

STUDENT GUIDE

Postgraduate Studies

2009/2010

EXPAND YOUR HORIZON

LOOKING FOR A UNIVERSITY THAT WILL EXPAND YOUR HORIZON?

Look no further! UNAM has an excellent environment to take your education to the next level. UNAM provides quality education and has longstanding links with various stakeholders and industries, and a strong track record in teaching and research.

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1. GENERAL

NOTE:

This Guide is valid for the year 2009/2010 only and is obtainable free of charge from:

University of Namibia
Attention: Office of the Registrar
Private Bag 13301
Windhoek
NAMIBIA

Location: 340 Mandume Ndemufayo Avenue,
Pionierspark, Windhoek, Namibia

Telephone: (+264 61) 206-3111

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

The fact that particulars of a specific field of study has been included in this Guide, does not necessarily mean that such field of study will be offered in 2009 or any consecutive year.

1.1. UNIVERSITY OF NAMIBIA SYSTEM

* **Main Campus – Windhoek**

On the outskirts of Windhoek, the capital, the University of Namibia's main campus is nestled amongst undulating hills. About five minutes drive from the centre of town, the main campus is easy to find on the intersection, Western Bypass and Mandume Ndemufayo, Pionierspark.

* **UNAM Northern Campus**

In order to meet the education needs of over a half of the population, which reside in the northern part of the country, UNAM established a second campus in Oshakati, to provide tertiary, professional and business related programmes for the people in the northern regions. The broad goals of the campus are to increase opportunities for access to higher education and to foster economic development of the four Northern regions. The campus accomplishes its goals through developing and offering a broad range of formal academic courses and non-formal programmes initiatives.

* **Neudamm College**

A very modern and beautiful Neudamm Campus about 38km outside Windhoek, is another extension of UNAM's services to the Namibian community. In an agricultural country, a sound scientific basis in this field is essential. The campus houses UNAM's Faculty of Agriculture and Natural Resources, and was made available through smart partnership with the Government's Ministry of Agriculture, Water and Rural Development.

* **Ogongo Campus**

Situated about 60km west of Oshakati in the Oshana Region, Ogongo is yet another modern campus, accommodating UNAM's Crop Science Department of the Faculty of Agriculture and Natural Resources. It reflects another initiative by the University of Namibia to reach out to the large population contingent in the northern part of Namibia, also in smart partnership with the Government's Ministry of Agriculture, Water and Rural Development.

* **Ongwediva Campus**

In the heart of one of Namibia's leading towns, Ongwediva, lies the state-of-the-art and newest Campus of the University of Namibia. The Faculty of Engineering and Information Technology is expected to accelerate Namibia's human resource development with a special focus on science, engineering and technology.

* **Sam Nujoma Marine and Coastal Resource Research Centre**

The centre serves Namibia through promoting research and development activities in the field of marine and coastal resources, taking into consideration the unique comparative and competitive advantage based on the Benguela cold current ecosystem. Research conducted at the centre towards developing the fisheries and agriculture sectors complements what is done by the Ministry of Fisheries and Marine Resources as well as that of Agriculture, Water and Rural Development.

* **Satellite/Regional Centres**

Given Namibia's vast size and diverse rural population, the University is afforded an opportunity to serve rural tertiary education needs through its Centre for External Studies. UNAM has regional centres in the following towns: Gobabis, Katima Mulilo, Keetmanshoop, Khorixas, Otjiwarongo, Rundu, Swakopmund and Tsumeb. These are sufficiently equipped to meet the educational needs of students from rural areas unable to study at the Main Campus in Windhoek. The centres provide, amongst others, tutorial and associated services to UNAM's distance education students.

1.2. THE MISSION OF THE UNIVERSITY OF NAMIBIA

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

1.3 FACULTIES AND CENTRES OF EXCELLENCE

1. Faculty of Agriculture and Natural Resources
2. Faculty of Economics and Management Science
3. Faculty of Education
4. Faculty of Engineering & Information Technology
5. Faculty of Humanities and Social Sciences
6. Faculty of Law
7. Faculty of Medical and Health Sciences
8. Faculty of Science
9. Centre for External Studies
10. Language Centre
11. Multi-disciplinary Research and Consultancy Centre
12. Centre for Public Service Training
13. Computer Centre
14. Ecumenical Institute for Namibia
15. Human Rights and Documentation Centre
16. Justice Training Centre
17. Information Learning & Resource Centre
18. University Central Consultancy Bureau
19. Improvement of Teaching & Learning Unit

1.4 WHEN ENROLLING AT THE UNIVERSITY OF NAMIBIA YOU WILL:

- Be part of an international community of UNAM graduates who are highly sought after by employers worldwide for their skills, leadership qualities and civic commitment;
- Enjoy the status, stability and infrastructure of a major, broad-based university;
- Gain an internationally recognized qualification from an institution with outstanding global profile and prestige;
- Add a valuable international perspective to your education;
- Benefit from teaching that is informed by active research and industry links;
- Experience personal teaching and individual attention in small tutorial groups;
- Use new technologies that will enhance your academic experience and broaden your learning options;
- Become a member of an active and informed student population.

1.5 DEGREES AND DIPLOMAS

	Minimum duration (years)
<u>Faculty of Agriculture and Natural Resources</u>	
<i>Degrees</i>	
Master of Science (Agriculture).....	2
Master of Science (Rangeland Resources Management).....	2
Doctor of Philosophy (Agriculture).....	3
<u>Faculty of Economics and Management Science</u>	
<i>Degrees</i>	
Master of Arts in Security & Strategic Studies	2
Master of Arts in Political Studies	2
Master of Business Administration.....	2
Master of Public Administration	2
Master of Science in Economics	2
Master of Science in Accounting & Finance	2
Doctor of Philosophy in Political Studies	3
Doctor of Philosophy (Public Administration)	3
<i>Diplomas</i>	
Advanced Diploma in Accounting & Auditing.....	1
Advanced Diploma in Management & Taxation.....	1
Advanced Diploma in Business Administration.....	1
Postgraduate Diploma in Business Administration.....	1
Postgraduate Diploma in Internal Auditing	2
<u>Faculty of Education</u>	
<i>Degrees</i>	
Master of Education	2
Master of Education (Adult Education).....	2
Master of Education (Literacy & Learning)	2
Doctor of Philosophy (Adult Education)	3
Doctor of Philosophy (Curriculum Studies, Instruction & Assessment)	3
Doctor of Philosophy (Educational Foundations & Administration)	3
<i>Diplomas</i>	
Specialized Diploma in Educational Management & Leadership.....	2
Specialized Diploma in Special Education.....	1
<u>Faculty of Humanities and Social Sciences</u>	
<i>Degrees</i>	
Master of Arts (Performing Arts)	2
Master of Arts (Religion).....	2
Master of Arts (Theology)	2
Master of Arts (Industrial Psychology).....	2
Master of Arts (Clinical / Counseling Psychology)	2
Doctor of Philosophy.....	3
<i>Diplomas</i>	
Postgraduate Diploma in Translation.....	1
<u>Faculty of Law</u>	
<u>Faculty of Law</u>	
<i>Degrees</i>	
Master of Laws (by Thesis).....	2
Doctor of Laws.....	3
<u>Faculty of Medical & Health Sciences</u>	
<i>Degrees</i>	
Master of Nursing Science.....	2
Master of Nursing Science (Medical – Surgical Nursing).....	2
Master of Public Health	2
Doctor of Nursing Science.....	3

Diplomas

Advanced University Diploma in Nursing Science (Operating Room)...	1
Advanced University Diploma in Nursing Science (Critical Care)	1
Advanced University Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment)	1

Faculty of Science

Master of Science (by Thesis)	2
Master of Science (Biodiversity Management & Research)	2
Master of Science (Chemistry)	2
Master of Science (Information Technology)	2
Doctor of Philosophy	3

Centre for External Studies (Distance Teaching)

Under the auspices of Faculty of Education

Postgraduate Diploma in Education	2
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Under the auspices of Faculty of Medical & Health Sciences

Bachelor of Nursing Science (Advanced Practice)	5
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2. ACADEMIC INFORMATION

2.1 TERMS AND CONDITIONS OF ADMISSION TO UNAM

All students will be required as a condition of enrolment to abide by and to submit to the procedures of the University of Namibia's Rules and Regulations for students and code of practice including that for Student Disciplinary Procedures, and to sign a declaration and undertaking to this effect on enrolment. A copy of the Rules and Regulations will be handed to you during registration.

2.2 EQUAL OPPORTUNITY IN ADMISSIONS

The University of Namibia is committed to equality of opportunity within a diverse learning and working environment. In accordance with the Mission Statement, the University will introduce policies and practices that support a working and learning environment free from unfair or unlawful discrimination, for all staff, students and associates.

2.3 APPROVAL OF POSTGRADUATE PROGRAMMES

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

2.4 PRE-AMBLE

The guidelines and regulations presented in this document are intended to familiarize Departments, Centres, Faculties and candidates with the University of Namibia's (UNAM's) sound and well co-ordinated Postgraduate programmes.

2.5 POSTGRADUATE COURSES

2.5.1 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. Generally candidates should have an undergraduate degree or diploma qualifications with relevant experience as determined by a specific Faculty. Candidates with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enrol for a Postgraduate Diploma course in Education.
- (3) The Postgraduate Diploma courses normally have a minimum of **one year** duration for **full-time** 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.

2.5.2 MASTER'S DEGREE COURSES

- (1) Postgraduate training programmes at Master's degree level are of two types:
 - (a) Programmes whereby the Master's degree is pursued by research alone, entailing the writing of a thesis, in accordance with guidelines provided by the Postgraduate Studies Committee.
 - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then up to one academic year of research and writing a thesis, as a partial fulfillment of the requirements for the Master's degree.
- (2) Candidates admitted to both taught and research Master's degree courses have the option of doing their Master's studies on a **full time** or **part time** basis. Full time candidates should complete their Master's degree programmes within **two** 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) 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.
- (4) Where experts in relevant academic fields are to be found in various Ministries and other institutions outside UNAM, such experts will be co-opted as co-supervisors of the postgraduate students. Such potential external supervisors will be encouraged to propose thesis research areas which, in their opinion, are areas of high research priority, with respect to the socio-economic needs of Namibia.

2.5.3 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.
- (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.

2.5.4 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.

2.5.5 APPROVAL OF POSTGRADUATE PROGRAMMES

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

2.6 ELIGIBILITY FOR ADMISSION

2.6.1 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.

2.6.2 MASTER'S DEGREE

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

2.6.3 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.

2.6.4 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.

2.7 REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

2.7.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

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

Before completing our application form, please familiarize yourself with all aspects pertaining to postgraduate studies as set out in this prospectus. You are strongly advised to ensure that you send all relevant documentation with your application form, together with a non-refundable application fee. Receipt of your application will be acknowledged by mail. Incomplete applications will not be considered.

Postgraduate degrees by coursework:

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

Closing date for all applications is 30 September of each year.

Postgraduate degrees by Thesis/ Dissertation only:

The completed and processed application forms will be forwarded by the Student Records Section to the Head of Department of the relevant Faculty. The Faculty or Department will have a Screening Committee which will scrutinize your application to ensure that you fulfill the minimum admission requirements. The Screening Committee may require the candidate to be interviewed. The recommendations of the Screening Committee will be submitted to the Dean of Faculty and the relevant Faculty Officer. The Department will allocate you a Supervisor, according to your field of study who will confirm the recommendation in writing. Students need to submit this confirmation letter to the Office of the Registrar in order to be registered for the Research Proposal. Please update yourself on the different modes of the programmes offered (e.g. by coursework and thesis or by thesis only). If the postgraduate programme is only offered by thesis, the Supervisor will inform you on the following:

- (1) The way forward with regard to writing the Research Proposal - there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students should decide on their own topic and follow the instructions on how to write research proposals as given in Annex 1.
- (2) The procedures on submitting your Research Proposal.
- (3) Different committee systems to evaluate, recommend and approve the Research Proposal.
- (4) The importance to keep to registration deadlines for draft and final submissions.
- (5) Inform the student when to register for the Masters Thesis or Doctorate Dissertation after final approval by the Postgraduate Studies Committee and Senate.

2.7.2 STUDY PERMIT REQUIREMENTS

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

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

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

2.7.3 REGISTRATION OF THE SELECTED CANDIDATES

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

- (3) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.

2.7.4 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.

2.7.5 SANDWICH POSTGRADUATE TRAINING

- (1) Where the staffing strength and the teaching and research equipment for postgraduate training at UNAM can be complemented by co-operation linkage agreements with institutions abroad, sandwich postgraduate training programmes are be established and jointly run.
- (2) Through sandwich arrangements, candidates will undertake part of their training in suitable institutions abroad, and also benefit from co-supervisors from institutions with which UNAM will establish co-operation linkage agreements.

2.7.6 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.

2.7.7 THESIS / DISSERTATION RESEARCH

- (1) Candidates who successfully complete the coursework phase, or who are registered for postgraduate study by thesis/ dissertation research alone, undertake research in an approved research topic, and write a thesis / dissertation. This shall normally be after a specified period set by the relevant Committees and approved by Senate.
- (2) **Thesis** and **Dissertation** research may include an artistic/ aesthetic component, presented in the form of a composition, a theatre / musical performance, and/or an exhibition of original works, as a partial fulfilment of the requirements for a **Master's** or **Doctoral** degree, respectively.
- (3) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their theses / dissertations in accordance with the guidelines provided by the Postgraduate Studies Committee and approved by Senate.
- (4) As a standard practice, every thesis / dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university.
- (5) The thesis / dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards the format and literary presentation.
- (6) Every Master's thesis / Postgraduate Diploma submitted shall be examined by at least two specialists approved by Senate on recommendation by the relevant Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University. The supervisor should not be one of the examiners.
- (7) The examiners shall be required to submit a detailed assessment of the thesis / dissertation, and also write definite recommendations on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/ revisions being made, or whether the thesis / dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/dissertation should be rejected outright. (See Regulation 9.9.1 for more details)
- (8) In cases where the examiners of the thesis / dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/ dissertation.
- (9) A postgraduate candidate, who disagrees with the results of the examination as approved by Senate, may appeal, giving reasons and evidence to support the appeal. Senate will then have the case examined by an Appeals Committee.
- (10) Candidates who are registered by thesis research alone (both Master's and Doctoral students) will normally appear for **viva voce** examinations. These will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee. (See Regulation 9.9.3)

2.7.8 REGULATIONS AND GUIDELINES FOR HIGHER DOCTORATES

- (1) Candidates for Higher Doctorates must submit to the relevant Faculty Dean, through the respective Head of Department:
 - (a) a complete Curriculum Vitae, showing their academic, research, and publication experience and records;
 - (b) a unifying statement (in their fields of specialization) of not more than 5000 words, which sums up their contributions to knowledge and scholarship;
 - (c) a sample of reprints (or copies) of their important and original works.
- (2) The candidates must supply the unifying statement and copies of publications in four sets. Published works shall mean what is printed as a book, or papers published in reputed journals, or work already accepted as being equivalent to a publication. Emphasis on published work ensures that the work submitted for assessment has already benefited from criticism and evaluation by peers.

2.7.9 CONFERMENT OF DEGREES

Higher Doctorates

- (1) The final approval on the degree awarded to prospective candidates shall be granted by UNAM Senate on recommendation by the Postgraduate Studies Committee, (after assessing the recommendations by the external examiners).
- (2) The successful Higher Doctorate candidates shall each be required to deliver a public lecture in their respective fields of specialization within a year of the degree award.
- (3) Unsuccessful candidates may not be allowed to re-apply for the same degree within at least three years of the previous application.

2.7.10 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.

2.8 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.

2.9 GUIDELINES ON THE TEACHING AT POSTGRADUATE LEVEL

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

2.10 GUIDELINES ON THE SUPERVISION OF RESEARCH BY POSTGRADUATE CANDIDATES

2.10.1 INTRODUCTION

- (1) Every postgraduate candidate shall be assigned a supervisor nominated by the relevant Department and approved by Senate on recommendation by the Postgraduate Studies Committee. This shall be both for lectured and independent research courses. Where the student's research topic is multidisciplinary in nature, or where the need for additional expert supervision in the same discipline exists, or where the candidate's postgraduate training programme involves sandwich arrangements, one or more additional supervisors will be appointed.
- (2) Postgraduate student supervisors will be appointed from amongst suitably qualified members of the Faculties / Centres.

2.10.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE STUDENT SUPERVISORS

- (1) The supervisor should have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the candidate towards attaining the stipulated standards.
- (2) As far as possible, the supervisor should be allowed to supervise postgraduate students only in his/her field of study. This will help to ensure high standards of attainment, and to avoid possible embarrassments resulting from the rejection of theses / dissertations by examiners. To supervise Master's and Doctoral level candidates adequately, the supervisor should have a doctoral degree. He / she can co-supervise with members of staff holding a lower qualification but who have specialized expertise.

- (3) The supervisor has the responsibility of knowing his/her students well, and of being familiar with whatever special problems they may have. Where the problems affect the candidate's research progress, s/he shall communicate these to the Postgraduate Studies Committee through the Head of the relevant Department and the Dean of Faculty, in good time.
- (4) Supervisors should know what is expected of them when supervising Master's degree theses and Doctoral dissertation research respectively. Thus they should understand that:
- (a) The Master's thesis research programme is designed as a **training** course, whereby it is intended that the candidate will:
- * be exposed to the fundamentals of research,
 - * acquire certain new techniques and methods of research,
 - * learn how to present the results of research in a scholarly manner, and
 - * make some contribution to knowledge.
- (b) Because Master's candidates usually lack previous research experience, they require close and careful supervision, especially during the early stage when learning about research methodology, experimental design and research technique, and also when preparing the initial drafts of their theses.
- (5) The doctoral dissertation, unlike the Master's thesis, is recognition of successful postgraduate **research experience**. The supervisor of a Doctoral student should recognize that the candidates, in most cases, will have acquired some research experience when they were Master's degree candidates. What is expected of the Doctoral candidate is thus qualitatively and quantitatively very much more than outlined above for Master's degree candidates. Here the supervisor expects the candidate to:
- * make a **distinct and original contribution to knowledge**, of fact and/or theory;
 - * produce a considerable amount of **original work**;
 - * undertake a more critical and extensive review of the relevant literature than is the case for Master's candidates, and
 - * exercise considerably more initiative in conducting the research.
- (6) After completion of a research proposal the doctoral candidate should be able to work **independently**, and to be **guided** rather than directed by his/her supervisor. It will, nevertheless, remain the supervisor's responsibility to guide the candidate in the right direction.
- (7) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects. The proposed research topic must be approved by relevant Postgraduate Study Committees, through relevant Faculty Boards before the candidate formally begins to undertake his/her research.
- (8) After one year with the candidate, the supervisor shall provide an evaluation of the candidate's progress, presenting his/her assessment as to whether the candidate has the potential to produce an acceptable doctoral dissertation, or whether he/she should be advised to withdraw.
- (9) The supervisors must be able to look ahead and recognize potential impediments to the research problem in good time. They should be able to determine, through their previous research experience, what can be achieved meaningfully by their postgraduate students, within the time allocated for the study.
- (10) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate courses shall, in consultation with the supervisors, arrange research seminar series, which will enable the candidates to stand on their own feet, and to think carefully about why they proposed to use approaches which they intend to adopt in their research etc.
- (11) The supervisors have the responsibility of monitoring the candidate's research progress throughout the research period. There are various methods through which they could be kept up-to-date about the candidate's research progress:
- (a) requiring the candidate to submit periodic written reports about the research findings (e.g., once every semester);
- (b) holding regular discussions where modifications to the original research methods should be made, in view of the research findings and on areas which require new emphasis;
- (c) participation in the research seminar series suggested above, where the candidate could present any breakthroughs s/he may have made in the research, and benefit from other scholars' inputs during the discussions.
- (12) The supervisor ultimately has the responsibility of, in the end, assisting the candidate to give an appropriate title to the thesis/dissertation, and to guide him/her on the presentation of the research results in the form of a scholarly thesis / dissertation, in accordance with the set guidelines.
- (13) Although the writing of the postgraduate thesis/dissertation is entirely the responsibility of the candidate, it is the supervisor's role to ensure that the standards set by the University are adhered to. The supervisor should:
- (a) be accessible to the candidate during the critical stage of thesis/dissertation writing;
- (b) discuss the drafts of the thesis / dissertation with the candidate throughout the process;
- (c) read the candidate's thesis / dissertation carefully and critically, indicating where improvements are needed, e.g., where there is paucity of information, and where the important findings could be published, or should be published, etc.;
- (d) at the conclusion of the work, read the entire thesis/ dissertation, and advise whether or not it is in a form suitable for presentation to examiners; but
- (e) should not be responsible for personally editing language usage in the thesis, or correcting typographical errors. He/she should however, point out language errors.
- (14) Towards the end of the research phase, the supervisor also has the responsibility of presenting to the Head of the

- relevant Department, names and addresses, as well as curriculum vitae, of experts in the candidate's research topic, who could be nominated by relevant Postgraduate Committees as external examiners for the candidate's thesis/ dissertation.
- (15) If the candidate has two or more supervisors, one of these should be appointed Chairperson of the Supervisory Committee. If the main supervisor should be away from the University for more than three consecutive months, an acting supervisor is appointed to guide the candidate in the interim.
 - (16) If, in the course of the candidate's research, a situation develops whereby:
 - (a) there is a breakdown in communication between the student and the supervisor;
 - (b) there are personal clashes and conflicts between the two;
 - (c) the candidate refuses to follow the supervisor's advice, both the supervisor and the candidate should report the problem in writing to the Head of the relevant Department, with a copy to the Chairperson of the Faculty Postgraduate Studies Committee for appropriate action. Where necessary a new supervisor could be appointed; the student could be discontinued from studies; the supervisor or the candidate could be warned of any weaknesses.
 - (17) Since the supervisor's responsibility is so central and critical in postgraduate student research, and since the task of supervising postgraduate student research is time-consuming, it is decided that:
 - (a) in order to ensure adequate supervision, a single staff member should not normally supervise more than five postgraduate candidates;
 - (b) staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned and when working .

2.11 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.

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

2.12.1 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. 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 (attached as Annex 4).
 - (g) The External Examiners should address their comprehensive written and typed reports to the Vice-Chancellor.
- (4) (a) Where a Master's thesis is recommended for re-writing, it must be re-submitted within 6 months.



This application is not binding on either the applicant or the University of Namibia. All information will be treated as confidential. An application fee as specified below must accompany this application.

CHECKLIST FOR APPLICANTS: (Please mark enclosed)

- ID Document - certified copy
- Passport - certified copy
- Birth Certificate - certified copy
- School Leaving Certificate - certified copy
- Application Fee
- Campus Accommodation Application (undergraduate)
- Marriage Certificate - certified copy (if applicable)
- Degree/Diploma - certified copy (if applicable)
- Academic Record (if applicable)

ACADEMIC YEAR APPLIED FOR:

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The closing date for applications:
30 SEPTEMBER

The closing date for late applications:
31 OCTOBER

PASSPORT PHOTO OF APPLICANT (Compulsory)

Please attach a recent passport photograph of yourself.

Instructions: Use block letters to complete this form where space is provided or place an 'X' in the correct square. Incomplete applications will not be accepted. All certified documents will be filed - no copies will be returned to applicants.

Application Fees (Non-refundable)

The following must be paid in crossed postal orders, made out to the University of Namibia.

- ♦ Namibian Applicants (until 30 Sept) N\$80
- ♦ International Applicants (until 30 Sept) N\$150
- ♦ Late Namibian Applicants (until 31 Oct) N\$150
- ♦ Late International Applicants (until 31 Oct) N\$250

Completed application forms must be mailed to:

The Office of the Registrar, University of Namibia,
Private Bag 13301, Windhoek, NAMIBIA.

For Official Use

STUDENT NUMBER:

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SECTION 1: PROPOSED COURSE OF STUDY

Course of study for which you wish to enrol:		Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
First Choice:		Undergraduate	<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>
Second Choice:		Undergraduate	<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>

(Your second choice will be considered if your first choice application is unsuccessful.)

SECTION 2: APPLICANT'S PARTICULARS

Title:	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Other(specify) <input type="text"/>
Surname:	<input type="text"/>		
First Name in full:	<input type="text"/>		Initials: <input type="text"/>

SECTION 3: CONTACT PARTICULARS

(NOTE: Postal addresses or telephone numbers of schools or hostels are unacceptable for application purposes, since correspondence may be mailed to you well after you have left your school or hostel.)

Postal Address:		Residential Address:	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
+ Code:	<input type="text"/>	<input type="text"/>	
Cell No:	<input type="text"/>	<input type="text"/>	
Fax No:	<input type="text"/>	<input type="text"/>	
E-mail:	<input type="text"/>	<input type="text"/>	

FOR OFFICIAL USE ONLY:

ACCEPT FIRST CHOICE	ACCEPT SECOND CHOICE	RETURNED	REJECTED
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CONDITIONS APPLICABLE:

<input type="text"/>
<input type="text"/>
<input type="text"/>

SYMBOLS OBTAINED:

OVERALL POINTS OBTAINED:	<input type="text"/>	ENGLISH	<input type="checkbox"/>	MATHEMATICS	<input type="checkbox"/>	BIOLOGY	<input type="checkbox"/>	PHYSICAL SCIENCE	<input type="checkbox"/>
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SECTION 4: PERSONAL PARTICULARS

Date of Birth:	D	D	M	M	Y	Y	Y	Y	I.D. No.:										
Passport No.:											Marital Status:	Single		Married					
Gender:	M		F						Maiden Name:										
Home Language:										Home Town:									
Region:																			
Citizenship:	Namibian		Other (specify)																
	If not a Namibian citizen, please state type of permit in your possession								Pemanent Residence					Work Permit					
									Study Permit					No Permit					
	State your permit number:																		
	Expiry date of permit:								D	D	M	M	Y	Y	Y	Y			

Do you have a disability?	Yes		No		<i>(for planning purposes only)</i>
If 'yes' please specify.					
Based on your disability, do you have special needs?	Yes		No		
<i>(Please note that you may be contacted.)</i>					

SECTION 5: EMPLOYMENT PARTICULARS (only if applicant is in full-time employment)

Name of Employer:																		
Your Occupation:																		
Employer's Postal Address:																		
Employer's Telephone No.:																		

SECTION 6: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

(To be contacted in case of emergency.)

Family relationship with the person whose particulars are supplied.																			
Father		Mother		Spouse/partner		Guardian													
Title:	Mr		Ms		Other (specify)														
Surname:																			
First Names in full:																Initials			
I.D. No.:																			
Home Address (next of kin/guardian):																			
Tel No.: Work																			
Tel. No.: Home													Cell No.:						
Employer (next of kin/guardian):																			
Occupation:													Employer's Address:						

SECTION 7: FORMAL STATISTICAL INFORMATION

Region of Origin (if residing in Namibia) or country of permanent residence:																		
200	Karas		207	Omusati														
201	Hardap		208	Oshana														
202	Khomas		209	Ohangwena														
203	Erongo		210	Otjikoto														
204	Omaheke		211	Kavango														
205	Otjozondjupa		212	Caprivi														
206	Kunene		Other (specify)															

SECTION 8: SCHOOL LEAVING PARTICULARS

Last secondary school attended:	
Address of school:	
Highest grade passed:	
Current grade (if applicable):	
Date of examination:	
Examination number:	
Examination body:	

Note: A certified copy of your School Leaving Certificate should accompany this application. Please furnish your NAMIBIAN School Leaving Certificate (Grade 12) if you attended a Secondary School in Namibia.

Subject	Level ## <small>(See table below)</small>	Symbol

LEVEL			
I = IGCSE	H = HIGHER GRADE	A = A LEVEL	+ = NSSC (O)
* = HIGCSE	S = STANDARD GRADE	I = O-LEVEL	# = NSSC (H)
	L = LOWER GRADE		

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 mock results or School Reports will be considered.

SECTION 9: POST-SCHOOL ACADEMIC QUALIFICATIONS

Note: A full Academic Record issued by the institution should accompany this application.

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BA):			Awarded:	Y		N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BA):			Awarded:	Y		N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BA):			Awarded:	Y		N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BA):			Awarded:	Y		N

Have you ever been refused admission to any Tertiary Institution?	Y		N	
Are you currently enrolled at the University of Namibia?	Y		N	
If 'yes' please indicate course of study.				

SECTION 10: ACHIEVEMENTS

A. SPORT & CULTURE

Specify achievements and also the level(s) at which you have participated (school, club, regional, national):

Activity	Level

B. GENERAL

Indicate any leadership positions held:

Position	Field of Activity

DECLARATION

I hereby declare that all the particulars given in this application form are true and correct. I further declare that my enrolment as a student at the University of Namibia (UNAM) shall be subject to the terms and conditions contained in the agreement, which I shall complete and sign at registration.

SIGNATURE OF APPLICANT

Date

SIGNATURE OF GUARDIAN

(If applicant is under 21 years of age)

Date

BANK DETAILS

UNIVERSITY OF NAMIBIA

FIRST NATIONAL BANK - WINDHOEK

Account number: 55500057621

Branch code: 281872

Swift code: FIRNNANX

Fax number: +264 61 206 3704/3121

FOR OFFICIAL USE ONLY:

APPLICATION FEE RECEIVED: _____

RECEIPT NUMBER: _____

LATE FEE RECEIVED: _____

RECEIPT NUMBER: _____

- (b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

2.12.2 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.

1.12.3 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 (Annex 5) making a specific recommendation to the Postgraduate Studies Committee on the candidate's performance.
 - (b) The Chairperson of the panel shall also submit to the Postgraduate Studies Committee a comprehensive report, approved by the **viva voce** panelists. 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.

1.12.4 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.

GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS

Preamble

These guidelines have been developed for prospective postgraduate candidates, who are about to enter into the research phase of their studies, in an attempt to ensure that they embark on their research with a clear focus, and in the right direction. In preparing their research proposals, both for Master's and Doctoral work, prospective candidates should consult with Heads of relevant Departments, who will refer them to lecturers and Professors with relevant experience and expertise. Moreover, prospective candidates should work closely with their supervisors when preparing their research proposals

Tentative Title

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

1. Title of the proposed study (refer to Annex 6 for the format of the title page)
2. Introduction
 - 2.1 Orientation of the proposed study
In a general overview and using key literature pieces, students should state research concerns, disagreements, controversies, unanswered questions and gaps in knowledge that give rise to research problems of their interest.
 - 2.2 Statement of the problem
Students should concisely formulate their research problems by clearly indicating research issues they would like to investigate in their studies. This should include the purposes of their studies
 - 2.3 Objectives of the study and/or research questions
Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.
 - 2.4 Hypotheses of the study (where needed)
Where applicable, particularly in the Natural Sciences, students should state unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.
 - 2.5 Significance of the study
Students should state the importance of their studies, the anticipated contribution of such studies to knowledge and to socio-economic progress.
 - 2.6 Limitation of the study
Students should indicate the scope, logistical and resource limitations of their studies.
3. Literature Review and (where applicable) the theoretical framework
In this section students should prepare critical, synthesized and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains uninvestigated.
4. Methodology
 - 4.1 Research Design
Students should provide clear statements on either quantitative or qualitative research designs they intend to use. They should specify how they intend to use particular research designs in their studies. They should not merely provide the distinction between the two generic designs
 - 4.2 Population (where applicable)
Students should, where applicable, specify the population to which they would like to generalize their research findings.
 - 4.3 Sample
Students should clearly explain how they intend to draw samples from the target populations. They should specify how they intend to appropriately use either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.
 - 4.3 Research Instruments
Research instruments and measures that would be used to collect data should be clearly provided under this section.
 - 4.4 Procedure
The manner in which data would be collected should be given here. How research instruments would be used to collect data should be specified in this section.

- 4.5 Data analysis
Students should in this section provide specific strategies that they would employ to analyze their data. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.
- 4.6 Budget (for sponsored students only)
This section is optional to unsponsored students
- 4.7 Research Ethics
Students should provide information on *how* they would observe research ethics when conducting their studies. Merely stating what research ethics are would not be sufficient.
- 4.8 References
Students should use the *Publication Manual of the American Psychological Association (APA)* format when citing sources of information in text and when preparing reference lists at the end of their research proposals. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists.

Postgraduate students **should not use** the **Wikipedia** as a valid academic source of information as the information presented in it is not verifiable.

Duration

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

Referees

The Postgraduate Studies Committee may wish to require scholars who know the applicant well to comment on his/her ability to undertake the proposed research. It is important, therefore, that the applicant includes names (and full addresses) of two or three possible referees who could give an assessment of the applicant's abilities.

Outline of Research Proposal summaries

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

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

Broad Guidelines on Thesis/ Dissertation Manuscript Preparation

Typing/Word-processing

The thesis/dissertation must be typed or printed on good quality A4 paper. The typescript must be clear, double-spaced, and on one side of the paper. In addition, the letter size of 12 and the Times New Roman format should be used.

Pagination

The preliminaries (i.e., parts preceding the Introduction) must be in lower case Roman numerals (i.e.: (i), (ii), (iii), (iv)...), beginning with the title page. The pages in the main body of the thesis/dissertation should be numbered in Arabic numerals (i.e.: "1", "2", "3", "4"...) consecutively throughout. The page numbers should be centered in the upper margin.

Margins

The left hand margin must be 4.0 cm from the left edge of the paper; the right hand margin must be 2.5 cm from the right edge; the top margin 4.0 cm from the top of the page, and the bottom one 2.5 cm from the bottom edge of the paper.

Title page

The title page must be organized such that it is symmetrically arranged. The page should show the title of the thesis/dissertation in CAPITALS; should contain a statement that the thesis/dissertation is being submitted in partial fulfillment of the requirements for the degree mentioned; should give the year of completion of the study, and the name of the degree for which it has been submitted. (See Annex 6)

Abstract

Following the title page, the thesis/dissertation shall contain an abstract which concisely and comprehensively summarizes the essential points and conclusions emanating from the research. The abstract should, as stated earlier, not exceed 300 words in the case of Master's theses, and 400 words for Doctoral dissertations. Furthermore, it should include the purpose of the study, the methodology used and the main findings.

Table of Contents

The Table of Contents shall be analytical and refer to specific pages where each major component of the thesis/ dissertation is found. If there is a list of Tables, or a list of Figures, these should be arranged separately, but in the general format of the Table of Contents.

Acknowledgements

The thesis/dissertation shall also contain an Acknowledgements section, in which the candidates express their appreciation and gratitude to all the people and institutions which rendered help in the course of the study.

Dedication

If the candidate wishes to dedicate the thesis/dissertation to any person, the dedication should be concisely written, and should appear in the preliminaries.

Declarations

The thesis/dissertation shall also contain the various declarations as pointed out earlier (i.e., one stating that the thesis/dissertation is the candidate's original work, and that it has not been submitted for a degree elsewhere; and a declaration of copyright; see annex 3).

Body of the Thesis/Dissertation

- (a) Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be cited by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality.
- (b) The text should contain a comprehensive Introduction and Literature Review, a statement of the research problem, the objectives, the hypotheses, the Materials and Methods used in the research, a description and statistical analysis of the research data, a discussion of the results, a statement on the practical applications and implications of the research findings, and possibly also suggestions for further research. There should also be a conclusion, summing up, in not more than 1 000 words, the major findings of the research. All these aspects should be presented into chapters on Introduction, Literature Review, Methodology, Results, Discussion, Recommendations and Conclusion.

Language

The presentation of the thesis/dissertation shall normally be in English. The use of a language other than English requires approval of Senate.

Literature Cited

All the literature cited in the text must be arranged in alphabetical order at the end of the thesis/dissertation, in accordance with the format used in the Publication Manual of the American Psychological Association (APA). This should be the case as well for citations in the text of research proposals, theses and dissertations.

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

Length of Theses/Dissertations

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

- (a) **Master's theses:** The recommended length of a Master's thesis is that it should be a minimum of 50,000 words and a maximum of 75,000 words.
- (b) **Doctoral dissertations:** The recommended length of a Doctoral dissertation is that it should be a minimum of 90,000 words and a maximum of 150,000 words.

Submission of Theses / Dissertations

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

After the approval of the thesis / dissertation, by the examiners, and after all the corrections recommended by the examiners have been made, **five** fully bound copies of the theses/dissertations shall be submitted to the Postgraduate Studies Committee. In addition, candidates should submit electronic versions of their theses/dissertation.

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

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

SUMMARY ON THE DECLARATIONS WHICH MUST BE CONTAINED IN THE SUBMITTED THESES / DISSERTATIONS

- (1) Every thesis / dissertation shall be accompanied by a statement declaring that the document is a true reflection of the candidate's own research, and has not been submitted for a degree in any other institution of higher learning.
- (2) The thesis / dissertation shall contain a statement of copyright, reading as follows: No part of this thesis/ dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by any means (e.g., electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of the author, or the University of Namibia in that behalf.
- (3) In presenting a thesis, the candidate shall be deemed by so doing to have granted the University the right to reproduce it in whole or in part, in any manner or format which the University may deem fit, for any person or institution requiring it for study and research; provided that the University shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

These declarations should be used in theses / dissertations exactly as follows:

DECLARATIONS

- . I, [student's name], declare hereby that this study is a true reflection of my own research, and that this work, or part thereof has not been submitted for a degree in any other institution of higher education.
- . No part of this thesis may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.
- . I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit, for any person or institution requiring it for study and research; providing that The University of Namibia shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

..... [signature]
[student's name]

Date.....

ANNEX 4

SUMMARY OF RECOMMENDATIONS ON POSTGRADUATE THESIS AND DISSERTATION

Name of Candidate:

Degree registered for:

Thesis / Dissertation Title:

	EXAMINERS RECOMMENDATIONS*	(X)
1.	PASSED	
1.1	Thesis/Dissertation PASSES AS IT IS (no revisions or typographical corrections required).	
1.2	Thesis/Dissertation PASSES SUBJECT TO corrections of typographical nature and other minor errors (list of errors attached to Main Report).	
1.3	Thesis/Dissertation recommended for publication.	
2.	REJECTED	
2.1	Thesis/Dissertation REJECTED, BUT MAY BE RE-SUBMITTED after one or more of the following (specify):	
	2.1.1 Additional data collection	
	2.1.2 Additional data analysis	
	2.1.3 Additional literature review	
	2.1.4 Thesis/Dissertation Re-writing	
	2.1.5 Other (specify in Main Report)	
2.2	Thesis/Dissertation REJECTED OUTRIGHT (reasons specified in Main Report).	

* Please make your recommendation by placing an (X) in the right hand column.

Name of Examiner:

Signature: Date:

** The Examiner should be aware of the fact that the report will be made available to the candidate. In the case of **passes** for Master's theses, an

indication should be made (in the Main Report) whether or not the Candidate passes with **distinction**.

*** Examiners should use the outline in Regulation 9.9.1 when preparing their detailed reports.

VIVA VOCE EXAMINATION RESULTS FORM

Name of Candidate:

Degree registered for:

Thesis / Dissertation Title:

No.	EXAMINERS' RECOMMENDATION		(X)	
1.	PASSES			
1.1	Candidate PASSES and no additional adjustments in the thesis/dissertation are required.			
1.2	Candidate PASSES SUBJECT TO making minor corrections and revisions in the thesis, as stated in the report by the viva voce Chairperson.			
2.	FAILS			
2.1	Candidate FAILS, but should be given another chance of defending the thesis/dissertation after rectifying the weaknesses detailed in the viva voce Chairperson's report.			
2.2	Candidate FAILS OUTRIGHT (reasons detailed in viva voce Chairperson's report).			
No.	Panel member's name*	Designation	Signature	Date
1.		Chairperson		
2.		External Examiner		
3.				
4.				
5.				
6.				
7.				

* In case of disagreement, each panelist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 2.1 or 2.2) s/he prefers.

** The VIVA VOCE Panel Chairperson should prepare a more detailed report according to instructions contained in Regulation 9.9.3.

(Thesis / dissertation title page)

STUDY OF THE MARINE PHYTOPLANKTON OF NAMIBIA

A THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE

OF

THE UNIVERSITY OF NAMIBIA

BY

.....
(name of candidate)

.....
month and year

Main Supervisor:

Co-supervisor(s):

ANNEX 7

POSTGRADUATE STUDIES UNIT CHECKLIST FOR PROCESSING RESEARCH PROPOSALS AND SUMMARIES

FACULTY:.....

DEPARTMENT:.....

POSTGRADUATE PROGRAMME STUDENT IS ENROLLED IN:.....

NAME OF STUDENT:.....

STUDENT NUMBER:.....

TITLE OF STUDY TO BE CONDUCTED:.....

NAME(S) OF SUPERVISOR(S):.....

INSTRUCTIONS: YES or NO to indicate whether particular actions and tasks have been undertaken.

YES	NO	The author of the research proposal is a registered postgraduate student
YES	NO	The research proposal has been prepared under the guidance of the supervisor(s).
YES	NO	The research proposal has been considered at the departmental level.
YES	NO	The research proposal and its summary have been considered and approved by the Faculty Postgraduate Studies Committee.
YES	NO	The research proposal and its summary have been considered and approved with revisions by the Postgraduate Studies Committee.
YES	NO	The research proposal and its summary have been revised by the student under the guidance of the supervisor(s).
YES	NO	The revised research proposal and its summary have been checked by the supervisor(s).

.....
Signature: Faculty Postgraduate Studies Committee Chairperson

.....
Signature of the main supervisor

.....
Date

POSTGRADUATE STUDIES UNIT

CHECKLIST FOR PROCESSING THESES AND DISSERTATIONS

Faculty:.....

Department:.....

Postgraduate Programme Student Enrolled in:.....

Name of student:.....

Student Number:.....

Title of thesis / Dissertation:.....

Name(s) of Supervisor(s):.....

Date when the thesis / dissertation was sent to Examiner(s):.....

Date when comments on the thesis / dissertation were received from Examiner(s):.....

Comments from examiners were responded to by the candidate under the guidance of the Supervisor(s):.....

Supervisor(s) checked the thesis / dissertation to ensure that the candidate made the revisions he or she was required to make:.....

Supervisor s) checked the thesis / dissertation to ensure that it was proof read before sending it for binding:.....

Date when the bound copies of the thesis / dissertation were submitted to the Postgraduate Studies Committee for noting and distribution:.....

Name and signature of supervisor(s):.....

Date:.....

Name and signature of the Chairperson of the Faculty Postgraduate Studies Committee:.....

Date:s:

3. CONTACT ADDRESSES

FACULTIES

Agriculture and Natural Resources

Tel: (+264 61) 206 3895/3363

Economics and Management Science

Tel: (+264 61) 206 3987

Education

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Engineering and Information Technology

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Humanities and Social Sciences

Tel: (+264 61) 206 3813

Law

Tel: (+264 61) 206 3998

Medical and Health Sciences

Tel: (+264 61) 206 3828

Science

Tel: (+264 61) 206 3047

OFFICE OF THE REGISTRAR

Admissions

Tel: (+264 61) 206 3666

OFFICE OF THE BURSAR

Financial Enquiries

Tel: (+264 61) 206 3045/3191

OFFICE OF THE DEAN OF STUDENTS

Accommodation Enquiries

Tel: (+264 61) 206 3762/3794

CENTRE FOR EXTERNAL STUDIES

All enquiries

Tel: (+264 61) 206 3705/3609

UNAM NORTHERN CAMPUS - OSHAKATI

All enquiries (Switchboard)

Tel: (+264 65) 2232000

UNAM REGIONAL CENTRES

Gobabis

Old Mutual Building, Gobabis

P O Box 1183

Telephone (062) 562268

Fax (062) 562289

Opening hours:

Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Katima Mulilo	Community Library, Katima Mulilo P O Box 2535 Telephone (066) 253587 Fax (066) 253588
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Keetmanshoop	Teacher's Resource Centre, Keetmanshoop P O Box 1727 Telephone & Fax (063) 222210
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Khorixas	Jan Pick Centre, Khorixas P O Box 108 Telephone & Fax (067) 331028
<i>Opening hours:</i>	07:30 to 13:00 (Monday, Wednesday, Friday) 14:00 to 16:30 (Tuesday, Thursday)
Otjiwarongo	1st floor Brumme Hotel 25 Hage Geingob Street, Otjiwarongo P O Box 558 Telephone (067) 302213 Fax (067) 303675
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Rundu	Markus Siwarongo Street P O Box 857, Rundu Telephone & Fax (067) 255185
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Swakopmund	Klimas Building, Swakopmund P O Box 65 Telephone (064) 404343 Fax (064) 405261
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Tsumeb	Tsumeb Teachers' Resource centre P O Box 1084, Tsumeb Telephone & Fax (067) 220288
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30