type: none"> Faculty of Health Sciences (School of Medicine) - Lectures commence for Senior students
17	Tuesday	<ul style="list-style-type: none"> Teaching Practice - Phase 1 and 2 start (B.Ed II and III Full time [until 03 February]) Teaching Practice - Phase 3 starts (B.Ed IV Full time; B.Ed Distance [until 09 March])
18	Wednesday	
19	Thursday	<ul style="list-style-type: none"> Academic staff resume office duties Faculty of EMS (Master of Economics): Lectures commence for Semester 2
20	Friday	<ul style="list-style-type: none"> Management Meeting: Faculty of Education (Registration preparations) (09:00) Faculty of Health Sciences (School of Medicine): Second Opportunity Exams end
21	Saturday	
22	Sunday	
23	Monday	<ul style="list-style-type: none"> Faculty of Health Sciences (School of Medicine): General academic orientation starts
24	Tuesday	<ul style="list-style-type: none"> Management Meeting: Faculty of Law (Registration preparations) (09:00) Faculty of Health Sciences (School of Medicine): General academic orientation ends School Based Studies – BETD III starts (until 01 March)
25	Wednesday	<ul style="list-style-type: none"> Management Meeting: Faculty of Agric & Nat Resources (Registration preparations) (09:00) Management Meeting: Faculty of EMS (Registration preparations) (10:00) Faculty of Health Sciences (School of Medicine): General academic orientation starts
26	Thursday	<ul style="list-style-type: none"> Management Meeting: Faculty of Science (Registration preparations) (09:00) Management Meeting: Faculty of Eng. & Info Tech. (Registration preparations) (09:00) Last day for appeals by students: November 2011 Examinations Second Opportunity Exams end (Semester 1, 2 & Double modules) Faculty of Health Sciences (School of Medicine): General academic orientation ends
27	Friday	<ul style="list-style-type: none"> Faculty of Health Sciences (School of Medicine): General academic orientation ends DOS: Hostel registration starts (until 25 February)

		<ul style="list-style-type: none"> DOS: Academic Orientation – all first year students
28	Saturday	
29	Sunday	
30	Monday	<ul style="list-style-type: none"> Registration commences: Full- & Part time (All Campuses including Katima Mulilo, Rundu, Oshakati, Ongwediva, Hifikepunye Pohamba Campuses and CES) Registration: First year students - Faculty of Education (08:00 - 13:00; 14:00 - 17:00) Registration: First year students – Faculty of Health Sciences (School of Medicine) (08:00 – 13:00; 14:00 – 17:00) Faculty of Health Sciences (School of Nursing & Public Health): Clinical Attachment starts for Undergraduate Senior students
31	Tuesday	<ul style="list-style-type: none"> Registration: First year students - Faculty of Agric & Nat Res, Faculty of Health Sciences (School of Nursing & Public Health)(08:00 – 13:00) Registration: First year students - Faculty of Law (14:00 – 17:00)

FEBRUARY 2012

DATE	DAY	MEETINGS AND NOTES
1	Wednesday	<ul style="list-style-type: none"> Registration: First year students – Faculty of EMS (08:00 – 13:00; 14:00 -17:00) Registration ends: First year students - Faculty of Eng. & Info Tech Faculty of Health Sciences (School of Medicine): DOS - General academic orientation starts
2	Thursday	<ul style="list-style-type: none"> Registration: First year students - Faculty of HSS (08:00 - 13:00; 14:00 - 17:00) Agenda closes: Management Meeting: Faculty of Education (Special Cases) (12:00) Registration ends: First year students - Faculty of Eng. & Info Tech Registration starts: Senior students - Faculty of Eng. & Info Tech (Oshakati Campus) Orientation starts: First year students - Faculty of Eng. & Info Tech Faculty of Health Sciences (School of Medicine): DOS - General academic orientation ends
3	Friday	<ul style="list-style-type: none"> Registration: First year students – Faculty of Science and Faculty of Eng & Info Tech (Pre- Eng) (08:00 – 13:00; 14:00 - 17:00) Agenda closes: Management Meeting – Faculty of Law (Special Cases) (12:00) Registration ends: Senior students - Faculty of Eng. & Info Tech Faculty of Health Sciences (School of Medicine) - White Coat Ceremony Examinations: Last day to submit Second Opportunity marks to Examination Officers Examinations: Last day for Appeals (First Opportunity exams - Nov 2011 from Departments to Exam Officers) Teaching Practice-Phase I and II ends (B.Ed II and III Full time) Normal Registration ends for all First -Year Students
4	Saturday	<ul style="list-style-type: none"> Orientation ends: First year students - Faculty of Eng. & Info Tech
5	Sunday	
6	Monday	<ul style="list-style-type: none"> Faculty of Health Sciences (School of Medicine) - Lectures commence for 1st year students Faculty of Eng. & Info Tech - Lectures commence General Orientation starts: 1st year students (until 10 February) (All Campuses) Registration: Sen Students - Faculty of HSS (08:00 - 13:00; 14:00 - 17:00) (Alphabetically: A – M) Registration starts: Senior students - Katima Mulilo, Rundu, Oshakati Campuses (08:00 - 13:00; 14:00 - 17:00) Registration: Senior students starts – Oshakati Campus – Bachelor of Education (Pre & Lower, and Upper Primary)(08:00 - 13:00; 14:00 - 17:00) CES: Examination Committee (09:00) Management Meeting: Faculty of Education (Special Cases) (09:00 – 11:00) Agenda closes: Faculty Management Meeting – Faculty of Eng & Info Tech (Special Cases) (12:00) Agenda closes: Management Meeting: Faculty of Agric & Nat Resources (Special Cases) (12:00)

7	Tuesday	<ul style="list-style-type: none"> Registration: Senior Students - Faculty of HSS (08:00 - 13:00; 14:00 - 17:00) (Alphabetically: N – Z) Management Meeting: Faculty of Law (Special Cases) (09:00 – 11:00) Agenda closes: Management Meeting: Faculty of EMS (Special Cases) (12:00) Agenda closes: Management Meeting: Faculty of HSS (Special Cases) (12:00) Agenda closes: Management Meeting: Faculty of Health Sciences (School of Nursing & Public Health) (Special Cases) Agenda closes: Faculty Management Committee – Faculty of Health Sciences (School of Medicine) (12:00)
8	Wednesday	<ul style="list-style-type: none"> Registration: Senior Students - Faculty of Health Sciences (08:00 – 13:00) Registration: Faculty of Law (14:00 - 17:00) Management Meeting: Faculty of Agric & Nat Resources (Special Cases) (09:00 – 11:00) Management Meeting: Faculty of EMS (Special Cases) (09:00 – 11:00) Management Meeting: Faculty of Science (Special Cases) (09:00 – 11:00)
9	Thursday	<ul style="list-style-type: none"> Registration: Senior Students – Faculty of Education (08:00 – 13:00; 14:00 - 17:00) (Alphabetically: A – M) Registration ends: Senior students – Oshakati Campus – Bachelor of Education (Pre & Lower, and Upper Primary)(08:00 - 13:00; 14:00 - 17:00) Management Meeting: Faculty of EMS (Special Cases) (09:00 – 11:00) Management Meeting: Faculty of HSS (Special Cases) (09:00 – 11:00) Management Meeting: Faculty of Eng & Info Tech (Special Cases) (09:00)
10	Friday	<ul style="list-style-type: none"> Registration: Senior Students – Faculty of Education (08:00 – 13:00; 14:00 - 17:00) (Alphabetically: N - Z) Registration: Senior students ends - Katima Mulilo, Rundu, Oshakati Campuses (08:00 - 13:00; 14:00 - 17:00) Registration: Senior students – Oshakati Campus – BETD III (08:00 - 13:00; 14:00 - 17:00) School Management Meeting: Faculty of Health Sciences (School of Medicine) (09:00) Management Meeting: Faculty of Health Sciences (School of Nursing & Public Health) (Special Cases) (08:30 – 10:30) Management Meeting: Faculty of Science (Special Cases) (09:00 – 11:00) General Orientation ends: 1st year students (All campuses) Agenda closes: Faculty Board - Faculty of Eng & Info Tech (12:00) Examinations: - Announcement of Second Opportunity Results (14:00)
11	Saturday	
12	Sunday	
13	Monday	<ul style="list-style-type: none"> Registration: Senior Students - Faculty of EMS (08:00 – 13:00; 14:00 -17:00) (Alphabetically: A – M) Faculty of Education: B.Ed Pre- and Lower Primary and B.Ed Upper Primary – Lectures commence Agenda closes: Admissions & Exams Committee (12:00) (Special cases)
14	Tuesday	<ul style="list-style-type: none"> Registration: Sen Students - Faculty of EMS (08:00 – 13:00; 14:00 -17:00) (Alphabetically: N – Z)
15	Wednesday	<ul style="list-style-type: none"> Registration: Senior Students – Faculty of Agric & Natural Resources and Faculty of Science (08:00 - 13:00; 14:00 -17:00) (Alphabetically: A – M) Registration: Senior Students starts – Faculty of Agric & Natural Resources (Oshakati Campus) (until 17 Feb) (08:00 - 13:00; 14:00 -17:00)
16	Thursday	<ul style="list-style-type: none"> Registration: Senior Students – Faculty of Agric & Natural Resources and Faculty of Science (08:00 - 13:00; 14:00 -17:00) (Alphabetically: N – Z) Agenda closes: Oshakati Campus Management Meeting (12:00)
17	Friday	<ul style="list-style-type: none"> Registration: All Postgraduate students (08:00 – 13:00; 14:00 - 17:00) Registration: Senior Students ends – Faculty of Agric & Natural Resources (Oshakati Campus) (08:00 - 13:00; 14:00 -17:00) Last day for applications for exemption(s) Last day for application for retention of continuous assessment mark
18	Saturday	
19	Sunday	

20	Monday	<ul style="list-style-type: none"> • ADMISSIONS AND EXAM. COMMITTEE MEETING (09:00) (Special cases) • No Registration (Late registration commences 21 February) • Lectures Commence: SEMESTER 1 • Agenda closes: PVC: Administration Forum (12:00) • Agenda closes: CES Board of Studies (12:00)
21	Tuesday	<ul style="list-style-type: none"> • UNAM Foundation EXCOM Meeting (14:30) • Late Registration starts - All Faculties and Centre for External Studies (<i>Late fee payable</i>) (08:00 - 13:00; 14:00 -17:00) (until 22 February)
22	Wednesday	<ul style="list-style-type: none"> • Oshakati Campus Management Meeting (09:00) • Agenda closes: Research & Publications Committee (12:00) • Agenda closes: Oshakati Campus Advisory Committee Meeting (12:00) • Last day for approval of exemption(s) • Last day for approval of retention of continuous assessment mark • Last day for approval of module(s) & programme changes • Last day for late Registration - All Faculties and Centre for External Studies (<i>Late fee payable</i>) (08:00 - 13:00; 14:00 - 17:00)
23	Thursday	<ul style="list-style-type: none"> • Faculty Board Meeting – Faculty of Eng & Info Tech (09:00) • Agenda closes: Faculty Management Committee – Faculty of Education (12:00)
24	Friday	<ul style="list-style-type: none"> • CES: Orientation Project Work – ADEML • DOS: Hostel registration ends
25	Saturday	<ul style="list-style-type: none"> • CES: General Orientation Distance Education Students
26	Sunday	
27	Monday	<ul style="list-style-type: none"> • Agenda closes: Vice Chancellor's Management Committee (12:00) • Agenda closes: Staff Appointments Committee (12:00) • Agenda closes : School Board - School of Medicine (12:00) • CES: Orientation (Module Content) for Bachelor of Nursing Science (Advanced Practice) (Video Conferencing in Windhoek & Oshakati) starts (until 2 March)
28	Tuesday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00) • Agenda closes: ENGIMED Board (12:00)
29	Wednesday	<ul style="list-style-type: none"> • Annual Official Opening Ceremony (No lectures 08:30 – 12:25) • Agenda closes: PVC: Administrative Forum (12:00) • Agenda closes: School Board – Faculty of Health Sciences (School of Nursing & Public Health (12:00)

MARCH 2012

DATE	DAY	MEETINGS AND NOTES
1	Thursday	<ul style="list-style-type: none"> • Management Committee – Faculty of Education (09:00) • UNAM PRESS COMMITTEE MEETING (09:00) • Agenda closes: Library & Information Tech. Committee (12:00) • Agenda closes: Remuneration Committee (12:00) • School Based Studies – BETD III ends
2	Friday	<ul style="list-style-type: none"> • Agenda closes: Finance Committee (12:00) • Agenda closes: Faculty Management Meeting – Faculty of Agric & Nat Resources (12:00) • Agenda closes: Faculty Management Committee – Faculty of Law (12:00) • CES: Orientation (Module Content) for Bachelor of Nursing Science (Advanced Practice) (Video Conferencing in Windhoek & Oshakati) ends
3	Saturday	<ul style="list-style-type: none"> • CES: Orientation B.Ed Projects Phase I
4	Sunday	
5	Monday	<ul style="list-style-type: none"> • VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) • Agenda closes: Faculty Board – Faculty of Science (12:00) • Teaching Practice - Phase I starts (B.Ed Pre & Lower, and Upper Primary) (until 16 March)

6	Tuesday	<ul style="list-style-type: none"> Faculty Management Meeting: Faculty of Agric & Nat Resources (09:00) Agenda closes: Faculty Board – Faculty of Education (12:00) Agenda closes: Faculty Board – Faculty of HSS (12:00) Agenda closes: MRC Board Meeting (09:00)
7	Wednesday	<ul style="list-style-type: none"> PVC: ACADEMIC FORUM MEETING (09:00) Agenda closes: Oshakati Campus Academic Board (12:00) Agenda closes: Faculty Board – Faculty of EMS (12:00) Agenda closes: Postgraduate Studies Committee (12:00) RESEARCH & PUBLICATIONS COMMITTEE MEETING (14:30)
8	Thursday	<ul style="list-style-type: none"> REMUNERATION COMMITTEE MEETING (09:00)
9	Friday	<ul style="list-style-type: none"> Oshakati Campus Advisory Committee Meeting (09:00) School Board Meeting: Faculty of Health Sciences (School of Medicine) (09:00) Faculty Management Meeting: Faculty of Agric & Nat Resources (09:00) Faculty Management Committee: Faculty of Law (11:00) Agenda closes: Language Centre Board (12:00) Agenda closes: Faculty Board – Faculty of Agric & Nat Res (12:00) Finance: Last day to cancel with 100% credit (Semester 1 & Double modules) Teaching Practice - Phase III ends (B.Ed IV Full time; B.Ed Distance)
10	Saturday	
11	Sunday	
12	Monday	<ul style="list-style-type: none"> STAFF APPOINTMENTS COMMITTEE MEETING (09:00) Agenda closes: Vice Chancellor's Management Committee (12:00) (Council matters) Agenda closes: Audit Committee (12:00) Agenda closes: Physical Planning Committee (12:00) Agenda closes: Records Management Committee (12:00)
13	Tuesday	<ul style="list-style-type: none"> Faculty Board Meeting – Faculty of Science (09:00)
14	Wednesday	<ul style="list-style-type: none"> ENGIMED BOARD MEETING (09:00) Oshakati Campus Academic Board Meeting (09:00) School Board Meeting: Faculty of Health Sciences (School of Nursing & Public Health) (09:00) Faculty Board Meeting: Faculty of HSS (14:30)
15	Thursday	<ul style="list-style-type: none"> LIBRARY & INFORMATION TECH. COMMITTEE MEETING (09:00) Language Centre Board Meeting (14:30) Faculty Board Meeting: Faculty of EMS (14:30) UNAM Foundation Board Meeting (14:30)
16	Friday	<ul style="list-style-type: none"> FINANCE COMMITTEE MEETING (09:00) Faculty Board Meeting: Faculty of Education (09:00) Agenda Closes: SANUMARC Board Meeting (12:00) Agenda Closes: UNAM Press Committee (12:00) Teaching Practice - Phase I ends (B.Ed Pre & Lower, and Upper Primary)
17	Saturday	
18	Sunday	
19	Monday	<ul style="list-style-type: none"> VICE CHANCELLOR'S MANAGEMENT MEETING (09:00) (Council matters) Agenda closes: TLIU: Advisory Committee Meeting (12:00) Agenda closes: Faculty Board – Faculty of Law (12:00) Agenda closes : Faculty Board - Faculty of Health Sciences (School of Nursing & Public Health and School of Medicine) (12:00)
20	Tuesday	<ul style="list-style-type: none"> Agenda closes: CES - Board of Studies (12:00) Agenda closes: Management Meeting: Faculty of Eng & Info Tech (12:00) MRC Board Meeting (14:30)
21	Wednesday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: INDEPENDENCE DAY
22	Thursday	<ul style="list-style-type: none"> Agenda closes: Tender Board (12:00)
23	Friday	<ul style="list-style-type: none"> SANUMARC Board Meeting (09:00) General Student Assembly (Lecture free: 14:30 – 16:25)

		<ul style="list-style-type: none"> • TLIU: Teaching Improvement Seminar
24	Saturday	
25	Sunday	
26	Monday	<ul style="list-style-type: none"> • AUDIT COMMITTEE MEETING (09:00) • Faculty Board Meeting: Faculty of Agric & Nat Res (09:00) • Agenda closes: Council (12:00) • Agenda closes: Faculty Management Committee – Faculty of EMS (12:00) • Correction(s) on Class lists (until 30 March) • Correction(s) on 'Notification of module(s) registered' letters (until 30 March)
27	Tuesday	<ul style="list-style-type: none"> • RECORDS MANAGEMENT COMMITTEE MEETING (09:00) • POSTGRADUATE STUDIES COMMITTEE MEETING (09:00) • TLIU: Advisory Committee Meeting (09:00) • Student-Lecturer's Forum per Faculty (Lecture free: 14:30 – 16:25)
28	Wednesday	<ul style="list-style-type: none"> • PHYSICAL PLANNING COMMITTEE MEETING (0900) • Faculty Management Committee: Faculty of EMS (09:00) • Faculty Board Meeting: Faculty of Law (10:00) • Faculty Board Meeting: Faculty of Health Sciences (School of Medicine & School of Nursing and Public Health) (09:00) • Management Meeting: Faculty of Eng & Info Tech (09:00)
29	Thursday	<ul style="list-style-type: none"> • TENDER BOARD MEETING (09:00) • Agenda closes: Admissions & Examinations Committee (12:00)
30	Friday	<ul style="list-style-type: none"> • Agenda closes: Management Committee - School of Medicine (12:00) • Agenda closes: CES Board of Studies (12:00) • Last day for correction(s) on Class lists • Last day for correction(s) on 'Notification of module(s) registered' letters
31	Saturday	

APRIL 2012

DATE	DAY	MEETINGS AND NOTES
1	Sunday	
2	Monday	<ul style="list-style-type: none"> • DOS: Career Fair
3	Tuesday	<ul style="list-style-type: none"> • CES Board of Studies (For curriculum changes & new programmes) (09:00)
4	Wednesday	
5	Thursday	<ul style="list-style-type: none"> • Management Committee Meeting: School of Medicine (09:00) • Agenda closes: Oshakati Campus: Foundation Programme Advisory Committee Meeting (12:00) • Agenda closes: Staff Appointments Committee (Academic Promotions) (12:00) • Agenda closes: CEQUAM Advisory Board (12:00)
6	Friday	<ul style="list-style-type: none"> • PUBLIC HOLIDAY: GOOD FRIDAY • EASTER BREAK starts
7	Saturday	
8	Sunday	
9	Monday	<ul style="list-style-type: none"> • PUBLIC HOLIDAY: EASTER MONDAY
10	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Academic Planning Committee (12:00) • CES: Vacation school starts – All Programmes except B.Ed, PDED, ADEML (until 14 April)
11	Wednesday	
12	Thursday	<ul style="list-style-type: none"> • ADMISSIONS & EXAMINATIONS COMMITTEE MEETING (09:00)

13	Friday	<ul style="list-style-type: none"> • COUNCIL MEETING (09:00) • Oshakati Campus: Foundation Programme Advisory Committee Meeting (09:00)
14	Saturday	<ul style="list-style-type: none"> • CES: Vacation school ends – All Programmes except B.Ed, PDED, ADEML
15	Sunday	
16	Monday	<ul style="list-style-type: none"> • Lectures resume after EASTER BREAK • Examinations: Last day to submit Draft Examination Papers: Regular and Supplementary / Special Examinations (for moderation)
17	Tuesday	
18	Wednesday	<ul style="list-style-type: none"> • CEQUAM Advisory Board Meeting (14:30)
19	Thursday	<ul style="list-style-type: none"> • STAFF APPOINTMENTS COMMITTEE (Academic Promotions) (09:00)
20	Friday	<ul style="list-style-type: none"> • Finance: Last day to cancel with 50% credit: Semester I modules • Agenda closes: Oshakati Campus Management Meeting (12:00)
21	Saturday	
22	Sunday	
23	Monday	<ul style="list-style-type: none"> • ACADEMIC PLANNING COMMITTEE MEETING (09:00) • Agenda closes: PVC: Administration Forum (12:00)
24	Tuesday	
25	Wednesday	<ul style="list-style-type: none"> • Oshakati Campus Management Meeting (09:00)
26	Thursday	<ul style="list-style-type: none"> • Agenda closes: Vice Chancellor's Management Committee (12:00)
27	Friday	<ul style="list-style-type: none"> • Last day to change Examination Centres at Regional Centres (Semester I modules)
28	Saturday	
29	Sunday	
30	Monday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00)

MAY 2012

DATE	DAY	MEETINGS AND NOTES
1	Tuesday	<ul style="list-style-type: none"> • PUBLIC HOLIDAY: WORKERS' DAY
2	Wednesday	
3	Thursday	<ul style="list-style-type: none"> • Agenda closes: Management Meeting – Faculty of Agric & Nat Resources (12:00) • Agenda closes: Management Meeting – Faculty of Law (12:00) • Last day to cancel Semester I modules
4	Friday	<ul style="list-style-type: none"> • PUBLIC HOLIDAY: CASSINGA DAY
5	Saturday	
6	Sunday	
7	Monday	<ul style="list-style-type: none"> • Agenda closes: Senate (12:00) • Agenda closes: PVC Academic Forum (12:00) • Agenda closes: Postgraduate Studies Committee (12:00) • Agenda closes: Staff Development Committee (12:00) • CES: Vacation school starts – B.Ed, PDED, ADEML (until 11 May)
8	Tuesday	<ul style="list-style-type: none"> • Management Committee Meeting: School of Medicine (09:00) • Faculty Management Committee: Faculty of Law (11:00) • Agenda closes: Management Meeting: Faculty of HSS (12:00)
9	Wednesday	<ul style="list-style-type: none"> • Management Meeting: Faculty of Agric & Nat Resources (09:00) • Agenda closes: Faculty Management Meeting – Faculty of Science (12:00) • Agenda closes: Management Meeting: Faculty of Eng & Info Tech (12:00)

		<ul style="list-style-type: none"> Examinations: Last day to submit CA marks: Semester 1 modules
10	Thursday	<ul style="list-style-type: none"> Graduation Ceremony: (Windhoek) Faculty of EMS (Master of Economics): Examinations – Announcement of CA marks: Semester 2 modules
11	Friday	<ul style="list-style-type: none"> Graduation Ceremony: (Windhoek) CES: Vacation school ends – B.Ed, PDED, ADEM Faculty of EMS (Master of Economics): Lectures end for SEMESTER 2 Fac of Health Sciences (School of Medicine): Lectures end for SEMESTER 1 (Senior Students)
12	Saturday	
13	Sunday	
14	Monday	<ul style="list-style-type: none"> VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) Agenda closes: Staff Appointments Committee (12:00) Examinations: Last day to submit Final Examination Papers: Regular & Supplementary / Special Examinations (print ready) Faculty of EMS (Master of Economics): Examinations - Regular Examinations commence (Semester 2)
15	Tuesday	<ul style="list-style-type: none"> PVC: ACADEMIC FORUM MEETING (09:00) Faculty Management Meeting: Faculty of Science (09:00) Examinations: Release Examination Timetables (Semester 1 - Regular Examinations)
16	Wednesday	<ul style="list-style-type: none"> UNAM Foundation EXCOM Meeting (14:30) Faculty of Health Sciences (School of Medicine): Regular Examinations commence (Semester 1 modules) (Senior Students)
17	Thursday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: ASCENSION DAY
18	Friday	<ul style="list-style-type: none"> Faculty Management Meeting: Faculty of Eng & Info Tech (09:00) Faculty of EMS (Master of Economics): Regular Examinations end (Semester 2) Faculty of Eng & Info Tech: Lectures end for SEMESTER 1 Examinations: Announcement of CA marks: Semester 1 modules (Fac of Eng & Info Tech)
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	<ul style="list-style-type: none"> Faculty Management Committee: Faculty of HSS (09:00) Faculty of Eng & Info Tech – Senior Students: Regular Examinations commence (Semester 1 modules)
23	Wednesday	<ul style="list-style-type: none"> SENATE MEETING (09:00) Agenda closes: Vice Chancellor's Management Committee (12:00) (Financial Statements) Oshakati Campus Advisory Committee Meeting (09:00)
24	Thursday	<ul style="list-style-type: none"> STAFF DEVELOPMENT COMMITTEE MEETING (09:00) Agenda closes: Language Centre Board (12:00) (Curriculum Changes)
25	Friday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: (AFRICA DAY)
26	Saturday	
27	Sunday	
28	Monday	<ul style="list-style-type: none"> STAFF APPOINTMENTS COMMITTEE MEETING (09:00) CES: Science Practicals start (until 01 June)
29	Tuesday	<ul style="list-style-type: none"> POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)
30	Wednesday	<ul style="list-style-type: none"> Agenda closes: Audit Committee (12:00) (Fin. Statements & Management Letter) CEQUAM: Student Quality Day Faculty of Health Sciences (School of Medicine): Regular Examinations end (Semester 1 modules) (Senior Students)
31	Thursday	<ul style="list-style-type: none"> VICE CHANCELLOR'S MANAGEMENT MEETING (09:00) (Financial Statements) Agenda closes: Library & Information Technology Committee (12:00) Agenda closes: Tender Board (12:00) Examinations: Announcement of CA marks by Academic Departments: Semester 1 modules

JUNE 2012

DATE	DAY	MEETINGS AND NOTES
1	Friday	<ul style="list-style-type: none"> • Lectures end for FIRST SEMESTER • Faculty of Eng & Info Tech: (Senior Students) Regular Examinations end (Semester 1 modules) • Faculty of Eng & Info Tech: (Senior students) End of Semester 1 • Agenda closes: Faculty Board – Faculty of EMS (12:00) • Agenda closes: Faculty Board – Faculty of Agric & Nat Res (12:00) • CES: Science Practicals end • Finance: Last day for payment : Semester 1 Modules • Finance: Last day to cancel with 50% credit: Double modules
2	Saturday	
3	Sunday	
4	Monday	<ul style="list-style-type: none"> • TLIU: Teaching Improvement Seminar • Agenda closes: PVC: Academic Forum (12:00) • Agenda closes: Physical Planning Committee (12:00) • Agenda closes: Management Committee – Faculty of Education (12:00) • Agenda closes: Management Committee – Faculty of Health Sciences (School of Medicine) (12:00) • Agenda closes: Faculty Board - Faculty of Science (12:00) • Faculty of EMS (Master of Economics): External Moderation starts • Industrial Attachment commences for Senior Students – Fac of Eng & Info Tech • Faculty of Eng & Info Tech: Supplementary / Special Examinations commence (Semester 1 modules)
5	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Management Committee - School of Medicine (12:00) • Regular Examinations commence (Semester 1 modules)
6	Wednesday	<ul style="list-style-type: none"> • Oshakati Campus Advisory Committee Meeting (09:00) • Agenda closes: Oshakati Campus Academic Board (12:00)
7	Thursday	<ul style="list-style-type: none"> • TENDER BOARD MEETING (09:00) • Language Centre Board Meeting (Last meeting for Curriculum Changes & New Programmes) (14:30)
8	Friday	<ul style="list-style-type: none"> • Management Committee Meeting: School of Medicine (09:00) • Faculty of Eng & Info Tech: Supplementary / Special Examinations end (Semester 1 modules) • Faculty of Health Sciences (School of Medicine): End of Semester 1
9	Saturday	
10	Sunday	
11	Monday	<ul style="list-style-type: none"> • PVC: ACADEMIC FORUM MEETING (09:00)
12	Tuesday	<ul style="list-style-type: none"> • Faculty Board Meeting: Faculty of EMS (Last meeting for Curriculum Changes & New Programmes) (14:30) • Faculty of EMS (Master of Economics): External Moderation ends
13	Wednesday	<ul style="list-style-type: none"> • AUDIT COMMITTEE MEETING (09:00) (Fin. Statements & Management Letter) • Faculty Board Meeting: Faculty of Agric & Nat Res (Last meeting for Curriculum Changes & New Programmes) (09:00)
14	Thursday	<ul style="list-style-type: none"> • LIBRARY & INFORMATION TECH. COMMITTEE MEETING (09:00)
15	Friday	<ul style="list-style-type: none"> • Management Committee: Faculty of Education (09:00) • Oshakati Campus Advisory Committee Meeting (09:00) • Agenda closes: School Board – Faculty of Health Sciences (School of Nursing & Public Health) (12:00) • Agenda closes: School Board - Faculty of Health Sciences (School of Medicine) (12:00) • Faculty of Health Sciences (School of Medicine): Regular Examinations end (Semester 1 modules – first year students)

16	Saturday	
17	Sunday	
18	Monday	<ul style="list-style-type: none"> • PHYSICAL PLANNING COMMITTEE MEETING (09:00) • Agenda closes: Vice Chancellor's Management Committee (12:00) (Council matters) • Faculty of Health Sciences (School of Medicine): External Moderation starts (until 20 June) • School of Medicine – COBES starts (Third year students) (until 13 July) • School Based Studies – BETD III starts (until 26 July)
19	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Faculty Board - Faculty of HSS (12:00)
20	Wednesday	<ul style="list-style-type: none"> • Faculty Board Meeting: Faculty of Science (Last meeting for Curriculum Changes & New Programmes) (14:30) • Faculty of EMS (Master in Economics): Registration starts for Senior Students • Faculty of Health Sciences (School of Medicine): External Moderation ends
21	Thursday	
22	Friday	<ul style="list-style-type: none"> • Agenda closes: PVC: Administration Forum (12:00) • Agenda Closes: SANUMARC Board Meeting (12:00) • Agenda closes: Postgraduate Studies Committee (12:00)(Curriculum Changes & New Progs) • Agenda closes: Faculty Board – Fac of Eng & Info Tech (12:00)(Cu Changes & New Progs) • Agenda closes: Oshakati Campus Management Meeting (12:00) • Agenda closes: Oshakati Campus: Foundation Prog Advisory Committee Meeting (12:00) • Faculty Board Meeting: Faculty of Law (Last meeting for Curriculum Changes & New Programmes) (14:30) • Faculty of EMS (Master in Econ): Studs leave for Joint Facility for Elective (until 5 October) • Faculty of Health Sciences (School of Medicine): Announcement of examination results
23	Saturday	
24	Sunday	
25	Monday	<ul style="list-style-type: none"> • VICE CHANCELLOR'S MANAGEMENT MEETING (09:00) (Council matters) • Agenda closes: Faculty Board – Faculty of Education (12:00)
26	Tuesday	<ul style="list-style-type: none"> • Regular Examinations end (Semester 1 modules) • Agenda closes: Management Committee - School of Medicine (12:00)
27	Wednesday	<ul style="list-style-type: none"> • Faculty of Health Sciences (School of Medicine): Board Meeting (09:00) • Oshakati Campus Management Meeting (09:00) • Fac of Eng & Info Tech: Workshop Practice commences for First year students • Supplementary / Special Examinations commence (Semester 1 modules)
28	Thursday	<ul style="list-style-type: none"> • Agenda closes: Research & Publications Committee (12:00)
29	Friday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00) • Oshakati Campus: Foundation Programme Advisory Committee Meeting (09:00) • Agenda closes: Management Meeting – Faculty of Agric & Nat Resources (12:00) • Agenda closes: Faculty Management Committee – Faculty of Law (12:00) • Faculty of EMS (Master of Economics): Senior Students submit Thesis for moderation
30	Saturday	

JULY 2012

DATE	DAY	MEETINGS AND NOTES
1	Sunday	
2	Monday	
3	Tuesday	<ul style="list-style-type: none"> • UNAM Foundation EXCOM Meeting (14:30) • Supplementary / Special Examinations end (Semester 1 modules) • End of Semester 1
4	Wednesday	<ul style="list-style-type: none"> • Faculty of Health Sciences (School of Nursing & Public Health): Board Meeting – (09:00)

		<ul style="list-style-type: none"> Faculty Board Meeting: Faculty of Education (Last meeting for Curriculum Changes & New Programmes) (09:00) Faculty Board Meeting: Faculty of HSS (Last meeting for Curriculum Changes & New Programmes) (14:30) CES: Vacation School starts – Bachelor of Nursing Science (Advanced Prac) (until 06 July)
5	Thursday	<ul style="list-style-type: none"> Management Meeting: Faculty of Agric & Nat Resources (09:00) Fac Board Meet: Fac of Eng & Info Tech (09:00)(Last meeting for Cur Changes & New Progs) Management Committee: Faculty of Law (10:00) Agenda closes: ENGIMED Board (12:00) Agenda closes: Staff Appointments Committee (Academic Promotions) (12:00)
6	Friday	<ul style="list-style-type: none"> SANUMARC Board Meeting (09:00) CES: Examination Committee (09:00) Agenda closes: Council (12:00) Agenda closes: Faculty Board – Faculty of Health Sciences (12:00) CES: Vacation school ends: Bachelor of Nursing Science (Advanced Practice) Examinations: Last day to submit Final Examination marks (12:00)
7	Saturday	
8	Sunday	
9	Monday	<ul style="list-style-type: none"> Mid-Year Recess starts
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	<ul style="list-style-type: none"> Mid-Year Recess ends School of Medicine – COBES ends Fac of Eng & Info Tech: Industrial Attachment and Workshop Practice end
14	Saturday	
15	Sunday	
16	Monday	<ul style="list-style-type: none"> POSTGRADUATE STUDIES COMMITTEE MEETING (09:00) (Curriculum Changes & New Programmes) Faculty of Health Sciences (School of Medicine): Lectures commence – Semester 2 Faculty of Health Sciences (School of Medicine): Supplementary / Special Examinations commence
17	Tuesday	<ul style="list-style-type: none"> Faculty Board Meeting: Faculty of Law (Last meeting for Curriculum Changes & New Programmes) (09:00)
18	Wednesday	<ul style="list-style-type: none"> Faculty Board Meeting: Faculty of Health Sciences: (Last meeting for Curriculum Changes & New Programmes) (09:00) Agenda Closes: UNAM Press Committee (12:00) RESEARCH & PUBLICATIONS COMMITTEE MEETING (14:30) Faculty of EMS (Master in Economics): Registration starts
19	Thursday	<ul style="list-style-type: none"> Agenda closes: PVC: Academic Forum (12:00) Faculty of EMS (Master in Economics): Registration ends Examinations - Announcement of Regular Examination marks (Semester 1 modules) (14:00) Examinations - Announcement of Regular Examination marks (Semester 1 modules) (via sms) (18:00)
20	Friday	<ul style="list-style-type: none"> Faculty of EMS (Master in Economics): Orientation Faculty of Health Sciences (School of Medicine): Supplementary / Special Examinations end
21	Saturday	
22	Sunday	
23	Monday	<ul style="list-style-type: none"> Lectures commence for SEMESTER 2 Fac of Eng & Info Tech: Lectures commence for SEMESTER 2 Faculty of EMS (Master in Economics): Lectures commence for SEMESTER 1 DOS: Hostel registration starts (until 10 August)

		<ul style="list-style-type: none"> Agenda closes: Academic Planning Committee (12:00) (Curriculum Changes & New Programmes) Rectification of Semester 2 modules starts (until 27 July)
24	Tuesday	<ul style="list-style-type: none"> UNAM PRESS COMMITTEE MEETING (09:00) Agenda closes: Vice Chancellor's Management Committee (12:00) Agenda closes: MRC Board Meeting (12:00)
25	Wednesday	<ul style="list-style-type: none"> STAFF APPOINTMENTS COMMITTEE (Academic Promotions) (09:00) Agenda closes: Audit Committee (12:00)
26	Thursday	<ul style="list-style-type: none"> ENGIMED BOARD MEETING (09:00) Faculty of Education: School Based Studies – BEDT II ends
27	Friday	<ul style="list-style-type: none"> COUNCIL MEETING (09:00) Rectification of Semester 2 modules ends Examinations: Last day for Appeals (Regular Examinations) Rectification of Semester 2 modules ends
28	Saturday	
29	Sunday	
30	Monday	<ul style="list-style-type: none"> PVC: ACADEMIC FORUM MEETING (09:00)
31	Tuesday	<ul style="list-style-type: none"> VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) Agenda Closes: Bursaries & Awards Committee (12:00)

AUGUST 2012

DATE	DAY	MEETINGS AND NOTES
1	Wednesday	<ul style="list-style-type: none"> Agenda closes: Finance Committee (12:00)
2	Thursday	<ul style="list-style-type: none"> BUDGET TASK FORCE MEETING (09:00) (Budget & Staffing requests 2013) Agenda closes: Physical Planning Committee (12:00) Agenda closes: Tender Board (12:00)
3	Friday	<ul style="list-style-type: none"> BUDGET TASK FORCE MEETING (09:00) (Budget & Staffing requests 2013) Agenda closes: Management Meeting – Faculty of Agric & Nat Resources (12:00) Agenda closes: Faculty Management Committee – Faculty of Law (12:00) Agenda closes: Management Committee - Faculty of Health Sciences (School of Medicine) (12:00) Finance: Last day to cancel with 100% credit: Semester 2 modules
4	Saturday	
5	Sunday	
6	Monday	<ul style="list-style-type: none"> ACADEMIC PLANNING COMMITTEE MEETING (09:00) (Curriculum Changes & New Programmes) Agenda closes: Calendar & Timetable Committee (12:00) (Core dates)
7	Tuesday	<ul style="list-style-type: none"> BURSARIES & AWARDS COMMITTEE MEETING (09:00) Agenda closes: Faculty Management Committee – Faculty of Science (12:00) MRC Board Meeting (14:30)
8	Wednesday	<ul style="list-style-type: none"> AUDIT COMMITTEE MEETING (09:00) CEQUAM: Student Quality Day
9	Thursday	<ul style="list-style-type: none"> TENDER BOARD MEETING (09:00) Agenda closes: Faculty Management Committee - Faculty of EMS (12:00) UNAM Foundation Board Meeting (14:30) Agenda closes: Admissions & Exams Committee (12:00) (Examiners & Moderators)
10	Friday	<ul style="list-style-type: none"> Management Committee Meeting: Medical and Health Sciences (School of Medicine) (09:00) Agenda closes: PVC: Administration Forum (12:00)

		<ul style="list-style-type: none"> • Agenda closes: Oshakati Campus Management Meeting (12:00) • DOS: Hostel registration ends • Examinations: Last day for Appeals (Regular Examinations from Departments to Examination Officers)
11	Saturday	
12	Sunday	
13	Monday	<ul style="list-style-type: none"> • Faculty Management Committee: Faculty of Science (09:00) • Agenda closes: Faculty Management Committee: Faculty of Education (12:00)
14	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Vice Chancellor's Management Committee (12:00) (Council matters) • Faculty Management Meeting: Faculty of EMS (09:00) • Management Meeting: Faculty of Agric & Nat Resources (09:00) • TLIU: Teaching Improvement Seminar • General Student Assembly (Lecture free: 14:30 – 16:25)
15	Wednesday	<ul style="list-style-type: none"> • FINANCE COMMITTEE MEETING (09:00) • Oshakati Campus Management Meeting (09:00) • Faculty Management Committee: Faculty of Law (10:00)
16	Thursday	<ul style="list-style-type: none"> • PHYSICAL PLANNING COMMITTEE (09:00) • Agenda closes: Senate (Curriculum Changes & New Programmes) (12:00)
17	Friday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00)
18	Saturday	<ul style="list-style-type: none"> • Mature Age Entry Examination
19	Sunday	
20	Monday	<ul style="list-style-type: none"> • CALENDAR & TIMETABLE COMMITTEE MEETING (09:00) (Core dates) • Agenda closes: Staff Appointments Committee (12:00)(New positions & structures)
21	Tuesday	<ul style="list-style-type: none"> • VICE CHANCELLOR'S MANAGEMENT MEETING (09:00) (Council matters)
22	Wednesday	<ul style="list-style-type: none"> • Agenda closes: TLIU: Advisory Committee Meeting (12:00) • Agenda closes: Oshakati Campus Advisory Committee Meeting (12:00)
23	Thursday	<ul style="list-style-type: none"> • ADMISSIONS & EXAMS MEETING (09:00) (Examiners & Moderators)
24	Friday	<ul style="list-style-type: none"> • Faculty Management Committee – Faculty of Education (09:00) • Agenda closes: Council (12:00) • Last day to submit nominations for Meritorious Awards to respective Faculty Meritorious Committees • Last day to submit outstanding documentation
25	Saturday	<ul style="list-style-type: none"> • PUBLIC HOLIDAY: HEROES' DAY
26	Sunday	
27	Monday	<ul style="list-style-type: none"> • Corrections on Class lists start (until 31 August) • CES: Vacation school starts – B. Ed; PDE, ADEML (until 31 August)
28	Tuesday	
29	Wednesday	<ul style="list-style-type: none"> • TLIU: Advisory Committee Meeting (09:00)
30	Thursday	<ul style="list-style-type: none"> • SENATE MEETING (09:00) (Curriculum Changes & New Programmes)
31	Friday	<ul style="list-style-type: none"> • 20TH ANNIVERSARY CELEBRATION • Agenda closes: Oshakati Campus: Foundation Programme Advisory Committee Meeting (12:00) • Finance: Last day to cancel with 50% credit: Semester 2 modules • Corrections on Class lists end • CES: Vacation school ends – B.Ed; PDE, ADEML

SEPTEMBER 2012

DATE	DAY	MEETINGS AND NOTES
1	Saturday	
2	Sunday	
3	Monday	<ul style="list-style-type: none"> • STAFF APPOINTMENTS COMMITTEE MEETING (09:00) (New positions and structures) • Agenda closes: CEQUAM Advisory Board (12:00)
4	Tuesday	<ul style="list-style-type: none"> • Student-Lecturer's Forum per Faculty (Lecture free: 14:30 – 16:25)
5	Wednesday	<ul style="list-style-type: none"> • Management Meeting: Faculty of Agric & Nat Resources (09:00) • Oshakati Campus Advisory Committee Meeting (09:00) • Agenda closes: Oshakati Campus Academic Board (12:00)
6	Thursday	<ul style="list-style-type: none"> • Agenda closes: Records Management Committee (12:00) • Agenda Closes: CES Board of Studies (12:00)
7	Friday	<ul style="list-style-type: none"> • COUNCIL MEETING (09:00) • Oshakati Campus: Foundation Programme Advisory Committee Meeting (09:00) • Examinations: Last day to submit Draft Examination Papers: Regular & Supplementary / Special Examinations(Semester 2 & Double modules) (for moderation)
8	Saturday	
9	Sunday	
10	Monday	<ul style="list-style-type: none"> • SPRING BREAK starts • Agenda closes: Remuneration Committee (12:00) • Agenda closes: Postgraduate Studies Committee (12:00) • CES: Vacation school starts – All Certificate, Diploma & Degree programmes (Excluding Teacher Education and Nursing Programmes) (until 14 Sept.) • Teaching Practice - Phase I starts (B.Ed Pre & Lower, and Upper Primary) (until 21 September)
11	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Management Meeting - Faculty of Agric & Nat Resources (12:00) • Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
12	Wednesday	<ul style="list-style-type: none"> • RECORDS MANAGEMENT COMMITTEE MEETING (09:00) • Oshakati Campus Advisory Committee Meeting (09:00) • CEQUAM Advisory Board Meeting (14:30)
13	Thursday	<ul style="list-style-type: none"> • Agenda closes: ENGIMED Board (12:00)
14	Friday	<ul style="list-style-type: none"> • CES: Vacation school ends – All Certificate Programmes, Diploma Programmes & Degree programmes (Excluding Teacher Education and Nursing Programmes) • Faculty Meritorious Award Committees: Last day to submit Faculty nominations & documentation to Director: Academic Affairs
15	Saturday	
16	Sunday	
17	Monday	<ul style="list-style-type: none"> • Lectures resume after Spring Break
18	Tuesday	<ul style="list-style-type: none"> • MRC Research Information Day
19	Wednesday	<ul style="list-style-type: none"> • Management Meeting: Faculty of Agric & Nat Resources (09:00) • Agenda closes: PVC: Academic Forum (12:00)
20	Thursday	<ul style="list-style-type: none"> • CES: Board of Studies (09:00) • Faculty Management Committee: Faculty of Law (10:00) • Agenda closes: Library & Information Tech. Committee (12:00)
21	Friday	<ul style="list-style-type: none"> • Examinations: Last day to change Examination Centres at Regional Centres • Teaching Practice - Phase I ends (B.Ed Pre & Lower, and Upper Primary)
22	Saturday	
23	Sunday	

24	Monday	<ul style="list-style-type: none"> • REMUNERATION COMMITTEE MEETING (09:00)
25	Tuesday	
26	Wednesday	<ul style="list-style-type: none"> • PVC: ACADEMIC FORUM MEETING (09:00)
27	Thursday	<ul style="list-style-type: none"> • ENGIMED BOARD MEETING (09:00) • Agenda closes: Academic Planning Committee (12:00)
28	Friday	<ul style="list-style-type: none"> • Last day to cancel Semester 2 & Double modules • Last day to cancel enrolment
29	Saturday	
30	Sunday	

OCTOBER 2012

DATE	DAY	MEETINGS AND NOTES
1	Monday	<ul style="list-style-type: none"> • Agenda closes: Vice Chancellor's Management Committee (12:00) • CES: BNSC Skills Workshop starts – Windhoek (until 05 October)
2	Tuesday	<ul style="list-style-type: none"> • Agenda Closes: UNAM Press Committee (12:00)
3	Wednesday	<ul style="list-style-type: none"> • POSTGRADUATE STUDIES COMMITTEE MEETING (09:00) • Agenda closes: Calendar & Timetable Committee (12:00) • Agenda closes: PVC: Administration Forum (12:00) • Management Committee Meeting: Faculty of Health Sciences (School of Medicine) (09:00)
4	Thursday	<ul style="list-style-type: none"> • LIBRARY & INFORMATION TECH. COMMITTEE MEETING (09:00)
5	Friday	<ul style="list-style-type: none"> • Management Committee Meeting: School of Medicine (09:00) • Agenda closes: Audit Committee (12:00) • Agenda closes: Management Meeting – Faculty of Agric & Nat Resources (12:00) • Faculty of EMS (Master in Economics): Students return from Joint Facility for Elective • Agenda closes: Staff Development Committee (12:00) • CES: BNSC Skills Workshop ends – Windhoek • Examinations - Last day to submit Final Examination Papers: Regular & Supplementary / Special Examinations (print ready)
6	Saturday	
7	Sunday	
8	Monday	<ul style="list-style-type: none"> • VICE CHANCELLOR'S MANAGEMENT COMMITTEE MEETING (09:00) • Agenda closes: Physical Planning Committee (12:00) • Agenda closes: Tender Board (12:00) • Examinations: Release Examination Timetables (Semester 2 - Regular Examinations)
9	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Faculty Management Meeting – Faculty of Eng & Info Tech (12:00)
10	Wednesday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00) • Agenda closes: Finance Committee (12:00) (Approval: Budget & Fees)
11	Thursday	<ul style="list-style-type: none"> • ACADEMIC PLANNING COMMITTEE MEETING (09:00) • Agenda closes: Faculty Management Committee – Faculty of Law (12:00)
12	Friday	<ul style="list-style-type: none"> • Finance: Final outstanding fees to be paid
13	Saturday	
14	Sunday	
15	Monday	<ul style="list-style-type: none"> • TENDER BOARD MEETING (09:00)
16	Tuesday	<ul style="list-style-type: none"> • UNAM PRESS COMMITTEE MEETING (09:00) • Management Meeting: Faculty of Agric & Nat Resources (09:00) • UNAM Foundation EXCOM Meeting (14:30)

17	Wednesday	<ul style="list-style-type: none"> • CALENDAR & TIMETABLE COMMITTEE MEETING (09:00) • Agenda closes: Senate (12:00)
18	Thursday	<ul style="list-style-type: none"> • AUDIT COMMITTEE MEETING (09:00) • Faculty Management Meeting: Faculty of Eng & Info Tech (09:00) • Oshakati Campus: Annual Research Conference (starts) • Faculty Management Committee: Faculty of Law (10:00)
19	Friday	<ul style="list-style-type: none"> • STAFF DEVELOPMENT COMMITTEE MEETING (09:00) • Oshakati Campus: Annual Research Conference (ends) • Agenda closes: Vice Chancellor's Management Committee (12:00) (Council matters) • Agenda closes: Oshakati Campus Management Meeting (12:00)
20	Saturday	
21	Sunday	
22	Monday	<ul style="list-style-type: none"> • PHYSICAL PLANNING COMMITTEE MEETING (09:00)
23	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Staff Appointments Committee (Academic Promotions) (12:00)
24	Wednesday	<ul style="list-style-type: none"> • FINANCE COMMITTEE MEETING (09:00) (Approval: Budget & Fees) • Oshakati Campus Management Meeting (09:00) • Agenda closes: Postgraduate Studies Committee (12:00)
25	Thursday	<ul style="list-style-type: none"> • Agenda closes: PVC: Academic Forum (12:00)
26	Friday	<ul style="list-style-type: none"> • VICE CHANCELLOR'S MANAGEMENT MEETING (09:00) (Council matters) • Finance: Closing date for purchases
27	Saturday	
28	Sunday	
29	Monday	<ul style="list-style-type: none"> • CES: Science Practicals start (until 02 Nov)
30	Tuesday	<ul style="list-style-type: none"> • Agenda closes: MRC Board Meeting (12:00)
31	Wednesday	<ul style="list-style-type: none"> • SENATE MEETING (09:00)

NOVEMBER 2012

DATE	DAY	MEETINGS AND NOTES
1	Thursday	<ul style="list-style-type: none"> • PVC: ACADEMIC FORUM MEETING (09:00)
2	Friday	<ul style="list-style-type: none"> • Agenda closes: PVC: Administration Forum (12:00) • Examinations: Last day to submit CA marks - Semester 2 modules • Examinations: Announcement of CA marks by Academic Departments - Semester 2 & Double Modules • CES: Science Practicals end • Lectures end for SEMESTER 2
3	Saturday	
4	Sunday	
5	Monday	<ul style="list-style-type: none"> • TLIU Teaching Improvement Seminar
6	Tuesday	<ul style="list-style-type: none"> • Regular Examinations commence (Semester 2 & Double modules) (excluding School of Medicine) • STAFF APPOINTMENTS COMMITTEE MEETING (Academic Promotions) (09:00)
7	Wednesday	
8	Thursday	
9	Friday	<ul style="list-style-type: none"> • Agenda closes: Council (12:00) • Agenda closes: SANUMARC Board Meeting (12:00) • Faculty of Health Sciences (School of Medicine): Lectures end for Semester 2

10	Saturday	
11	Sunday	
12	Monday	<ul style="list-style-type: none"> • PVC: ADMINISTRATION FORUM MEETING (09:00)
13	Tuesday	<ul style="list-style-type: none"> • Faculty of Health Sciences (School of Medicine): Regular examinations commence (Semester 2 modules) • MRC Board Meeting (14:30)
14	Wednesday	<ul style="list-style-type: none"> • POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)
15	Thursday	
16	Friday	<ul style="list-style-type: none"> • SANUMARC Board Meeting (09:00) • Faculty of Law: Admission Board Meeting (10:00) • Agenda closes: Oshakati Campus: Foundation Programme Advisory Committee Meeting (12:00) • Examinations: Last date for submission of Theses and Dissertation for examination • HR: Long Service Awards
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	<ul style="list-style-type: none"> • COUNCIL MEETING (09:00) • Oshakati Campus: Foundation Programme Advisory Committee Meeting (09:00) • Agenda closes: Oshakati Campus Management Meeting (12:00)
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	<ul style="list-style-type: none"> • Agenda closes: Bursaries & Awards Committee (12:00) • Examinations: Regular Examinations end (Semester 2 & Double modules)
28	Wednesday	<ul style="list-style-type: none"> • Oshakati Campus Management Meeting (09:00) • Examinations: Supplementary / Special Examinations start (Semester 2 and Double modules)
29	Thursday	<ul style="list-style-type: none"> • Agenda closes: Examinations Board Meeting – Faculty of Health Sciences (School of Medicine) (12:00) • Agenda closes: Management Committee Meeting: Faculty of Eng & Info Tech (12:00)
30	Friday	<ul style="list-style-type: none"> • Year-end Function

DECEMBER 2012

DATE	DAY	MEETINGS AND NOTES
1	Saturday	
2	Sunday	
3	Monday	<ul style="list-style-type: none"> • Examinations: In-house moderation starts (All faculties) • Faculty of EMS (Master of Economics): External Moderations starts (until 14 December)
4	Tuesday	<ul style="list-style-type: none"> • Examinations: Supplementary / Special Examinations end (Semester 2 and Double modules) • Fac of Eng & Info Tech: Supplementary / Special Examinations end

		(Semester 2 & Double modules) <ul style="list-style-type: none"> End of Semester 2
5	Wednesday	
6	Thursday	<ul style="list-style-type: none"> BURSARIES & AWARDS COMMITTEE MEETING (09:00) Management Committee Meeting: Faculty of Eng & Info Tech (09:00) Examination Board Meetings (All Faculties & CES) (09:00) Examinations: In-house moderation ends (12:00) (All faculties)
7	Friday	<ul style="list-style-type: none"> CES: Examination Committee Management Committee Meeting: Faculty of Health Sciences (School of Medicine) (09:00) Examinations: Last day to submit Final Marks to Examination Officers (deadline – 14:00)
8	Saturday	
9	Sunday	
10	Monday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: INTERNATIONAL HUMAN RIGHTS' DAY
11	Tuesday	<ul style="list-style-type: none"> Agenda closes: Admissions & Examinations Committee (12:00) Faculty of Health Sciences (School of Medicine) only: Supplementary / Special examinations commence (Semester 2 modules)
12	Wednesday	<ul style="list-style-type: none"> Management Committee Meeting: Faculty of Health Sciences (School of Medicine) (09:00) Faculty of Health Sciences (School of Medicine): Supplementary / Special Examinations end (Semester 2 modules)
13	Thursday	
14	Friday	<ul style="list-style-type: none"> Faculty of EMS (Master of Economics): Internal Moderation ends
15	Saturday	
16	Sunday	
17	Monday	<ul style="list-style-type: none"> ADMISSIONS & EXAMINATIONS COMMITTEE MEETING (09:00) Faculty of Health Sciences (School of Medicine): Elective Studies starts (until 11 January 2013) (Third year students)
18	Tuesday	<ul style="list-style-type: none"> Examinations: Announcement of Regular Examination marks (Semester 2 and double modules) (14:00) Examinations: Announcement of Regular Examination marks (Semester 2 and double modules) (via sms) (18:00) Academic Year ends: University closes for recess (until 14 January 2013)
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: CHRISTMAS DAY
26	Wednesday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: FAMILY DAY
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	

JANUARY 2013

DATE	DAY	MEETINGS AND NOTES
1	Tuesday	<ul style="list-style-type: none"> PUBLIC HOLIDAY: NEW YEAR'S DAY
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	<ul style="list-style-type: none"> Faculty of Health Sciences (School of Medicine: Elective Studies ends)
12	Saturday	
13	Sunday	
14	Monday	<ul style="list-style-type: none"> University opens
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	<ul style="list-style-type: none"> Academic staff resume office duties
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	