
PROSPECTUS 2012

SCHOOL OF POSTGRADUATE STUDIES



— Inspiring minds & shaping the future —

NOTE

Regulations and curricula for 2012 may be amended. General regulations and information appear in the **General Information and Regulations Prospectus**.

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

The information is correct up to 31 October 2011.

The fact that particulars of a specific programme or field of study have been included in this Prospectus does not necessarily mean that such programme or field of study will be offered in 2012 or any consecutive year.

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

IMPORTANT NOTE

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

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PREAMBLE– SCHOOL OF POSTGRADUATE STUDIES

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

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

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

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

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

ACADEMIC CALENDAR 2012

FIRST SEMESTER

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 FIRST SEMESTER
06 April	EASTER BREAK start
16 April	Lectures resume after Easter Break
01 June	Lectures end for FIRST SEMESTER
05 June	Regular Examinations commence (Semester I courses)
26 June	Regular Examinations end
27 June – 03 July	Supplementary/Special Examinations
03 July	End of 1 st Semester
09 – 13 July	Mid-year recess

SECOND SEMESTER

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

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 course(s) & qualification changes.....	22 February
Last day to change Examination Centres at Regional Centres (Semester I courses) .	27 April
Last day for appeals (Regular Examinations) (Semester I)	27 July
Last day to submit outstanding documentation.....	17 August
Last day to change Examination Centres at Regional Centres (Semester II courses – 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 I courses

Last day to cancel Semester I courses..... 03 May

Semester II courses

Last day to cancel Semester II courses..... 28 September

Double courses (A double course normally extends over one academic year)

Last day to cancel Double courses..... 28 September

(iii) FINANCE

Semester I courses

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

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

Semester II courses

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

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

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

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

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

STRUCTURE AND PERSONNEL

OFFICE OF THE DIRECTOR

☎(+264 61) 206 3528

☎(+264 61) 206 3478

✉cswartz@unam.na

📍Private Bag 13301, Windhoek, Namibia

Director: Prof R Zimba: BA (with Education) (UNZA), MSc(State Univ. of New York at Albany); PhD (Purdue)

Deputy Director: Dr CN Shimwooshili-Shaimemanya: B.A.Ed (NUL), Med (Howard), Cert.Dist.Ed (UNISA); Ph.D Science Ed (Florida Tech)

Faculty Officer: Ms D Davies

Administrative Officer: Ms S Alfeus

Secretary: Ms C Swartz

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

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

Telephone: (+264 61) 206 4615

Fax: (+264 61) 206 3478

E-mail: ddavies@unam.na

A. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

A.1 Faculty of Agriculture and Natural Resources

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

A.2 Faculty of Economics and Management Sciences

- Postgraduate Diploma in Internal Auditing
- Master of Arts in Political Studies
- Master of Public Administration
- Master of Arts in Security & Strategic Studies
- Master of Science in Accounting and Finance
- Master of Science in Economics
- Doctor of Philosophy in Political Studies
- Doctor of Philosophy (Public Administration)

NAMIBIA BUSINESS SCHOOL (NBS)

- Postgraduate Diploma in Business Administration
- Master in Business Administration (Entrepreneurship)
- Master in Business Administration (Finance)
- Master in Business Administration (Management Strategy)
- Master in Business Administration (Natural Resources Management)
- Master in Business Administration (Public Sector Management)
- Doctor of Business Administration

A.3 Faculty of Education

- Master of Education
- Master of Education (Inclusive Education)
- Master of Education (Guidance and Counseling)
- Master of Education (Lifelong Learning and Community Education)
- Master of Education (Literacy and Learning)
- Doctor of Philosophy (Lifelong Learning and Community Education)
- Doctor of Philosophy (Curriculum Studies, Instruction and Assessment)
- Doctor of Philosophy (Educational Foundation and Administration)

A.4 Faculty of Engineering and Information Technology

None

A.5 Faculty of Health Sciences

A.5.1 School of Nursing and Public Health

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

A.5.2 School of Medicine

None

A.5 Faculty of Humanities and Social Sciences

- Postgraduate Diploma in Translation
- Master of Arts
- Master of Arts (Clinical / Counseling Psychology)
- Master of Arts (English Studies)

- Master of Arts (Industrial Psychology)
- Master of Arts (Performing Arts)
- Doctor of Philosophy

A.6 Faculty of Law

- Master of Laws (by Thesis)
- Doctor of Laws

A.7 Faculty of Science

- Master of Science (by Thesis)
- Master of Science (Biodiversity Management & Research)
- Master of Science (Chemistry)
- Master of Science (Information Technology)
- Master of Science in Mathematics (Applied Mathematics)
- Master of Science in Mathematics (Pure Mathematics)
- Master of Science (Physics)
- Master of Science (Statistics and Demography)
- Doctor of Philosophy

B. FACULTY OF AGRICULTURE AND NATURAL RESOURCES

OFFICE OF THE EXECUTIVE DEAN

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

Executive Dean:

Dr M B Schneider: M.Sc.,Dr.phil. (Frankfurt/Germany), SACNASP, mbschneider@unam.na

Deputy Dean (Neudamm Campus):

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

Deputy Dean (Ogongo Campus):

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

ACADEMIC DEPARTMENTS

DEPARTMENT OF AGRICULTURAL ECONOMICS

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

☎(+264 61) 206 4015 📠(+264 61) 206 3013 📧ecmusaba@unam.na ✉Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF ANIMAL SCIENCE

Head of Department: Prof Irvin D.T. Mpopu: B.Sc. Animal SciHons (Zim), M.Sc. (Zim), PhD (Pretoria), MBA (Zim).

☎ (+264 61) 206 3930 📠 (+264 61) 206 3013 📧impofu@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF CROP SCIENCE (Ogongo Agricultural Campus)

Head of Department: Dr J Z U Kaurivi: B.Sc. (Natal); M.Sc. PhD: Soil, Water and Environmental Science (Arizona)

☎ (+264 65) 223 5000 📠(+264 65) 223 5302 📧jkaurivi@unam.na ✉ Private Bag 5520 Oshakati, Namibia

DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY

Head of Department: Dr P G Bille: Dip.Dairy Technol. (Egerton); B.Sc. Hons Dairy/Food Science & Technol (California); M.Sc. Dairy/Food Science & Technol (Belfast); Ph.D Food Science (Pretoria)

☎ (+264 61) 206 3241 📠 (+264 61) 206 3013 📧pbille@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF FISHERIES & AQUATIC SCIENCES

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

☎ (+264 61) 206 3171 📠 (+264 61) 206 3462 📧omoregie@unam.na✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF INTEGRATED ENVIRONMENTAL SCIENCE (Ogongo Agricultural Campus)

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

☎ (+264 65) 223 5000 📠 (+264 65) 223 5302 📧andeinoma@unam.na✉ Private Bag 5520 Oshakati, Namibia

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

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

Qualification Code	Qualification Name	Study Period
17MSRR	Master of Science (Rangeland Resources Management)	2
17MSCS	Master of Science (Agriculture – by Thesis)	2
17DPAG	Doctor of Philosophy (Agriculture –by Dissertation)	3

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

B.2.1 ADMISSION

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

B.2.2. ASSESSMENT

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

- B.2.2.1. A 3-hour theory examination at the end of each course;
- B.2.2.2. A pass mark of 60% for all courses, including the thesis;
- B.2.2.3. A weighting of 50:50 for continuous assessment (CA) and the final examination;
- B.2.2.4. At least 3 different continuous assessments for each course for core courses and 5 for generic courses;
- B.2.2.5. Only students with an attendance record of 80% of all course activities (excluding continuous assessment activities) and a minimum continuous assessment grade of 40% can write the final examination;
- B.2.2.6. A supplementary examination may be conducted in cases where a student has obtained a fail mark of 45 – 49% (hereinafter referred to as marginal fail) in the First Opportunity Examinations. A student who fails to get the required passing marks after the supplementary examination will have to repeat the failed course in the subsequent year.
- B.2.2.7. A student can remain registered for a maximum of 4 years.
- B.2.2.8. Student will only be awarded M.Sc. degree in Range Resource Management upon completion of all required courses with a pass mark of 60% or higher, including the thesis component.

B.2.3. DEGREE STRUCTURE

The following will be the structure of the degree.

- B.2.3.1. The degree name will be MSc. Rangeland Resources Management and will be housed and taught in the Department of Animal Science at the University of Namibia.
- B.2.3.2. It will be a two-year fulltime program with a 50:50 weighting of course work to research. The program is based at Neudamm Campus. Classes/Lecturing will take place during daytime.
- B.2.3.3. Course work will be covered over two semesters in the first year while research and thesis work will be done in the second year.
- B.2.3.4. There will be a maximum of 15 students per intake (minimum 5 students; see page 3) and new intakes will be done once in two years.
- B.2.3.5. The degree course work will comprise of: 8 compulsory core courses, 2 (out of 7) elective core courses and 2 compulsory generic courses. Graduation requires the completion of minimum 240 credits in lines with NQA guidelines.
- B.2.3.6. Core courses, both compulsory and elective will be equally weighted at 12 credits each, equivalent to 40 hours, while generic courses will each be weighted at 16 credits, equivalent to 64 hours.
- B.2.3.7. Each core course will run over a 4-week block, while the generic courses will run over 28 weeks, across the two semesters.
- B.2.3.8. Six core courses will be taught each semester with a week's break between the core teaching blocks.
- B.2.3.9. Core course examinations will be written immediately after the course, during the inter-block break.

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

B.2.4. TEACHING MODE

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

B.2.5. THESIS COMPONENT

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

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

B.2.6. PROGRAMME SCHEDULE

FIRST YEAR

COURSE CODE	COURSE TITLE	NQF LEVEL	L	P	CREDITS	COMPULSORY/ ELECTIVE
Semester 1						
UAE 5819	Academic Writing for Postgraduate Students	8	04/56	0	16	Compulsory
AASC 5900	Research/ Exp Design & Analysis	9	2	0.3	8	Compulsory
AASC 5920	Geographic Info Systems & Remote Sensing	9	1.1	1.2	8	Compulsory
AASC 5981	Intro Integrated Resource Management	9	7/w	3/w	12	Compulsory
AASC 5991	Rangeland Ecosystem Structure & Function	9	7/w	3/w	12	Compulsory
AASD 5981	Soil Dynamics	9	7/w	3/w	12	Elective
AASW 5981	Water Dynamics	9	7/w	3/w	12	Elective
AASE 5981	Environmental Physiology	9	7/w	3/w	12	Elective
AASL 5981	Land Use Planning	9	7/w	3/w	12	Elective
AASF 5981`	Fodder Flow	9	7/w	3/w	12	Elective
AASR 5981	Rangeland Management	9	7/w	3/w	12	Compulsory
TOTAL SEMESTER 1 CREDITS					128	
Semester 2						
UAE 5819	Academic Writing for Postgraduate Students	8	04/56	0	16	Compulsory
AASC 5900	Research/ Exp Design & Analysis	9	2	0.3	8	Compulsory
AASC 5920	Geographic Info Systems & Remote Sensing	9	1.1	1.2	8	Compulsory
AASC 5992	Rangeland Degradation and Its Mitigation	9	7/w	3/w	12	Compulsory
AASN 5982	Nutrition of Foraging Animals	9	7/w	3/w	12	Compulsory
AASS 5982	Sustainable Livelihoods	9	7/w	3/w	12	Compulsory
AASR 5982	Range Biodiversity and Conservation	9	7/w	3/w	12	Compulsory
AASC 5982	Wildlife Ecology & Management	9	7/w	3/w	12	Elective
AASE 5982	Natural Resource Economics	9	7/w	3/w	12	Elective
AASP 5982	Natural Resource Policies	9	7/w	3/w	12	Elective
TOTAL SEMESTER 2 CREDITS					116	
TOTAL FIRST YEAR CREDITS					244	

SECOND YEAR

COURSE CODE	COURSE TITLE	NQF LEVEL	CREDITS	COMPULSORY/ ELECTIVE
Semester 1				
AASC 6910	Research Project / Thesis	9		Compulsory
Semester 2				
AASC 6910	Research Project / Thesis	9		Compulsory
TOTAL SECOND YEAR CREDITS				128
TOTALS				340

B.3 M. SC. (AGRICULTURE – BY THESIS)

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

B.4 DOCTOR OF PHILOSOPHY (AGRICULTURE – BY DISSERTATION)

The Doctor of Philosophy in Law (Ph D) will be offered in compliance with the general regulations and guidelines for post graduate studies at the University of Namibia. Refer to **Regulations and Guidelines for Post Graduate Programmes** in this Prospectus and the **General Information and Regulations Prospectus**.

IMPORTANT NOTE

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

G. FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

OFFICE OF THE DEAN

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

Dean:

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

Deputy Dean:

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

ACADEMIC DEPARTMENTS

DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

Head of Department: Dr. U Paliwal: PhD. M Com – Accountancy, B Com. (MLS University India); NET (UGC, India)

☎ (+26461) 206-3434 📞 (+264 61) 206-3914 ✉ ulpaliwal@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Office Location @ X-Block, 2nd Floor

DEPARTMENT OF ECONOMICS

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

☎ (+ 264 61) 206-3757 📞 (+264 61) 206-3914 ✉ ekaakunga@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Office Location @ X-Block, Ground Floor

DEPARTMENT OF MANAGEMENT SCIENCE

Head of Department: Ms Josephine //Haubas, HPEC, UNAM, Snr Dip in Education CACC-Zimbabwe, Pre-MBA-UNAM/MSM,MSc.Strategic Human Resource Management University of Glamorgan (UK)

☎ (+264 61) 206-3916 📞 (+ 264 61) 206-3914 ✉ jhaubas@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Office Location @ D-Block, Room D071,

DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

Head of Department Dr L Blaauw B.A. (UNAM), B.A. Hons (Rhodes Univ.); M A (Rhodes Univ), Ph.D (Rhodes Univ.)

☎ (+ 264 61) 206-3339 📞 (+264 61) 206-3914 ✉ lblaauw@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Office Location @ X-Block, Ground Floor

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

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

Qualification Code	Qualification Name	Study Period
12PDIA	Postgraduate Diploma in Internal Auditing	2 YEARS PM
12MASS	Master of Arts in Security & Strategic Studies	2
12MPST	Master of Arts in Political Studies	2
12MPAN	Master of Public Administration	2
12MSAF	Master of Science in Accounting and Finance	2
12MSEC	Master of Science in Economics	2
12DPST	Doctor of Philosophy in Political Studies	3
12DPAN	Doctor of Philosophy (Public Administration)	3

NAMIBIA BUSINESS SCHOOL (NBS)

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

PLEASE NOTE THE FOLLOWING:

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

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

E-mail : busschool@unam.na

C.2 POST GRADUATE DIPLOMA IN INTERNAL AUDITING [12PDIA]

C.2.1. OBJECTIVES

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

C.2.2. TARGET GROUP AND SIZE

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

C.2.3. ADMISSION REQUIREMENT

- Applicants should be holder of A Bachelor degree in Accounting or related commercial disciplines of the University of Namibia or its equivalent. OR
- Those employed in public service in the areas related to accounting, auditing or finance, and a holder of a Bachelor degree from an institution of higher learning.

C.2.4. DURATION OF THE COURSE

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

C.2.5. ASSESSMENT CRITERIA

The assessment of the candidates will be based on the normal University regulations as follows:

- | | | |
|---|-----------------------|-------------|
| • | Continuous assessment | 50% |
| • | Final examination | 50% |
| • | Total | <u>100%</u> |

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

C.2.6. EXAMINATION RULES

Faculty examination rules are applicable.

C.2.7. METHOD OF DELIVERY

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

C.2.8. CURRICULUM COMPILATION

Code	Course	Contact hours	Credits	NQF level
1st Year	1st Semester			
UAE4819	Academic Writing for Postgraduate Students			
CAAF4811	Accounting and Financial Systems	56	16	8
CAIA4831	Internal Auditing	56	16	8
CAPF4851	Public Financial Management	56	16	8
CAOM4871	Organisation and Management	56	16	8
	Total	224	64	
	2nd Semester			
CAMA4812	Management Accounting	56	16	8
CAAP4832	Auditing Planning	56	16	8
CASM4852	Strategic Management	56	16	8
CADA4972	Documenting Audit Information & Reporting	56	16	9
	Total	224	64	
	Total for the year 1	448	128	
2nd Year	1st Semester			
CAIS4811	Information Systems Auditing Role and Techniques	56	16	8
CAAR4831	Research Methods	56	16	8
CAIS4851	Information Systems Development & Project Management	56	16	8
CACG4971	Corporate Governance & Risk Management	56	16	9
	Total	224	64	
	2nd Semester			
CAPW4872	Project	56	64	8
	Total	56	64	
	Total for the year 2	280	128	
	Total for the program	728	256	

IMPORTANT NOTE

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

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

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

C.3.1. OBJECTIVE OF THE PROGRAM

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

C.3.2. ADMISSION REQUIREMENTS

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

C.3.3. DURATION OF STUDY

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

C.3.4. ASSESSMENT AND EVALUATION OF STUDENTS

1. For each taught semester course, there will be at least two pieces of work towards continuous assessment, involving tests, assignments, term papers or other forms of evaluation, and a three-hour final examination at the end of the semester.
2. A candidate must obtain a continuous assessment mark of 40% for admittance to the examination. The University of Namibia's regulations for postgraduate studies is applicable in respect of class attendance, examination, academic integrity, and the ranking achieved.
3. The examinations on each course will be moderated externally. The final mark will consist of the Continuous Assessment Marks (50%) and the examination (50%).
4. A student must pass all semester courses (including the thesis) to qualify for the M. Sc in Accounting and Finance. A student that fails a course must reregister in the next cycle. A student may only reregister for three courses. A student who failed more than two semester courses in a year will be discontinued from the programme.
5. A student must pass all coursework examinations before proceeding to the thesis.
6. A student must submit a research proposal at the beginning of the first semester in which he/she is required to write the thesis. The student should present the proposal to a Departmental Seminar consisting of other class members and departmental staff. The Department will assign a supervisor to each student. The supervisor (internal examiner) and one external examiner will evaluate the thesis.
7. The degree of "Master of Science in Accounting and Finance" will be conferred upon a student on successful completion of all the requirements outlined above.
8. The University of Namibia's Postgraduate Studies rules and regulations shall apply in all cases where they are not stipulated in this programme.

C.3.5. MODE OF DELIVERY

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

C.3.6. CURRICULUM COMPILATION

Code	Course	Contact hours	Credits	NQF level
1st Year	1st Semester			
UAE5819	Academic Writing for Post Graduate Students			
CAAF5910	Advanced Financial Accounting	56	24	9
CAAM5931	Advanced Management Accounting	56	24	9
CAI5951	International Investment and Finance	56	24	9
	Total	168	72	
	2nd Semester			
CAAF5910	Advanced Financial Accounting	56	24	9
CACF5932	Corporate Financial Analysis and Valuation	56	24	9
CAAR5952	Advanced Research Methods	56	24	9
	Total	168	72	
	Total for the year 1	336	144	
2nd Year	1st Semester			
CADR5931	Derivatives and Risk Management	56	24	9
CAAP5951	Advanced Public Sector Accounting	56	24	9
CAAC5971	Auditing and Corporate Governance	56	24	9
	Total	168	72	
	2nd Semester			
CATH5972	Thesis		80	9
	Total		80	
	Total for the year 2	168	152	
	Total for the program	504	296	

C.3.7. EXEMPTIONS

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

IMPORTANT NOTE

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

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

C.4.1. INTRODUCTION

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

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

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

C.4.2. OBJECTIVES

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

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

C.4.3. ADMISSION REQUIREMENTS

1. A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.
2. A candidate must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. Applicants should note that submission of application does not necessarily ensure admission.

C.4.4. DURATION OF STUDY

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

C.4.5. ASSESSMENT AND EVALUATION

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.

4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics.
6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.
7. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc degree in Economics.
8. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.
9. A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.
10. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.
11. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.
12. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

C.4.6. TEACHING METHODS

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

C.4.7. MODE OF DELIVERY

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

C.4.8. EXEMPTIONS

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

C.4.9. CURRICULUM COMPILATION

Code	Course Title	Contact/Hours Per week	Credits	NQF Level
Year One - First Semester				
CEMT6951	Advanced Microeconomic Theory I	4	24	9
CEMA6951	Advanced Macroeconomic Theory I	4	24	9
CEME6951	Advanced Mathematical Economics	4	24	9
UAE5819	Academic Writing for Post Graduate Students	4	24	9
	Total	224	96	
Year One - Second Semester				
CEMT6952	Advanced Microeconomic Theory II	4	24	9
CEMA6952	Advanced Macroeconomic Theory II	4	24	9
CEAE6952	Advanced Applied Econometrics	4	24	9
	Elective	4	24	9
	Total	224	96	
Year Two - First Semester				
CERM6951	Research Methodology and Econometrics	4	24	9
*First Semester – Students take any two of the *Electives listed below, see note below				
	Elective	4	24	9
Year Two - Second Semester				
CETM6952	Thesis		72	9

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

ELECTIVES

CEIE 6951	International Trade
CEIF 6951	International Finance
CEMO 6951	Monetary Economics
CEPE 6951	Public Sector Economics
CEEA 6951	Agricultural Economics
CERE 6951	Resource Economics
CEFE 6951	Financial Economics
CEPA 6951	Policy Analysis
CECF 6951	Corporate Finance and Investment
CEIN 6951	Industrial Economics
CEET 6951	Econometric Theory and Practice
CEHE 6951	Health Economics
CELE 6951	Labour Economics
CEG E6951	Game Theory and Information Economics
CEMG 6951	Managerial Economics

IMPORTANT NOTE

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

**C.5 MASTER OF ARTS (M.A. POLITICAL STUDIES) [12MPST]
MASTER OF PUBLIC ADMINISTRATION (M.ADMIN) [12MPAN]
MASTER OF ARTS IN SAFETY AND SECURITY STUDIES [12MASS]**

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

C.5.1 INTRODUCTION

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

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

The first is by research which entails writing a comprehensive thesis on an approved topic. The candidate will be required to register and pass two courses: Research Methodology (CPAR 5979), and a second course related to the candidate's research topic which the department should have approved before the students registered. Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology course. The course is offered in the Second Semester of the first academic year of the programme.

The second is by course work which requires the candidate to register for a minimum of eight (8) courses of which five are core. For M.A. Political Science: Politics of Southern Africa [CPPA 5971], The Study of Comparative Politics [CPCP 5971], State and Civil Society [CPSC 5972], Research Methodology [CPAR 5979], and Research Paper [CPRP 5980]. The first three (3) are full courses, and the last two (2) are half courses.

For MPA: Public Management and Administrative Reform [CPAM 5971], Public Policy Analysis [CPPA 5972], and Human Resources Management [CPRM 5971], Research Methodology [CPAR 5972], and Research Paper [CPAP 5980] are core. The first three (3) are full courses, and the last two are half courses. For MA – SSS: The student must register for all of the courses offered.

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

C.5.2 ADMISSION REQUIREMENTS

Admission to these programmes is determined by the Rules and Regulations of the University. In addition, Candidates in possession of professional qualifications accredited by the National Qualifications Framework (NQF), deemed to be equivalent to a Bachelor's degree from UNAM, and with relevant work experience in specified fields such as the security sector and foreign affairs, may also be considered for admission, in particular to the Master of Arts in Security and Strategic Studies (MA.SSS).

Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department.

Prospective candidates could be interviewed and assessed by the Department to determine their eligibility for admission.

C.5.3 DURATION OF STUDY

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

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

C.5.4 ASSESSMENT

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

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

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

C.5.5 EVALUATION OF THESIS/DISSERTATION

Evaluation of theses and dissertations will be done under the Postgraduate Rules and Regulations of the university.

C.5.6 EXEMPTIONS

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

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

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

The decision of the Department shall be final.

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

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

C.5.7 DEPARTMENTAL POLICY

Following are departmental policy provisions:

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

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

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

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

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

C.5.8 CURRICULA COMPILATION

Master of Arts (M.A. Political Science) [12MPST]

In Year I Semester I candidates must register for three (3) compulsory courses.

Year I Semester 1

Course Title	Course Code	NQA Level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
The Politics of Southern Africa	CPPA 5971	9	4	24
The Study of Comparative Politics	CPCP 5971	9	4	24
The Politics of Global Change & Governance	CPGC 5971	9	4	24
Total Credits:				72

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

Year 1 - Semester 2

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Methodology	CPAR 5979	9	2	12
State & Civil Society in Africa	CPSC 5972	9	4	24
International Mediation & Conflict Transformation	CPMC 5972	9	4	24
Total Credits:				60

In Year 2 Semester 1 candidates need two and a half (2.5) courses and a Research Paper [CPAR 5979].

The electives are:

Contemporary World Politics [CPCW 5971]

Government and Private Sector Relations [CPGP 5971]

Comparative Foreign Policy [CPFP 5971]

Year 2 – Semester 1

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Paper	CPRP 5980	9	2	12
African Politics	CPAP 5971	9	4	24
Elective		9	4	24
Total Credits:				60

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

Year 2 Semester 2

Course	Code	NQA Level	Contact Hours	Credits
Thesis	CPMP 5992	9	Regular Consultation	80
Total Credits:				80

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

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

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

Year 1 Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
Human Resources Management	CPRM 5971	9	4	24
Economic of Public finance	CPEP 5971	9	4	24
Public Management Administration	CPAM 5971	9	4	24
Total Credits:				72

In Year 1 Semester 2 students must register for two and a half (2.5) courses which must include CPPA 5979 and CPRL 5971

Year 1 Semester 2

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Methodology	CPAR 5972	9	2	12
Regional and Local Government Management	CPRL 5972	9	4	24
Public Policy Process and Analysis	CPPA 5972	9	4	24
Total Credits:				60

In Year 2 Semester 1 students should register for two and a half (2.5) Electives and a Research Paper [CPRP 5979].

The electives are:

Government and Private Sector Relations [CPGP 5971]

Organisation Behaviour and Management [CPOB 5971]

Project Development Planning and Management [CPPM 5971]

Year 2 Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Paper	CPRP 5980	9	2	12
Elective		9	4	24
Elective		9	4	24
Total Credits:				60

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

Year 2 Semester 2:

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

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

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

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

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

Year 1 Semester 1:

Course Title	Course Code	NQF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
Communication skills & Academic Writing	CUCA 5971	9	4	24
The State & Human Security	CPIH 5971	9	4	24
The Study of Contemporary World Politics	CPWP 5971	9	4	24
Strategic Management	CPSM 5971	9	4	24
Totals Credits:				96

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

Year 1 Semester 2:

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Methodology	CPAR 5970	9	2	12
Democratic Governance of the Security Sector	CPDG 5972	9	4	24
Security Sector Economics	CPSE 5972	9	4	24
Security Sector Management	CPAM 5972	9	4	24
Totals Credits:				84

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

Year 2 Semester 1:

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

In Year 2 Semester 2

All courses need to be passed before proceeding to the thesis component.

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

In all, the student needs 320 Credits in order to graduate.

C.6 THESIS/RESEARCH PHD AND MA DEGREES

If a student only wishes to register for the Thesis, s/he should register for:

MASTERS THESIS ONLY	12MARP	
MINI THESIS (M.ADMIN)	12MARP	MMP5100
MINI THESIS (M. POL)	12MARP	MMP5100
PHD DISSERTATION	12DORP	MDP6100

C.7 PH.D. PUBLIC ADMINISTRATION

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

C.8 PH.D. POLITICAL STUDIES

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

IMPORTANT NOTE

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

C.9 POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION [12PDBA]

C.9.1 INTRODUCTION AND OBJECTIVES

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

C.9.2 CRITERIA FOR ADMISSION

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

C.9.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 qualifications in Business Administration/Management Science of the University of Namibia or other recognized University.

C.9.4 MODE OF DELIVERY

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

C.9.5 DURATION OF STUDY

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

C.9.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

- a) Obtain a minimum of 50% in both the CA mark and the examination mark.
- b) Demonstrate deepened expertise of the theoretical subject matter in the field of Business Administration.
- c) Demonstrate efficient and effective information retrieval and processing skill, involving critical analysis of the information.
- d) Evaluate, independently, both quantitative and qualitative data.
- e) Engage with current research and scholarly as well as professional literature in the field of Business Administration.

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

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

C.9.8 ADVANCEMENT AND PROGRESSION RULES

Not applicable.

C.9.9 MAXIMUM NUMBER OF COURSES PER YEAR

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

C.9.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.9.11 CURRICULUM COMPILATION

Course Title	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
Academic Writing for Post-Graduate Studies	UAE4819	8	16	YES
Strategic Marketing Management	CBMM4829	8	8	YES
Strategic Human Resources Management	CBHR4829	8	8	YES
Strategic Operations Management	CBOM4829	8	8	YES
Business Accounting	CBBA4829	8	8	YES
Strategic Project Management	CBPM4829	8	8	YES
Advanced Business Law & Ethics	CBBL4829	8	8	YES
SEMESTER 2				
Business Economics – A Micro-Level Perspective	CBBE4829	8	8	C
Managing Information Technologies	CBMI4829	8	8	YES
Strategic Decision Making and Research Methods	CBDM4829	8	8	YES
Strategic Management	CBSM4829	8	8	YES
Strategic Financial Management	CBFM4829	8	8	YES
Business Economics – A Macro-Level Perspective	CBPP4829	8	8	YES
Business Project	CBBP4810	8	32	YES
TOTAL CREDITS			144	

IMPORTANT NOTE

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

C.10 MASTER OF BUSINESS ADMINISTRATION (ENTREPRENEURSHIP) [12MBAE]

C.10.1 INTROUCTION AND OBJECTIVES OF THE PROGRAMME

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

C.10.2 CRITERIA FOR ADMISSION

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

C.10.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Doctorate in Business Administration of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

C.10.4 MODE OF DELIVERY

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

C.10.5 DURATION OF STUDY

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

C.10.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

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

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

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

C.10.8 ADVANCEMENT AND PROGRESSION RULES

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

C.10.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

C.10.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.10.11 CURRICULUM

Course Title	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
Advanced Business Ethics	CBBI 5999	9	12	YES
Entrepreneurship	CBEE 5999	9	12	YES
New Venture Creation & Development	CBVC 5999	9	12	YES
New Venture Financing, VC & PE	CBVF5999	9	12	YES
MAAs and Business Growth Strategies for Entrepreneurs	CBBG5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
SEMESTER 2				
Franchising & Licensing	CBFL5999	9	12	YES
Supply Chain Management for Entrepreneurs	CBSC 5999	9	12	YES
Brand Management for Entrepreneurs	CBMB5999	9	12	YES
Negotiation & Bargaining for Entrepreneurs	CBNB5999	9	12	YES
African Business Seminar	CBBA 5999	9	12	YES
Global Business Seminar	CBGB 5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
SEMESTER 3				
Business Project in Entrepreneurship	CBPE5909	9	84	YES
TOTAL CREDITS			240	

IMPORTANT NOTE

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

C.11 MASTER OF BUSINESS ADMINISTRATION (FINANCE) [12MBAF]

C.11.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

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

C.11.2 CRITERIA FOR ADMISSION

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

C.11.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Doctorate in Business Administration of the *University of Namibia* and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

C.11.4 MODE OF DELIVERY

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

C.11.5 DURATION OF STUDY

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

C.11.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

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

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

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

C.11.8 ADVANCEMENT AND PROGRESSION RULES

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

C.11.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

C.11.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.11.11 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
Advanced Business Ethics	CBBI 5999	9	12	YES
African Financial Markets in the Global Economy	CBAF 5999	9	12	YES
Advanced Business Quantitative Methods	CBBQ 5999	9	12	YES
Economics: Global & Firm Level Perspectives	CBBE 5999	9	12	YES
Financial Reporting and Analysis	CBFR 5999	9	12	YES
Corporate Finance	CBCF 5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
SEMESTER 2				
Equity Investments	CBEI 5999	9	12	YES
Fixed Income	CBXI 5999	9	12	YES
Derivatives	CBDE 5999	9	12	YES
Alternative Investments	CBAI 5999	9	12	YES
Portfolio Management & Wealth Planning	CBPW 5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
SEMESTER 3				
Business Project in Finance	CBPF 5909	9	84	YES
TOTAL CREDITS			240	

IMPORTANT NOTE

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

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

C.12.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

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

C.12.2 CRITERIA FOR ADMISSION

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

C.12.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Doctorate in Business Administration of the *University of Namibia* and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

C.12.4 MODE OF DELIVERY

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

C.12.5 DURATION OF STUDY

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

C.12.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

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

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

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

C.12.8 ADVANCEMENT AND PROGRESSION RULES

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

C.12.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

C.12.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.12.11 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
Semester 1				
Advanced Business Ethics	CBBI5999	9	12	YES
Project Management	CBPM5999	9	12	YES
Advanced Business Quantitative Methods	CBBQ5999	9	12	YES
Economics: Global and Firm Level Perspectives	CBBE5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
E-Business Strategy	CBEB5999	9	12	YES
Corporate Governance	CBCG 5999	9	12	YES
Semester 2				
Human Resource Strategy	CBRH5999	9	12	YES
Financial Management Strategy	CBFM5999	9	12	YES
Operations Strategy	CBOM5999	9	12	YES
Marketing Strategy	CBMM5999	9	12	YES
Strategic Management	CBSM 5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
Semester 3				
Business Project in Management Strategy	CBRS5909	9	84	YES
TOTAL CREDITS			240	

IMPORTANT NOTE

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

C.13 MASTER OF BUSINESS ADMINISTRATION (NATURAL RESOURCES MANAGEMENT) [12MBNR]

C.13.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

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

C.13.2 CRITERIA FOR ADMISSION

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

C.13.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Doctorate in Business Administration of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

C.13.4 MODE OF DELIVERY

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

C.13.5 DURATION OF STUDY

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

C.13.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

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

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

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

C.13.8 ADVANCEMENT AND PROGRESSION RULES

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

C.13.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

C.13.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.13.11 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
Advanced Business Ethics	CBBI 5999	9	12	YES
Comparative Natural Resources Policies & Laws	CBRP 5999	9	12	YES
Natural Resources Economics & Finance	CBRE 5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
Comparative Environmental Management Practices	CBEP 5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE5819	8	16	YES
SEMESTER 2				
Sustainable Agriculture: Markets, Models & Strategies	CBAM 5999	9	12	YES
Sustainable Energy: Markets, Models & Strategies	CBEM 5999	9	12	YES
Sustainable Mining: Markets, Models & Strategies	CBMT 5999	9	12	YES
Sustainable Tourism: Markets, Models & Strategies	CBTM 5999	9	12	YES
Sustainable Water: Markets, Models & Strategies	CBWM 5999	9	12	YES
Sustainable Forestry: Markets, Models & Strategies	CBFT 5999	9	12	YES
Sustainable Fisheries: Markets, Models & Strategies	CBFI 5999	9	12	YES
SEMESTER 3				
Business Project in Natural Resources Management	CBPN 5909	9	84	YES
TOTAL CREDITS			240	

IMPORTANT NOTE

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

C.14 MASTER OF BUSINESS ADMINISTRATION (PUBLIC SECTOR MANAGEMENT) [12MBPS]

C.14.1 INTROUDCTION AND OBJECTIVES OF THE PROGRAMME

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

C.14.2 CRITERIA FOR ADMISSION

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

C.14.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Doctorate in Business Administration of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

C.14.4 MODE OF DELIVERY

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

C.14.5 DURATION OF STUDY

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

C.14.6 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

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

C.14.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

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

C.14.8 ADVANCEMENT AND PROGRESSION RULES

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

C.14.9 MAXIMUM NUMBER OF COURSES PER YEAR

Not applicable.

C.14.10 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.14.11 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
Advanced Business Ethics	CBBI 5999	9	12	YES
Public Sector Management & Leadership	CBPS5999	9	12	YES
Managing Public Finances	CBPF 5999	9	12	YES
Managing Public Projects & Programmes	CBPM 5999	9	12	YES
Managing Human Resources in the Public Sector	CBHR5999	9	12	YES
Strategic Performance Management	CBSM 5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
SEMESTER 2				
Strategic Issues in Parastatal Management	CBIM 5999	9	12	YES
Strategic Issues at the Politics-Bureaucracy Interface	CBHM5999	9	12	YES
Knowledge Management in the Public Sector	CBEM 5999	9	12	YES
Economics of the Public Sector	CBNL5999	9	12	YES
Strategic Issues in Sectoral Management	CBSL5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
SEMESTER 3				
Business Project in Public Sector Management	CBPP 5909	9	84	YES
TOTAL CREDITS			240	

C.15 DOCTOR OF BUSINESS ADMINISTRATION [12DPAD]

C.15.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

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

C.15.2 CRITERIA FOR ADMISSION

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

C.15.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

C.15.4 MODE OF DELIVERY

Block-Release basis augmented through e-learning.

C.15.5 ASSESSMENT CRITERIA

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

C.15.6 REQUIREMENTS FOR QUALIFICATION AWARD

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

C.15.7 CURRICULUM COMPILATION

Course Title	Course code	NQF Level	Credits	Compulsory
Semester 1				
Advanced Business Ethics	CBBI 6001	10	8	YES
Academic Writing for Post-Graduate Students	UAE 6819	8	16	YES
Research Methods A	CBRM 6011	10	16	YES
Quantitative Methods A	CBQM 6011	10	16	YES
Semester 2				
Research Methods B	CBRM 6012	10	16	YES
Quantitative Methods B	CBQM 6012	10	16	YES
Research Seminars	CBRS 6010	10	48	YES
YEARS 2/3				
Dissertation	CBBR 6000	10	240	YES
TOTAL CREDITS			360	

IMPORTANT NOTE

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

D. FACULTY OF EDUCATION

OFFICE OF THE DEAN

☎ (+264 61) 206 3724 📞 (+264 61) 206 3980 ✉ ideklerk@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Dean

Prof. R.K. Auala: BA (Univ. of the North), PTC (OTC), MEd, PhD (Miami)

Deputy Dean

Prof. C.D. Kasanda: BScEd (UNZA), MSc, PhD, (Wisconsin)

ACADEMIC DEPARTMENTS

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

DEPARTMENT OF LIFELONG LEARNING AND COMMUNITY EDUCATION

Head of Department: Dr H Beukes: B.A (UNISA), B.A. Hon (UNISA), PTED (U. Stell.) PhD (UWC), M.Ed (Pretoria)

☎ (+264 61) 206 3435 📞 (+264 61) 206 3980 ✉ hbeukes@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF CURRICULUM STUDIES, INSTRUCTION AND ASSESSMENT

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

☎ (+264 61) 206 3631 📞 (+264 61) 206 3980 ✉ cvillet@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND MANAGEMENT

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

☎ (+264 61) 206 3357 📞 (+264 61) 206 3980 ✉ jmushaandja@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF MATHEMATICS, Science and Sports EDUCATION

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

☎ (+264 61) 206 3020 📞 (+264 61) 206 3980 ✉ dzealand@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND INCLUSIVE EDUCATION

Head of Department: Dr. M.L. Mostert BA, HED (UOFS), BEd (UNISA), MEd (Bristol), Ph.D (Oslo)

☎ (+264 61) 206 3346 📞 (+264 61) 206 3980 ✉ lmmostert@unam.na ✉ Private Bag 13301, Windhoek, Namibia

D.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF EDUCATION

The Faculty of Education may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
10MEDU	Master of Education	2
10MEIE	Master of Education (Inclusive Education)	2
10MAED	Master of Education (Lifelong Learning and Community Education)	2
10MEGC	Master of Education (Guidance and Counseling)	2
10MEDL	Master of Education (Literacy and Learning)	2
10MECD	Master of Education (Early Childhood Development)	2
10DEDA	Doctor of Philosophy (Adult Education)	3
10DEDC	Doctor of Philosophy (Lifelong Learning and Community Education)	3
10DEDC	Doctor of Philosophy (Curriculum Studies, Instruction and Assessment)	3
10DEDC	Doctor of Philosophy (Educational Foundation and Administration)	3

D.2 MASTER OF EDUCATION [10MEDU]

D.2.1 RATIONALE AND PROGRAMME DESCRIPTION

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

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

- Advanced Educational Research EEAR 5910 (**compulsory**); and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization (see list below),
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization (see list below),
- **One** compulsory seminar course EESS 5928, and
- **One** thesis EETM5980.

In addition, students will be required to complete an advanced course in English for Academic Purposes.

Specialisation per Department

- **Department of Curriculum, Instruction and Assessment Studies**
Master of Education (Curriculum and Assessment Studies)
Master of Education (Educational Technology) (**Not offered in 2012**)
- **Department of Educational Foundations and Management**
Master of Education (Leadership, Management and Policy Studies)
- **Department of Lifelong Learning and Community Development**
Master of Education (Adult Education)
- **Department of Mathematics, Science and Sport Education**
Master of Education (Sport Education)
Master of Education (Mathematics Education)
Master of Education (Science Education)

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

D.2.2 SPECIAL REGULATIONS FOR THE M. ED DEGREE

Subject to the provisions of the Regulations for Postgraduate Courses of study of the University of Namibia, the following Special Regulations of the Faculty of Education shall apply.

D.2.3 ADMISSION REQUIREMENTS M. ED BY COURSEWORK, EXAMINATION AND THESIS

The general admission requirements for all M. Ed programmes excluding M. Ed in Lifelong Learning and Community Education are indicated below. The normal admission requirements for admission to the M. Ed programme shall be:

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

D.2.4 ADMISSION REQUIREMENTS M. ED ADULT EDUCATION BY COURSEWORK, EXAMINATION AND THESIS

The programme is intended to provide advanced knowledge, skills and competence for adult educators, trainers and related practitioners, in order to meet the high level manpower requirements of relevant institutions and departments of government, the private sector and non-governmental organizations engaged in a variety of development work for the promotion of Namibia's national interests and expectations. To qualify for entry into the M. Ed (Adult Education) programme, applicants should hold:

either

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

or

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

and

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

and

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

and

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

D.2.5 SPECIAL ADMISSION REQUIREMENTS M. ED MATHEMATICS/ SCIENCE EDUCATION BY COURSEWORK, EXAMINATION AND THESIS

Only students who had offered Mathematics, Physical Science or Biology as one of their School Subjects in their undergraduate programme may enroll for this programme.

D.2.6 ADMISSION REQUIREMENTS M. ED BY THESIS ONLY

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

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

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

D.2.7 DURATION OF STUDY

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

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

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

D.2.8 DELIVERY MODE

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

D.2.9 TEACHING-LEARNING MODEL

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

D.2.10 ASSESSMENT

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

D.2.10.1 Continuous Assessment

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

D.2.10.2 Examination:

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

D.2.10.3 Final Mark:

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

D.2.10.4 Supplementary Examinations:

There shall be allowance for supplementary examinations for students who fail to pass the requirements in a Course or Courses. The eligibility and other issues for supplementary examinations shall be determined by the provisions of the Academic General Regulations (Regulation 7.21.17) of the University of Namibia.

D.2.11 PROGRESSION

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

D.2.12 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

D.2.13 CURRICULUM FRAMEWORK

SEMESTER 1 & 2						
	Course Title	Code	NQF Level	Periods	Pre-requisite/Co-requisite	Credits
YEAR 1	Academic Writing for Post Graduate Students	UAE5819	9	4 per week + 1 practical per week	Must be a Postgraduate Student	
	Advanced Educational Research	EEAR 5910	9	4 per week	None	48
	Course 1	See course per specialisation list below	9	3 per week	See course description of individual courses	36
	Course 2	See course per specialisation list below	9	2 per week	See course description of individual courses	24
	Course 3	See course per specialisation list below	9	2 per week	See course description of individual courses	24
	Total credits year one					
YEAR 2	Thesis	EETM 5980	9	Individual supervision	Pre-requisite: Successful completion of all taught courses Co-requisite: EESS 5928	90
	Seminar	EESS 5929	9	2 day seminars one in semester one and one in semester two; 28 hrs practical work	Pre-requisite: Successful completion of all taught courses Successful completion of all taught courses Co-requisite: EETM 5980	18
	Total credits year two					

Total credits: 240 Credits

Department of Curriculum, Instruction and Assessment Studies

Master of Education (Curriculum and Assessment Studies)

Core	Code	Periods	NQF Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5910	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Principles of Curriculum Theory, Design and Implementation	ECMC 5980	3 p/w	9	None	36
Educational Testing, Measurement and Evaluation	ECMT 5920	2 p/w	9	None	24
Conducting Educational Evaluation	ECME 5920	2 p/w	9	None	24

Master of Education (Educational Technology) [Not offered in 2012]

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5910	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Educational Technology Project	ECMP 5980	3 p/w	9	None	36
Educational Technology	ECMT 5920	2 p/w	9	None	24
Instructional Design In The Age Of Technology	ECMI 5920	2 p/w	9	None	24

Department of Educational Foundations and Management
Master of Education (Leadership, Management and Policy Studies)

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5910	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Educational Leadership & Management	EFME 5980	3 p/w	9	None	36
Educational Law and Policy Studies	EFME 5920	2 p/w	9	None	24
Electives (Choose one combination)					
Philosophy of Education	EFMP 5929	2 p/w	9	None	12
AND					
Sociology of Education	EFMP 5949	2 p/w	9	None	12
OR					
Comparative Education	EFMC 5929	2 p/w	9	None	12
AND					
History of Education	EFMC 5949	2 p/w	9	None	12

Department of Lifelong Learning and Community Development
Master of Education (Adult Education)

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5910	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Foundations of Adult Education	EMAE 5980	3 p/w	9	None	36
Choose two electives					
Twentieth Century Thinkers	EAMT 5900	2 p/w	9	None	24
Adult Education Policy Studies	EAMP 5920	2 p/w	9	None	24
Mass Communication in Adult Education	EAMM 5940	2 p/w	9	None	24
Advanced Community Education Studies	EAMC 5960	2 p/w	9	None	24

Department of Mathematics, Science and Sport Education
Master of Education (Sport Education)

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5910	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Professional Practice In Sport Education	EMSE 5980	3 p/w	9	None	36
Choose two electives					
Leadership and Management in Sport	EMSL 5900	2 p/w	9	None	24
Physical Fitness, Health and Nutrition	EMSF 5920	2 p/w	9	None	24
Sport for Development	EMSD 5940	2 p/w	9	None	24

Master of Education (Mathematics Education)

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5980	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Curriculum Theory, Design and Implementation	ECMC 5980	3 p/w	9	None	36
Advance Theories of Learning in the Mathematics Classroom	EMMM 5900	2 p/w	9	None	12
Assessment in the Mathematics Classroom	EMMM 5929	2 p/w	9	None	12
Choose one elective equal to 12 credits					
Technology and the Teaching of Mathematics	EMMT 5949	2 p/w	9	None	12
Independent Study in Mathematics Education	EMMI 5969	2 p/w	9	None	12
Mathematics in Society	EMMS 5989	2 p/w	9	None	12

Master of Education (Science Education)

Core	Code	Periods	Level	Pre-requisite	Credits
Advanced Educational Research	EEAR 5980	4 p/w	9	None	48
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	Must be a Postgraduate Student	
Curriculum Theory, Design and Implementation	ECMC 5980	3 p/w	9	None	36
Advance Theories of Learning in the Science Classroom	EMMS 5900	2 p/w	9	None	24
Assessment in the Science Classroom	EMAS 5909	2 p/w	9	None	12

Choose one electives equal to 18 credits

Technology and the Teaching of Science	EMST 5929	2 p/w	9	None	12
Independent Study in Science Education	EMSI 5949	2 p/w	9	None	12
Science in Society	EMSS 5969	2 p/w	9	None	12

IMPORTANT NOTE

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

D.3 MASTER OF EDUCATION IN LITERACY AND LEARNING [10 MEDL]

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

D.3.1 INTRODUCTION

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

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

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

D.3.2 ADMISSION REQUIREMENTS

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

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

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

D.3.3 DURATION OF STUDY

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

D.3.4 DELIVERY MODE

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

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

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

D.3.5 ASSESSMENT

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

Coursework

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

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

D.3.6 REQUIREMENTS FOR QUALIFICATION AWARD

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

D.3.7 COURSEWORK

Core courses

Advanced Educational Research Methodology (core): Students will do the present M. Ed course for Advanced

Educational Research Methodology presently offered in the Faculty of Education.

Theories of Literacy.

Initial Literacy in First Language.

Literacy in a Multi-lingual Context.

Teaching Literacy Skill.

Electives (two to be selected- one per semester)

Theories of Learning:(semester 1)

Language Culture and Cognition. (semester 1)

Language Education Policy:(semester 2)

Reading and Writing Difficulties (semester 2)

Pragmatics and Discourse Analysis: (semester 2)

If suitable lecturers cannot be identified for the two electives *Language Education Policy* and *Pragmatics and Discourse Analysis*, these two electives will not be offered in 2010. Students will then take the remaining elective, *Reading and Writing Difficulties*, during the second semester.

Thesis

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

D.3.8 CURRICULUM FRAMEWORK

Note: students select only one elective course in semester 2

Year 1 (174 credits)

Course Title	Code	Periods	NQF Level	Credits
Semester 1				
Advanced Educational Research Methodology (core)	EEAR 5910	4	9	(24)
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	16
Theories of Literacy (core)	EPSL 5981	3	9	18
Literacy in multi-lingual context (core)	EPSL 5991	3	9	18
Reading and writing difficulties (core)	EPSL 5961	3	9	18
Academic Writing for Postgraduate Students	ULEA 5819	4	8	24
Total				102
Semester 2				
Advanced Educational Research Methodology (core)	EEAR 5910	4	9	(24)
Initial literacy in First Language (core)	EPSL 5962	3	9	18
<i>Theories of Learning (core)</i>	EPSL 5902	3	9	18
ELECTIVES				
Teaching Literacy Skills (elective)	EPSL 5982	2	9	12
Language Education policy (elective)	EPSL 5922	2	9	12
Pragmatics and Discourse Analysis (elective)	EPSL 5992	2	9	12
<i>Language Culture and Cognition (elective)</i>	EPSL 5942	2	9	12
Total				72

Year 2 (68credits)

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

Total credits: 252 Credits

IMPORTANT NOTE

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

D.4 MASTER OF EDUCATION (EARLY CHILDHOOD DEVELOPMENT) [10MECD]

D.4.1 PURPOSE

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

D.4.2 ADMISSION REQUIREMENTS

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

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

OR

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

AND

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

D.4.3 DURATION OF STUDY

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

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

D.4.4 MODE OF OFFERING

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

D.4.5 ASSESSMENT

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

D.4.6 PROGRESSION

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

D.4.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

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

D.4.8 APPROVED CURRICULUM REQUIREMENTS

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

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

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

D.4.9 CURRICULUM FRAMEWORK

Year 1 (156 credits)

Semester 1					
Course	Code	Periods	NQF Level	Credits	
Advanced Research Methodology In Educational Psychology	EPSR5910	4	9	(24)	
Academic Writing for Post Graduate Students	UAE5819	4 p/w+1pr	9	16	
Theories of Early Childhood Development	EPSE5900	2	9	(12)	
Approaches And Models of ECD	EPSE5901	2	9	12	
Early Childhood Literacy And Numeracy	EPSE5921	2	9	12	
Academic Writing for Postgraduate Students	ULEA 5819	4	8	24	
Total				84	
Semester 2					
Advanced Research Methodology In Educational Psychology	EPSR5910	4	9	24	
Theories Of Early Childhood Development	EPSE5900	2	9	12	
Early Childhood Programme Development	EPSE5902	2	9	12	
Evaluation And Assessment Of Young Children	EPSE5922	2	9	12	
Play And Material Development	EPSE5942	2	9	12	
Total				72	
Total credits year one				156	

Year 2 (108 credits) (Approved, May 2009)

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

Total credits: 240 Credits

IMPORTANT NOTE

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

D.5 MASTER OF EDUCATIONAL PSYCHOLOGY (GUIDANCE AND COUNSELLING) [10MEGC]

D.5.1 PURPOSE

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

D.5.2 ADMISSION REQUIREMENTS

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

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

D.5.3 DURATION OF STUDY

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

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

D.5.4 MODE OF OFFERING

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

D.5.5 ASSESSMENT

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

D.5.6 PROGRESSION

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

D.5.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

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

D.5.8 INTERNSHIP AND REGISTRATION AS EDUCATIONAL PSYCHOLOGIST

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

D.5.9 APPROVED CURRICULUM REQUIREMENTS FOR MASTER OF EDUCATION PROGRAMMES IN THE FACULTY OF EDUCATION

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

- Advanced Educational Research EEAR 5910 (**compulsory**); and
- **One** 36 credit course or equivalent courses offered by departments according to areas specialization,
- **Two** 24 credit courses or equivalent courses offered by departments according to areas specialization,
- **One** compulsory seminar course EESS 5928,
- **One** thesis EETM 5980, and

Academic Writing for Post Graduate Students (compulsory)

D.5.10 IMPLEMENTATION

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

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

D.5.11 CURRICULUM FRAMEWORK

Year 1 (168 credits) (Submitted for approval 2010)

Course Title	Code	Periods	NQF Level	Credits
Semester 1				
Advanced Research Methodology In Educational Psychology	EPSR5910	4	9	(24)
Counselling Theories And Applications	EPSP5900	2 +2 pr		(12)
Professional Identity And Ethics In Counselling	EPSP5901	2		12
Career Development And Counseling	EPSP5921	2		12
Guidance Programme Planning	EPSP5941	2		12
Academic Writing for Postgraduate Students	UAE 5819	4	8	24
Total				96
Semester 2				
Advanced Research Methodology In Educational Psychology	EPSR5910	4	9	24
Counselling Theories And Applications	EPSP5900	2 +2 pr		12
Learning Support Strategies	EPSP5902	2 +2 Pr		12
Assessment In Educational Counseling	EPSP5922	2		12
Group Processes In Counselling	EPSP5942	2 + 2pr		12
Total				72
Total credits year one				168

Year 2 (108 credits) (Approved, May 2009)

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

Total credits: 252 Credits

IMPORTANT NOTE

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

D.6 MASTER OF EDUCATION (INCLUSIVE EDUCATION) [10MEIE]

D.6.1 PURPOSE

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

D.6.2 ADMISSION REQUIREMENTS

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

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

OR

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

AND

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

D.6.3 DURATION OF STUDY

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

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

D.6.4 MODE OF OFFERING

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

D.6.5 ASSESSMENT

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

D.6.6 PROGRESSION

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

D.6.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

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

D.6.8 APPROVED CURRICULUM REQUIREMENTS FOR MASTER OF EDUCATION PROGRAMMES IN THE FACULTY OF EDUCATION

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

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

D.6.9 IMPLEMENTATION

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

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

D.6.10 CURRICULUM FRAMEWORK

Year 1 (156 credits)

Course Title	Code	Periods	Level	Credits
Semester 1				
Research Methodology In Educational Psychology	EPSR5910	4	9	(24)
Theoretical Framework For Inclusive Education	EPSI5981	3	9	18
Collaboration And Teamwork In The Inclusive Setting	EPSI5901	2	9	12
ELECTIVES: (students shall select only one of the following options for two semesters): <ul style="list-style-type: none"> • Deaf Education and Communication • Reading and Writing Difficulties* • Managing Emotional and Behavioural Difficulties • Visual Impairment and Braille Systems 	EPSI5900 EPSL5961 EPSI5940 EPSI5960	2 + 2 hrs Practicum	9	(12)
Academic Writing for Postgraduate Students	ULEA5819	4	8	24
Total				90
Semester 2				
Advanced Educational Research Methodology (Core)	EPSR 5910	4	9	24
Teaching And Learning In Differentiated Classrooms	EPSI5982	3	9	18
Assessment And Evaluation For Learning	EPSI5902	2	9	12
ELECTIVES: (students shall select only one of the following options for two semesters): <ul style="list-style-type: none"> • Deaf Education and Communication • Teaching Literacy Skills* • Managing Emotional and Behavioural Difficulties • Visual Impairment and Braille Systems 	EPSI5900 EPSL5982 EPSI5940 EPSI5960	2+ 2 hrs Practicum	9	12
Total credits Semester 2				66

Notes: students select only one elective for the year

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

Year 2 (108 credits)

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

Total credits: 240 Credits

IMPORTANT NOTE

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

D.7 DOCTOR OF PHILOSOPHY IN EDUCATION (PH. D IN EDUCATION) [10DEDC]

D.7.1 RATIONALE FOR THE PROGRAMME

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

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

D.7.1.1 Department of Curriculum Instruction and Assessment Studies

Doctor of Philosophy In Education: Curriculum, Instruction and Assessment Studies

D.7.1.2 Department of Educational Foundations and Management

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

D.7.1.3 Department of Lifelong Learning and Community Development

Doctor of Philosophy in Education: Adult Education

D.7.1.4 Department of Mathematics, Science and Sport Education

Doctor of Philosophy in Education: Mathematics Education
Doctor of Philosophy in Education: Science Education
Doctor of Philosophy in Education: Sport Education

D.7.1.5 Department of Educational Psychology and Inclusive Education

Doctor of Philosophy in Education: School Guidance and Counseling,
Doctor of Philosophy in Education: Early Childhood Education, and
Doctor of Philosophy in Education: Inclusive Education.

D.7.2 APPLICATION PROCEDURES

In addition to the application procedures stipulated in 1.5.1 of this prospectus and the Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus, the following Faculty of Education procedures shall apply:

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

D.7.3 ADMISSION REQUIREMENTS

SPECIAL REGULATIONS FOR PH. D DEGREE BY DEPARTMENTAL SPECIALISATION

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

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

courses as offered in the UNAM M Ed programme (i.e. EEAR 5910: Advanced Educational Research Methodology).

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

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

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

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

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

D.7.3.1 Specific Admission Requirements per Department:

Department of Curriculum Instruction and Assessment Studies

Doctor of Philosophy in Education: Curriculum Studies

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

Department of Educational Foundations and Management

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

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

Department of Lifelong Learning and Community Development

Doctor of Philosophy in Education: Adult Education Admission Requirements

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

Department of Mathematics, Science and Sport Education

Doctor of Philosophy in Education: Mathematics Education/Science Education

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

Doctor of Philosophy (Ph. D) in Sport Education

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

Department of Educational Psychology and Inclusive Education

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

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

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

D.7.4 REGISTRATION PROCEDURES

In addition to the registration procedures stipulated in 1.5.3 of this prospectus and the Regulations and Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus, the Faculty of Education shall apply:

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

D.7.5 MODE OF DELIVERY

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

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

NOTE:

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

D.7.6 DURATION OF STUDY

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

D.7.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

Conferment of the Ph. D shall be in accordance with the general regulations of UNAM which stipulate:

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

IMPORTANT NOTE

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

E. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

OFFICE OF THE DEAN

☎ (+264 61) 206 3801 📠 (+264 61) 206 3806 📧 cnikanor@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Dean

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

Deputy Dean

Dr M Hipondoka, BSc (Nebraska), MSc (Enschede), PhD (Würzburg)

ACADEMIC DEPARTMENTS

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

Department of Human Sciences

Head of Department: Dr W Moore, MTh, MA (Philosophy) (US), DPhil (US)

☎ (+264 61) 206 3235 📠 (+264 61) 206 3806 📧 wmoore@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Department of Information and Communication Studies

Head of Department: Dr CT Nengomasha, BA Hons, GradCE (Zimbabwe), MLS (Syracuse, New York), PhD (Unam)

☎ (+26461) 2063641 📠 (+26461) 2063806 📧 cnengomasha@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Department of Language and Literature Studies

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

☎ (+264 61) 206 3862 📠 (+264 61) 206 3806 📧 jukavari@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Department of Sociology

Head of Department: Prof. P Mufune, MA, PhD (Michigan State)

☎ (+264 61) 206 3809 📠 (+264 61) 206 3806 📧 pmufune@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Department of Visual and Performing Arts

Head of Department: Prof. HD Viljoen, BA Hons (VA) Ed (Sec) (US), MA (FA) (Unisa)

☎ (+264 61) 206 3184 📠 (+264 61) 206 3804 📧 hviljoen@unam.na ✉ Private Bag 13301, Windhoek, Namibia

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

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

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

E.2 POSTGRADUATE DIPLOMA IN TRANSLATION [13PDST]

E.2.1 AIMS AND OBJECTIVES

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

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

E.2.2 ADMISSION REQUIREMENTS

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

E.2.3 DURATION OF STUDY

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

E.2.4 EXAMINATIONS

Examinations will be conducted in the following year-Courses:

- TMF 4110 Translation Mother Tongue – First Foreign Language
- TFM 4110 Translation First Foreign Language – Mother Tongue

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

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

E.2.5 CURRICULUM COMPILATION

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

IMPORTANT NOTE

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

E.3 MASTER OF ARTS [13MAAR]

E.3.1 AIMS AND OBJECTIVES

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

The Faculty may award the degree Master of Arts (MA) in the following disciplines, subject to the general regulations for Master's degree studies subject to the **Regulations and Guidelines for Postgraduate Programmes** in this Prospectus and the **General Information and Regulations Prospectus**:

- African Languages
- Afrikaans Studies
- French Studies
- Geography and Environmental Studies
- German Studies
- History
- Information Studies
- Library Science and Records Management
- Media Studies
- Performing Arts
- Philosophy
- Portuguese Studies
- Psychology
- Religion
- Tourism
- Social Work*
- Sociology
- Visual Arts

Programme Co-ordinator: Relevant head of department

E.3.2 ADMISSION REQUIREMENTS

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

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

E.3.3 DURATION OF STUDY

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

E.3.4 CURRICULUM COMPILATION

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

PART 1: Coursework (Year I)

Students register for the following courses in the first year of registration:		
Semester	Code	Course Title
1	HFHS5911	The Research Process
	HFHS5951	Qualitative Research Design
Students add one (1) of the two (2) courses below (subject to departmental approval)		
1	HFHS5931	Quantitative Research Design
	HFHS 5971	Creative Research Design
2	HFHS 5972	Seminars and Presentations
	HFHS 5992	Writing Proposals, Reports and Publishing

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

PART 2: Research Thesis (Year II)

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

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

IMPORTANT NOTE

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

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

E.4.1 AIMS AND OBJECTIVES

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

Programme Convenor: Dr W Moore (tel. 206 3235 – Email: wmoore@unam.na)

E.4.2 ADMISSION REQUIREMENTS

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

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

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

E.4.3 DURATION OF STUDY

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

E.4.4 CURRICULUM COMPILATION

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

PART 1: Coursework (Year I)

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

PART 2: Research Thesis (Year II)

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

IMPORTANT NOTE

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

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

E.5.1 AIMS AND OBJECTIVES

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

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

E.5.2 ADMISSION REQUIREMENTS

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

E.5.3 DURATION OF STUDY

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

E.5.4 CURRICULUM COMPILATION

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

PART 1: Coursework (Year I)

Students take the following Courses in the first year of registration:		
Semester	Code	Course Title
1	HLEN5981	History of the English Language
	HLEN5991	Advanced Grammar
	HLEL5911	Selected Works of Shakespeare
	HLLL5900	Research Design and Presentation
	UAE5819	Academic Writing for Postgraduate Students
2	HLEN5982	English in a Multi-Lingual and Cultural Context
	HLEN5992	Advanced Stylistics
	HLLL5900	Research Design and Presentation
Students further take one (1) from the following courses as an elective		
2	HLAL5982	Topics in African Literature
	HLEL5972	African-American Literature
	HLCW5912	Creative Writing
	HLEL5992	Commonwealth Literature in English: Past and Present
	HLRC5982	Applications of Rhetorical Criticism and Argumentation

PART 2: Research Thesis (Year II)

Students register for following course in the second year of registration:			
Semester	Code	Course Title	Prerequisite
1 & 2	HLET5910	Thesis	All taught courses

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

E.6.1 AIMS AND OBJECTIVES

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

Programme Convenor: Dr W Moore (tel. 206 3235 – Email: wmoore@unam.na)

E.6.2 ADMISSION REQUIREMENTS

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

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

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

E.6.3 DURATION OF STUDY

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

E.6.4 CURRICULUM COMPILATION

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

PART 1: Coursework (Year I)

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

PART 2: Research Thesis (Year II)

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

IMPORTANT NOTE

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

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

F.2.1 AIMS AND OBJECTIVES

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

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

F.2.2 ADMISSION REQUIREMENTS

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

F.2.3 DURATION OF STUDY

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

F.2.4 CURRICULUM COMPILATION

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

PART 1: Coursework (Year I)

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

PART 2: Research Thesis (Year II)

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

E.8 DOCTOR OF PHILOSOPHY

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

IMPORTANT NOTE

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

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

OFFICE OF THE DEAN

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

Dean

DR L HAOSSES- GORASES: RN, RM, RT, RCN, RNA, DIPLND AND CHN(UWC), BCUR (UNISA), BCURHONS, MCUR, DNSC (UNAM)

Deputy Dean

DR J M V/D VYVER: RN, RM, R CHN, NA, RT, BCURHONS (UNISA), MNSC (UNAM) DNSC (UNAM).

ACADEMIC DEPARTMENTS

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

Acting Head of Department

Dr A R E Kloppers: RN, RM, RT, ROTT, BA(UNMM), B ED. (UNAM). MSC(UAM) MS DNSC (UNAM).

☎ (+264 61) 206 3473 ☎ (+264 61) 206 3922 ✉ akloppers@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Head of Department (Oshakati Campus)

Ms H Udjombala: RN, RM, RT, BSOCS (UN), BNSCADV PRAC PRACHONS (UNAM).M.CURR. (STELLENBOSCH).

Unit: General Nursing Science

Head: Ms K Amakali: RN, RM, RT, RCHN, BCUR IET A (FORT HARE) BNSC.ADV PRAC HONS (UNAM). MPH (USC.)

☎ (+264 61) 206 3205 ☎ (+264 61) 206 3922 ✉ kamakali@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Community Health Nursing Science

Head: Ms M B Tibinyane: RN, RM, RCHN, RADMIN, RED, RPSYC, BCUR (ZULULAND) BNSCADVPRAC HONS (UNAM) MED.SOC.HONS(NORTH -WEST UNIV.) M ASTER IN MED.SOC.(UNIV.NWPROVNC.)

☎ (+264 61) 206 3223 ☎ (+264 61) 206 3922 ✉ mtibinyane@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Clinical Nursing Education: National And International

Head: Dr L Pretorius: RN, RM, RPN, BCUR (UNISA), BCUR PROGPRAXHONS (UNAM) MNSC (UNAM) DNSC (UNAM).

☎ (+264 61) 206 3170 ☎ (+264 61) 206 3922 ✉ lpretorius@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Midwifery Science

Head: Dr K Hofnie-//Hoëbes: RN, RM, RCN, RNA, RT, BCUR (UNISA), BCUR PROGPRAXHONS (UNAM), MSC. (LONDON).DNSC(UNAM)VACANT

☎ (+264 61) 206 3207 ☎ (+264 61) 206 3922 ✉ khofnie@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Mental Health

Head: Ms W Wilkinson: RN, RM, RT, RCN, RPN, MSOCSCPSYC (UOFS), BCUR PROGPRAXHONS (UNAM).

☎ (+264 61) 206 3202 ☎ (+264 61) 206 3922 ✉ wwilkinson@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Scientific Foundations Of Nursing

Head:Prof L Fsmall: RN, RM, RLN, RT, RCN, RPN, RCCN, BSOCS, BSOCSCHONS (UOFS), BCUR, BCURHONS (UNISA), MCUR, DNSC (UNAM).

☎ (+264 61) 206 3823 ☎ (+264 61) 206 3922 ✉ wmoore@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Nursing Ethos And Professional Practice, Nursing Education And Health Service Management

Head: Ms J E De Villiers: RN, RM, RT, RNA, RCN, BCUR (UNISA), BNSCADVPRACHONS (UNAM).MPHIL (APPLIED ETHICS) STELLENBOSCH

☎ (+264 61) 206 3208 ☎ (+264 61) 206 3922 ✉ jdevilliers@unam.na ✉ Private Bag 13301, Windhoek, Namibia

Unit: Radiography

Head: Ms L Kalondo: NDRD (UNAM).B.TECH(PEN.TECH).MTECH(NMMU)

☎ (+264 61) 206 3792 ☎ (+264 61) 206 3922 ✉ lkalondo@unam.na ✉ Private Bag 13301, Windhoek, Namibia

F.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE SCHOOL OF NURSING AND PUBLIC HEALTH

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

Qualification Code	Qualification Name	Study Period
14PGCS	Postgraduate Certificate in Advanced Nursing Skills	1 (Full-time)
14PCPT	Postgraduate Certificate in Pharmacotherapy	1 (Full-time)
14PDNS	Postgraduate Diploma in Nursing Science (Operating Room)	1
14PDNS	Postgraduate Diploma in Nursing Science (Critical Care)	1
14PDNS Treatment)	Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and 1	
14PDNS	Postgraduate Diploma in Nursing Science (Clinical Instruction)	1
14PDNS	Postgraduate Diploma in Nursing Science (Emergency Nursing)	1
14NMNS	Master of Nursing Science	2
14NMPH	Master of Public Health	3
14DNSC	Doctor of Nursing Science	3

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

F.2.1 ADMISSION REQUIREMENTS

To register for the certificate course in Advanced Skills a candidate must comply with the following conditions:

- Registration as a nurse and midwife
- Furnish proof of his/her current registration with the Nursing Council of Namibia.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

F.2.2 DURATION OF STUDY

The course extends over a period of ONE YEAR.

This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

F.2.3 CURRICULUM COMPILATION

The curriculum for the certificate course in Nursing Advanced skills (14PGCAS) has been compiled as follows:

- Interpretation /analysis of laboratory results
- ECG interpretation
- Wound Care
- Radiography imaging

Course Code	Course Title	Hrs / week	NQF Level	Credits
Semester 1				
NANS4760	Advanced Nursing Skills	45 hrs per year	7	8
NCAN4780	Clinical attachment in advanced nursing skills	Self accompanied learning	7	12
Semester 2				
NANS4760	Advanced Nursing Skills	45 hrs per year	7	8
NCAN4780	Clinical attachment in advanced nursing skills	Self accompanied learning	7	12
Total Credits				40

F.2.4 MODE OF DELIVERY

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

F.2.5 PRACTICALS

Minimum 50 hours accompanied learning

F.3 POSTGRADUATE CERTIFICATE IN PHARMACOTHERAPY [14PCPT]

F.3.1 ADMISSION REQUIREMENTS

To register for the certificate course in Pharmacotherapy candidate must comply with the following conditions:

- B Degree or comprehensive Diploma in Nursing and Midwifery
- Registration as a nurse and midwife
- Furnish proof of his/her current registration with the Nursing Council of Namibia.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

F.3.2 DURATION OF STUDY

The course extends over a period of ONE YEAR.

This is a 3 months certificate (40 credits) offered over 1 academic year on part time.

F.3.3 CURRICULUM COMPILATION

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

F.3.4 MODE OF DELIVERY

The course is presented by means of accompanied learning including 45 hours face – to – face teaching per year to allow candidates to attend this module during their off duty times .

It is expected that this certificate be offered on Saturday mornings.

F.3.5 PRACTICALS

Minimum 50hours accompanied learning.

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

F.4.1 ADMISSION REQUIREMENTS

To register for the Postgraduate Diploma in Nursing Science (Operating Room), a candidate must comply with the following conditions:

- registration as nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse with the Nursing Council of Namibia;
- annually, together with his/her application for registration, furnish proof that he/she holds a post as registered nurse in the operating service of an approved hospital.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

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

F.4.2 DURATION OF STUDY

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

F.4.3 CURRICULUM COMPILATION

Course Code	Course Title	Hours	NQF Level	Credits
Semester 1				
UAE4819	Academic Writing for Postgraduate Students	8		16
NHSM4890	Health Service Management	3	8	12
NFPP4881	Foundation of professional practice	3	8	12
NORN4810	Operating Room Nursing	4	8	16
NPOR4840	Practical Operating Room Nursing	Self directed accompanying	8	8
NSMB4801	Surgical Microbiology	2	8	8
NNSP4821	Surgical Pharmacology	2	8	8
NNHR4820	Health Research Methods	2	8	8
NHR4820	Health Research Project	2	8	8
Total Credits for Semester 1				104
NHSM4890	Health Service Management	3	8	12
NDAP4882	Dynamics of advanced Nursing practice	3	8	12
NORN4810	Operating Room Nursing	4	8	16
NPOR4840	Practical Operating Room Nursing	Self directed accompanying	8	8
NSHA 4812	Surgical Human Anatomy	4	8	16
NNHR4820	Health Research Methods	2	8	8
NHR4820	Health Research Project	2	8	8
Total Credits for Semester 2				80
TOTAL CREDITS FOR THE PROGRAMME				184

F.4.4 RE-REGISTRATION RULES

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

F.4.5 ACADEMIC ADVANCEMENT RULES

To meet the requirements for the diploma the student must:

- pass all prescribed courses,
- perform all prescribed practical and pass the prescribed examinations,
- PASS THE PRESCRIBED ORAL AND PRACTICAL EXAMINATIONS.

F.4.6 PRACTICALS

The clinical learning experience and clinical instruction, which is prescribed for Theory and Practice of Operating Room Nursing Science and for Nursing Management is carried out as follows:

Theory and Practice of Operating Room Nursing Science (NORN 4840) = 960 hours in an operating room of an approved institution.

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

F.5.1 ADMISSION REQUIREMENTS

To register for the Postgraduate Diploma Critical Care, a candidate must comply with the following conditions:

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

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

F.5.2 DURATION OF STUDY

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

F.5.3 CURRICULUM COMPILATION

Course Code	Course Title	Hours	NQF Level	Credits
UAE4819	Academic Writing for Postgraduate Students	4	8	24
NHSM4890	Health Service Management	3	8	12
NFPP4881	Foundation of professional practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NCCN4870	Critical Care Nursing	4	8	16
NCCP4840	Critical Care Nursing Practical	Self directed accompanying	8	8
NHAP4811	Specialized Human Anatomy and Physiology	4	8	16
NRP4820	Health Research Project	2	8	16
NHSM4890	Health Service Management	3	8	12
Total Credits Semester 1				96
Semester 2				
NDAP4882	Dynamics of advanced nursing practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NCCP4870	Critical Care Nursing	Self directed accompanying	8	16
NCCP4840	Critical Care Nursing Practical	Self directed accompanying	8	8
NNEM4802	Emergency Medicine	2	8	8
NPAW 4882	Applied Physical Assessment and Wound Care	3	8	12
NRP4820	Health Research Project	2	8	16
Total Credits Semester 2				84
Total credits for programme				180

F.5.4 RE-REGISTRATION RULES

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

F.5.5 ACADEMIC ADVANCEMENT RULES

To complete the diploma successfully the student must:

- pass all prescribed modules, perform all prescribed practicals and pass the prescribed examinations and pass the prescribed oral and practical examinations.

F.5.6 PRACTICALS

The practical learning experience and clinical instruction which is prescribed for Theory and Practice of Critical Care Nursing Science is carried out as follows: Theory and Practice of Critical Care Nursing Science (NCCN4870) = 960 hours in an approved critical care unit.

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

F.6.1 ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Health Promotion, Clinical Diagnosis and Treatment a candidate must comply with the following conditions:

- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council of Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

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

F.6.2 DURATION OF STUDY

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

F.6.3 CURRICULUM COMPILATION

Course Code	Course Title	Hours	NQF	Credits
Semester 1				
UAE4819	Academic Writing for Postgraduate Students	3	8	24
NHSM4890	Health Service Management	3	8	12
NFFP4881	Foundation of Professional Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NAHP4850	Advanced Health Promotion	4	8	16
NCDT4840	Practical: Clinical Diagnoses and Treatment	Self directed accompanying	8	8
NHAP4811	Specialized Human Anatomy and Physiology	4	8	16
NRP4820	Health Research Project	2	8	8
Total Credits Semester 1				96
Semester 2				
NHSM4890	Health Service Management	3	8	12
NDAP4882	Dynamics of Advanced Nursing Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NAHP4850	Advanced Health Promotion	4	8	16
NCDT4840	Practical: Clinical Diagnoses and Treatment	Self directed accompanying	8	8
NNAP4812	Advanced Pharmacology	4	8	16
NRP4820	Health Research Project	2	8	8
Total Credits Semester 2				80
TOTAL CREDITS :				176

F.6.4 RE-REGISTRATION RULES

Re-registration:

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

F.6.5 ACADEMIC ADVANCEMENT RULES

To complete the diploma successfully the student must:

- pass all prescribed modules,
- perform all prescribed practical and pass the prescribed examinations,
- pass the prescribed oral and practical examinations.

F.6.6 PRACTICALS

Clinical learning experience is carried out on a daily basis throughout the academic year. These practical take place under the guidance of the medical practitioner and the lecturer and consist of the following:

Estimation, identification, diagnosis, treatment and care of health problems of all systems

The following disciplines are covered:

Pediatric, Internal Medical Science, Surgery, Obstetrics and Gynecology. Concurrent and terminal evaluation will be done in respect of every student

F.7 POSTGRADUATE DIPLOMA NURSING SCIENCE (CLINICAL INSTRUCTION)

F.7.1 ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Clinical Instruction a candidate must comply with the following conditions:

- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council of Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

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

F.7.2 DURATION OF STUDY

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

F.7.3 CURRICULUM COMPILATION

Course Code	Course Title	Hours	NQF	Credits
Semester 1				
NHSM4890	Health Service Management	3	8	12
NFPP4881	Foundation of Professional Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
FCI4840	Framework of Clinical Instruction	2	8	8
NCIF4840	Facilitation of Clinical Instruction	2	8	8
NNCA4840	Clinical Attachment	Self directed accompanying	8	8
NHAP4811	Specialized Human Anatomy and Physiology	4	8	16
NRP4820	Health Research Project	2	8	8
UAE4819	Academic Writing	4	8	16
Total Credits Semester 1				96
Semester 2				
NHSM4890	Health Service Management	3	8	12
NDAP4882	Dynamics of Advanced Nursing Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
FCI4840	Framework of Clinical Instruction	2	8	8
NCIF4840	Facilitation of Clinical Instruction	2	8	8
NNCA4840	Clinical Attachment	Self directed accompanying	8	8
NPAW4882	Physical Assessment and Wound Care	3	8	12
NRP4820	Health Research Project	2	8	8
Total Credits Semester 2				76
TOTAL CREDITS:				172

F.7.4 RE-REGISTRATION RULES

Since the Post graduate Diploma Clinical Instruction (14PGDCI) is offered over one year full-time, two (2) modules should have been passed after the first year of registration.

F.7.5 ACADEMIC ADVANCEMENT RULE

To complete the diploma successfully the student must:

- pass all prescribed modules,
- perform all prescribed practical and pass the prescribed examinations
- pass the prescribed oral and practical examinations.

F.7.6 PRACTICALS

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

F.8 POSTGRADUATE DIPLOMA IN NURSING SCIENCE (EMERGENCY NURSING)

F.8.1 ADMISSION REQUIREMENTS

To register for the Post Graduate Diploma Emergency Nursing a candidate must comply with the following conditions:

- registration as a nurse and midwife;
- annually, together with his/her application for registration, furnish proof of his/her current registration as a nurse and midwife with the Nursing Council of Namibia;
- have at least two years' experience as a registered nurse.
- Degree or Diploma in Comprehensive Nursing and Midwifery Science.

F.8.2 DURATION OF STUDY

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

F.8.3 CURRICULUM COMPILATION

Course Code	Course Title	Hours	NQF Level	Credits
Semester 1				
UEA4819	Academic Writing for Postgraduate Students	4	8	16
NHSM4890	Health Service Management	3	8	12
NFPP4881	Foundation of Professional Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NENP4870	Emergency Nursing	4	8	16
NENP4840	Emergency Practical Nursing	Self directed accompanying	8	8
NENP4870	Specialized Human Anatomy and Physiology	4	8	16
NRP4820	Health Research Project	2	8	8
Total Credits Semester 1				88
Semester 2				
NHSM4890	Health Service Management	3	8	12
NDAP4882	Dynamics of Advanced Nursing Practice	3	8	12
NNHR4820	Health Research Methods	2	8	8
NENP4870	Emergency Nursing	4	8	8
NENP4840	Emergency Practical Nursing	Self directed accompanying	8	8
NPAW4882	Physical Assessment and Wound Care	3	8	12
NNEM4812	Emergency Medicine	2	8	8
NRP4820	Health Research Project	2	8	8
Total Credits Semester 2				76
TOTAL CREDITS				164

F.8.4 RE-REGISTRATION RULES

Since the Post graduate Diploma Clinical Instruction (14PGDCI) is offered over one year full-time, two (2) modules should have been passed after the first year of registration.

F.8.5 ACADEMIC ADVANCEMENT RULE

To complete the diploma successfully the student must:

- pass all prescribed modules, perform all prescribed practical and pass the prescribed examinations and pass the prescribed oral and practical examinations.

F.8.6 PRACTICALS

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

F.9 MASTER OF NURSING SCIENCE [14 NMNS]

F.9.1 ADMISSION REQUIREMENTS

To register for the M. N. Sc. Degree, a candidate must:

- hold a degree in Nursing Science or an equivalent qualification;
- meet the general regulations for Masters study at the University of Namibia;
- annually furnish proof of current registration as a nurse with the Nursing Council of Namibian.

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

F.9.2 DURATION OF STUDY

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

F.9.3 CURRICULUM COMPILATION

SEMESTER 1					SEMESTER 2				
Module	Code	Hours	Credits	NQF	Module	Code	Hours	Credits	NQF
Master in Nursing Science	NMNS 5900	6 tutorials	120	9	Master in Nursing Science	NMNS 5900	6 tutorials	120	9
Academic Writing	UAE5819	4	16	8					
TOTAL CREDITS 256									

The curriculum for the M. N Sc. (14NMNS) consists of a thesis on an approved subject in the field of nursing or health aspects.

NNMS 5900 – Master Thesis

IMPORTANT NOTE

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

F.10 MASTER IN PUBLIC HEALTH [14 NMPH]

F.10.1 ADMISSION REQUIREMENTS

To register for the Master in Public Health a candidate must:

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

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

F.10.2 DURATION OF STUDY

Minimum TWO years Maximum FOUR years to complete.

F.10.3 CURRICULUM COMPILATION

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

Course Code	Course Title	Hours	NQF Level	Credits
Year 1 Semester 1				
UAE4819	Academic Writing for Postgraduate Students	3	8	24
NRMP5980	Research Methodology	2	9	12
NHPH5980	Hist, Ethics, Phil and Theoretical Framework of Public Health	2	9	12
NDEP5980	Demography and Epidemiology in Public Health	2	9	12
Year 1 Semester 2				
NRMP5980	Research Methodology	2	9	12
NHPH5980	Hist, Phil, Ethics and Theoretical Framework of Public Health	2	9	12
NDEP5980	Demography and Epidemiology in Public Health	2	9	12
Total Credits for Year 1				76
Year 2 Semester 1				
NDCP5980	Disease Control in Public Health	2	9	12
NHPM5980	Health Services Planning and Management in Public Health	2	9	12
Year 2 Semester 2				
NDCP5980	Disease Control in Public Health	2	9	12
NMEP5982	Monitoring and Evaluation in Public Health	2	9	12
NHPM5980	Health Services Planning and Management in Public Health	2	9	12
Total Credits for Year 2				72
Year 3 Semester 1 and 2				
NRPT5900	Research Project /Thesis		9	120
TOTAL CREDITS FOR THE PROGRAMME				268

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

IMPORTANT NOTE

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

F.11 DOCTOR OF NURSING SCIENCE [14DNSC]

F.11.1 ADMISSION

To register for the Doctor of Nursing Science degree, a candidate must:

- Hold a Masters degree in Nursing Science or an equivalent qualification;
- Meet the general regulations for doctoral study at the University of Namibia;
- Annually furnish proof of current registration as a nurse with the Nursing Council of Namibia

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

F.11.2 DURATION OF STUDY

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

F.11.3 CURRICULUM COMPILATION

SEMESTER 1					SEMESTER 2				
Module	Code	Hours	Credits	NQF Level	Module	Code	Hours	Credits	NQF Level
Thesis writing	NDND 6000	6 tutorials	180	10	Thesis writing	NDND 6000	6 tutorials	180	10
TOTAL CREDIT 360									

F.11.4 EXAMINATION REGULATIONS

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

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

IMPORTANT NOTE

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

G. FACULTY OF LAW

OFFICE OF THE DEAN

☎ (+264 61) 206 3622 📠 (+264 61) 206 3702 ✉ ahusselmaan@unam.na 📧 Private Bag 13301, Windhoek, Namibia

Dean

Mr F Nghiiishililwa: LL B; LL M (Warwick)

Deputy Dean

Mr F Bangamwabo: LL B (Zimbabwe); LL M (Ireland); Registered Attorney with the High Court of Zimbabwe.

ACADEMIC DEPARTMENTS

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

Department of Commercial Law

Head of Department: Prof J Baloro: LL B (Hon) (Ghana), LL M (Temple), Ph D (London), Barrister-at-Law of the Supreme Court of Ghana

☎ (+264 61) 206 3662 📠 (+264 61) 206 3703 ✉ jboloro@unam.na 📧 Private Bag 13301, Windhoek, Namibia

Department of Private and Procedural Law

Head of Department: Mr SK Amoo: BA (Legon); LL B (Zambia); LL M (Toronto); Advocate of the Supreme Court of Zambia; Advocate of the High Court of Namibia

☎ (+264 61) 206 3702 📠 (+264 61) 206 3703 ✉ skamoo@unam.na 📧 Private Bag 13301, Windhoek, Namibia

Department of Public Law and Jurisprudence

Head of Department: Ms Y Dausab: BA Law; LL B (UWC); LL M (Pretoria)

☎ (+264 61) 206 3775 📠 (+264 61) 206 3703 ✉ ydausab@unam.na 📧 Private Bag 13301, Windhoek, Namibia

G.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF LAW

The Faculty of Law may award the following postgraduate qualifications:

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

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

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

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

G.2.1 ADMISSION

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

- s/he has a good law degree with at least a C-grade average (i.e. 60-69%) of the University of Namibia or an equivalent degree of another University/institution recognized by the Senate, on the recommendation of the Faculty of Law, for the purpose; or
- s/he has in any other manner attained a level of competence, which in the opinion of senate, on the recommendation of the faculty of law, is adequate for the purpose of admission as a candidate for the degree.

G.2.2 DURATION OF STUDY

- A full-time candidate shall complete the approved thesis for the degree within one (1) academic year; a part time candidate within two (2) academic years.
- The faculty board may, in justified cases, extend the duration of studies of a full-time candidate up to two (2) academic years and a part-time candidate up to three (3) academic years.

G.2.3 CURRICULUM COMPILATION

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

Year	Course Title	Code	NQF Level	Contact Hours	Credits
1	Academic Writing for Post Graduate Students	UAE 5819	8	56	24
1	Masters Research Proposal (Law)	LMP 5100	9		
1	LL M Thesis	LTH 5900	9		

G.3 DOCTOR OF PHILOSOPHY IN LAW (PH D IN LAW) [16DPLA]

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

IMPORTANT NOTE

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

H. FACULTY OF SCIENCE

OFFICE OF THE DEAN

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

Dean

Prof E M R Kiremire: B.Sc.(Hons), University of East Africa, Makerere University College) Ph.D. (Uni. of New Brunswick, Canada)

Deputy Dean

Dr M A Kandawa-Schulz: M.Sc. Dr.rer.nat. (University of Rostock)

ACADEMIC DEPARTMENTS

DEPARTMENT OF BIOLOGICAL SCIENCES

Head of Department: Dr. R. Böck: M.Sc. (Saarbrücken/Germany), Ph.D (Oklahoma State/USA)
☎ (+264 61) 206 3423 📠 (+264 61) 206 3791 ✉ rboeck@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

Head of Department: Dr E Naomab: B.Sc., MSc. (UNAM), MRes (Nottingham Trent, UK), Ph D (Nottingham University, UK)
☎ (+264 61) 206 3384 📠 (+264 61) 206 3791 ✉ enaomab@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF COMPUTER SCIENCE

Head of Department: Dr. J. Mbale Ph.D. (HIT, China), M.Sc. (Shanghai, China), B.A. (UNZA), Dip.Ed. (TVTC), CCAI, CISCO IT-Essentials: PC Hardware and Software
☎ (+264 61) 206 3519 📠 (+264 61) 206 3791 ✉ jmbale@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF GEOLOGY

Head of Department: Dr A.F. Kamona: B.Sc. (UNZA). MMinSc (UNZA), PhD (Aachen, Germany).
☎ (+264 61) 206 3712 📠 (+264 61) 206 3791 ✉ afkamona@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF MATHEMATICS

Head of Department: Dr F Gideon: B.Sc. (UNAM), BSc-Hons, MSc (Rhodes Univ), Ph.D (University of North West)
☎ (+264 61) 206 3793 📠 (+264 61) 206 3791 ✉ fgideon@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF PHYSICS

Head of Department: Prof J A Oyedele: B.Sc.(Ife), M.Sc., PhD (Mc Master, Canada)
☎ (+264 61) 206 3373 📠 (+264 61) 206 3791 ✉ oyedelej@unam.na ✉ Private Bag 13301, Windhoek, Namibia

DEPARTMENT OF STATISTICS

Head of Department: Dr. N Indongo: B.Sc. (UNAM), MSc. in Social Statistics (Soton, UK), PhD in Demography (Univ of Pretoria)
☎ (+264 61) 206 3367 📠 (+264 61) 206 3226 ✉ nkanime@unam.na ✉ Private Bag 13301, Windhoek, Namibia

H.1 POSTGRADUATE QUALIFICATIONS OFFERED BY THE FACULTY OF SCIENCE

The Faculty of Science may award the following postgraduate qualifications:

Qualification Code	Qualification Name	Study Period
11MASC	Master of Science (by Thesis)	2
11MSCB	Master of Science (Biodiversity Management & Research)	2
11MSCC	Master of Science (Chemistry)	2
11MSCI	Master of Science (Information Technology)	2
11MSCM	Master of Science in Mathematics	2
11MSPH	Master of Science (Physics)	2
11MSST	Master of Science (Statistics and Demography)	2
11DPSC	Doctor of Philosophy	3

The Faculty may award the degree Master of Science (MSc) by thesis in all the disciplines.

Currently all masters programmes are offered by research except MSc in IT and MSc (Biodiversity Management & Research) but students may be required to undertake specific courses that will enhance their capability in the field of research. Refer to Regulations for Postgraduate studies in this Prospectus and the General Information & Regulations Prospectus.

H.2 MASTER OF SCIENCE IN CHEMISTRY [11MSCC]

H.2.1 ADMISSION REQUIREMENTS

The MSc programme in the Department of Chemistry is open to all Bachelor of Science graduates with NQA level 8 or equivalent qualification and with chemistry as one of their majors. The admission to the MSc programme of the holders of the B.Sc (Chemistry) degree is not automatic. The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required. The course normally extends over a minimum period of two years for full-time students.

H.2.2 DURATION OF STUDY

The Master of Science in Chemistry is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year. The duration of the MSc in Chemistry is two (2) years for full-time students and three (3) years for part-time students. Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

H.2.3 CURRICULUM COMPILATION

The curriculum for the MSc in Chemistry consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate programmes in this Prospectus and the General Regulations & Information Prospectus.

SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

Course Code	Course Title	NQF Level	Credits	Compulsory (C) /Elective (E)	Prerequisites
Year 1 Semester 1					
UAE 5819	Academic Writing for Postgraduate Students	8	24	C ₁	
SCHM5961	Chemistry Seminars	9	12	C	
SCHM5911	Advanced Analytical and Instrumental Methods	9	24	C	
SCHM5991	Research Methodology and Project Proposal	9	12	C	
Electives (Any two courses)					
SCHM5931	Advanced Organic Chemistry	9	24	E	
SCHM5951	Advanced Inorganic Chemistry	9	24	E	

1 Please note: Advance academic writing for postgraduate students is required but doesn't contribute to the total programme credits.

SCHM5971	Advanced Physical Chemistry	9	24	E	
SCHI5931	Advanced Industrial Chemistry	9	24	E	
Total Credits Semester 1					96
Year 1 Semester 2: Electives (Any two courses)					
SCHM5912	Current Topics in Analytical Chemistry	9	24	E	SCHM5911
SCHM5932	Current Topics in Organic Chemistry	9	24	E	SCHM5931
SCHM5972	Current Topics in Physical Chemistry	9	24	E	SCHM5971
SCHM5952	Current Topics in Inorganic Chemistry	9	24	E	SCHM5951
SCHI5932	Current Topics in Industrial Chemistry	9	24	E	SCHI5931
Total Credits Semester 2					48
Total Credits Year 1					144
Year 2					
SCHM5900	M.Sc. Thesis		120	C	Pass in all year 1 courses
Total Credits Year 2					120
Total Credits for the programme					264

H.2.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

The applicants will be accepted on the basis of their undergraduate record. An average mark of 60% is required.

H.2.5 ADVANCEMENT AND PROGRESSION RULES

Student must have passed all year 1 courses (144 **credits**) before passing to year 2.

A candidate must first successfully complete the coursework examinations before commencing thesis work.

H.2.6 MAXIMUM NUMBER OF COURSES PER YEAR

Student must have 144 **Credits** before passing to year 2.

Full time students must have 120 **Credits** in year 2, to be able to graduate

Part time students must have 60 **credits** in year 2 to be able to proceed to year 3.

H.2.7 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 264 **credits**, and who have met the requirements of the compulsory and elective sections.

H.2.8 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course.

Coursework component in the first year will be assessed through written tests, laboratory work, seminar presentation and final examination.

H.2.9 PRACTICALS

Four compulsory practical classes (mini Projects) in the chosen field of study are offered in the first semester. Each practical runs over three weeks. A well-written practical report in the form of a journal article should be submitted. All calculations must be submitted separately.

IMPORTANT NOTE

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

H.3 MASTER OF SCIENCE IN MATHEMATICS [11MSCM]

H.3.1 ADMISSION REQUIREMENTS

The MSc Programme in the Department of Mathematics will require a minimum of a BSc, with a Mathematics Major, in the lower second class division or an equivalent qualification at NQF Level 8. That means applicants will need to have attained an average mark of at least 60% in their undergraduate programme. Students who have completed the old BSc Programme in Mathematics must do all courses of the current fourth year programme in order to gain admission to the MSc Programme.

H.3.2 DURATION OF STUDY

The duration of the MSc in Mathematics is two (2) years for full-time students and three (3) years for part-time students. Relevant committees may grant an extension of registration up to six (6) months beyond the stipulated period if valid reasons are advanced.

H.3.3 CURRICULUM COMPILATION

The curriculum for the MSc in Mathematics consists of coursework and the writing of a research thesis. The design of the Programme provides candidates with the opportunity to become pure mathematicians or applied mathematicians due to the introduction of options in the second semester of the first year of study. The MSc in Mathematics will be offered in compliance with the general regulations and guidelines for postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

Note: The student must pass all first year course before (s)he can proceed with the MSc Thesis

Course Code	Course Title	NQF Level	Credits	Compulsory (C) / Elective (E)	Prerequisites
Year 1 Semester 1					
UAE 5819	Academic Writing for Postgraduate Students	8	24	C	
SMAT5901	Mathematical Modeling	9	12	C	
SMAT5921	Advanced Analysis	9	12	C	
SMAT5951	Differential Geometry	9	24	C	
Total Credits Semester 1			48		
Year 1 Semester 2					
Option A (Pure Mathematics)					
SMAT5922	Research Methodology	9	12	C	
SMAT5902	Graph Theory	9	12	E	
SMAT5932	Topics in Topology	9	24	E	
SMAT5942	Algebraic Topology	9	12	E	
SMAT5972	Topics in Algebra	9	24	E	
Total Credits Semester 2			84		
Total Credits Year 1			132		
Option B (Applied Mathematics)					
SMAA5922	Research Methodology	9	12	C	
SMAA5902	Stochastic Differential Equations	9	12	E	
SMAA5912	Mathematical Biology	9	24	E	
SMAA5942	Dynamical Systems	9	12	E	
SMAA5972	Topics in Finance	9	24	E	
Total Credits Semester 1			84		
Year 2 Semester 1					
SMAT5931	Measure Theory and Integration	9	24	C	
Year 2 Semester 1 & 2					
SMAT5950	MSc Thesis	9	96	C	
Total Credits Year 2			120		
Total Credits for the programme			252		

H.3.4 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course.

H.3.5 SEMINARS

Students are expected to give a seminar presentation as part of their continuous assessment in each course.

H.4 MSc BIODIVERSITY MANAGEMENT & RESEARCH [11MSCB] **(In Collaboration with Humboldt)**

H.4.1 ADMISSION REQUIREMENTS

The MSc Biodiversity Management and Research program in the Department of Biological Sciences is open to applicants with at least a Bachelor's degree at NQF level 8 or equivalent with Biology or related majors. The applicants will be accepted on the basis of their undergraduate records with an average mark of at least 60%.

H.4.2 DURATION OF STUDY

The Master of Biodiversity Management and Research is offered through coursework and thesis, extending over two years of full-time study. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

H.4.3 CURRICULUM COMPILATION

The curriculum for the Biodiversity Management and Research consists of coursework, internship and the writing of a research thesis. Refer to Regulations for Postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

YEAR 1

Course Code	Course Title	NQF Level	Credits	Compulsory/ Elective
Year 1 Semester 1				
UAE5819	Academic Writing for Post Graduate Students	8	24	Compulsory
SEBM 5911	Biostatistics, Scientific Presentation & Publication	9	18	Compulsory
SEBM5931	Assessing Biodiversity	9	18	Compulsory
SEBB 5911	Evolution of Biodiversity	9	18	Compulsory
SEBB 5931	Applied Biogeography	9	18	Compulsory
SEBL5911	Integrated Land use and Water Resources Management	9	18	Compulsory
Year 1 Semester 2				
SEBL5912	Natural Resource Economics and Management	9	18	Compulsory
SEBL 5932	Environmental law	9	18	Compulsory
SEBL5952	GIS and Remote sensing	9	18	Elective
SEBM 5912	Management of Natural History Collections	9	18	Elective
SEBF 5912	Functional Biodiversity of Arid and Semiarid ecosystems	9	18	Elective
SEBF5932	Functional Biodiversity of woodland and forest Ecosystem	9	18	Elective
SEBF5952	Functional Biodiversity of Marine Ecosystems	9	18	Elective
SEBF 5972	Functional Biodiversity of Freshwater Ecosystems	9	18	Elective

YEAR 2

Course Code	Course Title	NQF Level	Credits	Prerequisites	Compulsory/Elective
SEBL 5902	Internship	9	9	Student must pass all year modules and register for thesis	Compulsory
SEBL5900	Thesis	9	120	Student must pass all year 1 modules	Compulsory

H.4.4 EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. The Admission & Examinations Committee will decide on admission to the module examinations. In addition to module-specific regulations, attendance of at least 80% in a particular module is a requirement for examination admission. Students must pass all modules for them to proceed to the master thesis. A mixture of assessment modes will be used: written, oral or practical examinations, reports and presentations.

H.4.5 FORMAT AND EVALUATION OF THESIS WORK

Before a candidate can proceed to the thesis, he/she must first successfully complete the coursework examinations. Each student will submit a Master Thesis/Dissertation during the second year. The thesis must be drafted in English language. The thesis must be in a format given by the Coordinators. The thesis will be evaluated by the supervisor and another examiner within one month after submission. The UNAM grading system will be used for the evaluation. Each student will defend the thesis in a viva voce examination.

H.4.6 PRACTICALS

Attendance of practical classes, field trips and internship is compulsory.

H.5 MASTER OF SCIENCE IN PHYSICS (11MSPH)

H.5.1 ADMISSION REQUIREMENTS

The admission requirement for the proposed M.Sc. programme will be a University of Namibia NQF Level 8 degree in Physics or equivalent degree from a recognised university. The applicant will be accepted on the basis of his/her undergraduate academic record with an average mark of at least 60%. Former UNAM double major Physics graduates may be admitted but will first have to take and pass relevant additional undergraduate courses prescribed by the Department on a case by case basis.

H.5.2 DURATION OF STUDY

The duration of this programme will be two (2) years minimum and three (3) years maximum for full-time students. The first year will mostly consist of coursework, while the second year will be dedicated to a supervised research project and the writing of a thesis.

H.5.3 CURRICULUM COMPILATION

Course Code	Course Title	NQF Level	Credits	Compulsory (C) / Elective (E)	Prerequisites
Year 1 Semester 1					
UAE 5819	Academic Writing for Postgraduate Students	8	24	C	
SPHY5911	Advanced Quantum Mechanics	9	24	C	
SPHY5931	Research Methodology	9	24	C	
SPHY5951	Mathematical Methods of Physics	9	24	C	
Total Credits Semester 1			72		
Year 1 Semester 2					
SPHY5972	Advanced Classical Mechanics	9	24	C	
SPHY5912	Lasers and Applications	9	24	E	
SPHY5932	Radiation Physics	9	24	E	
SPHY5952	Computational Physics	9	24	E	
SPHY5992	Astro- and Space Physics	9	24	E	
Total Credits Semester 2			72		
Total Credits Year 1			144		
Year 2 Semester 1 & 2					
SPHY5900	MSc Thesis	9	120	C	
Total Credits Year 2			120		
Total Credits for the programme			264		

Total **Credits** = 144 (year 1) + 120 (year 2) = 264

*The credit for the course UAE5819 (a level 8 course) is not included in the total credit of 264.

H.5.4 ASSESSMENT CRITERIA

Formal examinations, subject to external moderation, will take place at the end of each semester of the first year of the programme. A minimum continuous assessment mark of 40% and a minimum of 80% class attendance is required to be admitted to write the examination in a specific course. Students must pass all courses in order to proceed to the thesis component of the degree. In all cases, a minimum mark of 50% is required to pass.

H.5.5 FORMAT AND EVALUATION OF THESIS

During the thesis year, the student shall conduct supervised research in a Senate approved field of study. At the end of this year, the candidate must submit a completed Master Thesis/Dissertation in the English language. This thesis must be in a format prescribed by the Department as per University regulations. The completed thesis will be evaluated by the supervisor(s) and one (or more, if needed) external examiners, normally within a month after submission. The student will be expected to successfully defend his/her thesis in a viva voce examination.

H.5.6 PRACTICALS

Attendance of practical classes, experiments, projects, field trips and/or internships as prescribed by the course lecturers and thesis supervisor(s) are compulsory.

H.6 MASTER OF SCIENCE IN APPLIED STATISTICS AND DEMOGRAPHY [11MSST]

H.6.1 ADMISSION REQUIREMENTS

The MSc Programme in the Department of Statistics will require a minimum of a BSc, with a Statistics or Population studies Major, in the lower second class division (60-69%) or an equivalent qualification

H.6.2 DURATION OF STUDY

The Master of Science in Applied Statistics and Demography cannot be completed in less than two (2) years. The programme must be completed within three (3) years of full-time study.

H.6.3 CURRICULUM COMPILATION

The curriculum for the MSc Applied Statistics and Demography consists of coursework and the writing of a research thesis. Refer to the Regulations for Postgraduate Courses of study in the General Prospectus: Information, Regulations & Fees.

Course Code	Course Title	NQF Level	Credits	Compulsory (C) /Elective (E)	Prerequisites
Year 1 Semester 1					
UAE 5819	Academic Writing for Postgraduate Students	8	24	C	
SSTM5911	Research Design and Methodology	9	24	C	
SSTM5921	Population and Development	9	12	C	
SSTM5951	Statistical Computing	9	24	C	
Total Credits Semester 1			56		
Year 1 Semester 2					
Option B (Applied Mathematics)					
SSTM5912	Generalized Linear Models	9	24	C	
SSTM5932	Multivariate Data Analysis	9	24	E	
SSTM5922	Monitoring and Evaluation	9	12	E	
SSTM5952	Demographic Analysis	9	24	E	
Total Credits Semester 1			84		
Year 2 Semester 1 & 2					
SSTM5900	MSc Thesis	9	140	C	Pass all first year courses
Total Credits Year 2			120		
Total Credits for the programme			252		

H.6.4 ASSESSMENT CRITERIA

If a student fails the first semester course he/she may proceed to the next semester. However he/she must repeat the course in the following year. A minimum of 50% is required to pass each course.

H.6.5 PRACTICALS

All practicals are compulsory.

IMPORTANT NOTE

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

H.7 MSc INFORMATION TECHNOLOGY [11MSCI]

H.7.1 ADMISSION REQUIREMENTS

The applicants will be accepted on the basis of their undergraduate records. The Master of Science in Information Technology programme is open to all Bachelor's degree holders with Computer Science major or Computer related field and with a minimum average pass mark of 60%.

H.7.2 DURATION OF STUDY

The Master of Science in Information Technology is offered through coursework and thesis, extending over two years for full-time students and three years for part-time students. The coursework is conducted during the first academic year of study and is followed by a supervised original research project extending over the second year.

H.7.3 CURRICULUM COMPILATION

The curriculum for the MSc. degree consists of the writing of a research thesis. Refer to Regulations for Postgraduate studies in this Prospectus and the Regulations and Guidelines for Postgraduate Programmes and the General Information and Regulations Prospectus.

FIRST YEAR MODULES

Compulsory Courses:

ALL courses are compulsory

The following courses are offered in the first semester with a three hours examination paper written in June. The courses are not necessarily offered every academic year.

UAE5819 Academic Writing for Post Graduate Students
SCMP5931 Discrete Mathematics
SCMP5951 Computer Graphics
SCMP5971 Advanced Operating Systems

Second Semester

Compulsory courses:

ALL courses are compulsory

The following courses are offered in the second semester with a three hours examination paper written in November. The courses are not necessarily offered every academic year.

SCMP5912 Cryptography and Network Security
SCMP5932 Research Methodology and Research Proposal
SCMP5952 Advanced Software Engineering
SCMP5972 Data Communication and Computer Networks

SECOND YEAR COURSE

SCMP5900 MSc Thesis

YEAR 1

SEMESTER	COURSE TITLE	CODE	PRE-REQUISITES
1	Academic Writing for Post Graduate Students	UAE5819	Must be a Postgraduate student
1	Discrete Mathematics	SCMP5931	None
1	Computer Graphics	SCMP5951	None
1	Advanced Operating Systems	SCMP5971	None

SEMESTER	COURSE TITLE	CODE	PRE-REQUISITES
2	Cryptography and Network Security	SCMP5912	None
2	Research Methodology and Research Proposal	SCMP5932	None
2	Advanced Software Engineering	SCMP5952	None
2	Data Communication and Computer Networks	SCMP5972	None

YEAR 2

SEMESTER	COURSE TITLE	CODE	PRE-REQUISITES
1 & 2	Thesis	SCMP5900	Passed ALL first year modules

H.7.4 EXAMINATION REGULATIONS

Formal examination will take place at the end of each semester. Examinations will be subject to external assessment. The candidate should pass the formal examinations in the taught courses before registering for the Thesis. A candidate who fails any part of his/her Masters Degree Programme and who is allowed to repeat that part may be exempted by Senate, on the recommendations of the Departmental panel of examiners from those courses or components from that part s/he passed.

H.7.5 FORMAT AND EVALUATION OF THESIS WORK

A candidate shall be required to submit a complete report in loose bound form for verification and approval to the concerned supervisors in the following format: Paper size: A4 (International format, 210 x 297 mm) Line space: 1.5 Top and Bottom margins: 20mm Left margin: 30mm Right margin: 10 mm Figures/flowchart/circuits/block diagrams: No restrictions. Font size: 12 After the dissertation has been approved by the panel the candidate shall submit at least four bounded copies with the chairman of the department in accordance with the following specifications: Colour of the report: White Type of binding: Artvellum or cloth Front page should include: University Logo Title of the Project Title of the Degree Name of the candidate Month and Year The relevant department will retain one copy and two copies will be deposited in the university Library. Unless senate has agreed to the contrary the Library copies shall be open to public reference. **One copy to the supervisor.** The candidate should submit the completed project work in all respects before the end of the academic calendar as announced by the respective department. The candidates will be informed in advance the date, time and the venue of the viva-voce examination. Concept and Evaluation of Mini Project: Concept of mini project is introduced in each course in order to strengthen the programming skills and ideas to develop the real time project as the time goes. It not only gives the skills but also gives the confidence in the candidates to go ahead with the project developments and practical implementations with different types of tools. The evaluation will be done by a group of examiners constituted by the course co-ordinator. The candidate has to submit a complete project report according to the format given by the respective supervisors. Evaluation also involves the demonstration and viva-voce.

H.7.6 PRACTICALS

Attendance of practical classes is compulsory.

NB: STUDENT MUST PASS ALL MODULES/COURSES AND PRE/CO-REQUISITES AS LISTED FOR THE PARTICULAR MODULES. THIS SECTION LISTS ALL THE COURSE CODES FOR MSC (IT), FOLLOWED THEREAFTER BY THE COURSE CONTENTS IN THE SAME ORDER.

IMPORTANT NOTE

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

H.8 DOCTOR OF PHILOSOPHY (PHD) [11DPSC]

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

H.8.1 ADMISSION REQUIREMENTS

Possession of a good M.Sc. degree. Working experience is highly recommended. Admission will depend on availability of suitably qualified supervisors in the respective field of research.

IMPORTANT NOTE

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

I. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

I.1. PREAMBLE

The guidelines and regulations presented in this 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.

I.2. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

I.2.1 POSTGRADUATE DIPLOMA COURSES

- 1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the 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.

I.2.2 MASTER'S DEGREE COURSES

- 1) Postgraduate training programmes at Master's degree level are of two types:
 - (a) Programmes whereby the Master's degree is pursued by research alone, entailing the writing of a thesis, in accordance with guidelines provided by the Postgraduate Studies Committee.
 - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then up to one academic year of research and writing a thesis, as a partial fulfilment of the requirements for the Master's degree.
- 2) 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.

I.2.3 DOCTORAL COURSES

- 1) Doctoral study opportunities at UNAM are offered to candidates who have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and

infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.

- 2) Doctoral courses at UNAM are normally undertaken by research and the writing of a dissertation. The duration of a doctoral programme is a minimum of three 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.

I.2.4 HIGHER DOCTORATES

- 1) UNAM also makes provision for the award of Higher Doctorate Degrees. These are awarded to scholars who have made original contributions of international standard in their respective fields of specialization.
- 2) UNAM scholars who consider themselves qualified for Higher Doctorate awards must submit their applications for their candidacy to the Dean of their respective Faculty through Heads of the relevant Departments.
- 3) The respective Faculty concerned screens the application and recommends to the Postgraduate Studies Committee whether or not, in the opinion of the Faculty, the applicant qualifies as a candidate for UNAM's Higher Doctorate.
- 4) The following Higher Doctorate degrees will be awarded:
 - (a) Doctor of Education (D.Ed.): for successful candidates in the field of Education;
 - (b) Doctor of Literature (D.Lit.): for successful candidates in the Humanities, Economic and Social Sciences, and in the Visual and Performing Arts;
 - (c) Doctor of Laws (LL.D.): for successful candidates in the field of Law;
- 5) Doctor of Science (D.Sc.): for successful candidates in the Agricultural, Engineering, Medical and the Natural Sciences

I.2.5 APPROVAL OF POSTGRADUATE PROGRAMMES

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

I.3. ELIGIBILITY FOR ADMISSION

I.3.1 POSTGRADUATE DIPLOMA

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

I.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.)

I.3.3 DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES

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

I.3.4 HIGHER DOCTORATES

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

I.4. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

I.5.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

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

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

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

- 1) The way forward with regard to writing the Research Proposal - there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students should decide on their own topic and follow the instructions on how to write research proposals as given in Annex 1.

- 2) The procedures on submitting your Research Proposal.
- 3) Different committee systems to evaluate, recommend and approve the Research Proposal.
- 4) The importance to keep to registration deadlines for draft and final submissions.
- 5) Inform the student when to register for the Masters Thesis or Doctorate Dissertation after final approval by the Postgraduate Studies Committee and Senate.

I.5.2 STUDY PERMIT REQUIREMENTS

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

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

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

I.5.3 REGISTRATION OF THE SELECTED CANDIDATES

- 1) Candidates who are registered in programmes involving coursework and a thesis/ dissertation will be required to enroll in recommended faculty **core** and **elective** (optional) courses, as prescribed in the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus.
- 2) On the basis of the availability of qualified staff in the department, candidates will be registered for the research proposal. The final registration of the candidates will be undertaken after the approval by the Postgraduate Studies Committee of their fully fledged research proposal.
- 3) All Postgraduate Students shall be required to register for the compulsory course on "Academic Writing for Postgraduate Students".
- 4) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.

I.5.4 ENROLMENT IN SPECIAL COURSES

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 courses, which will help to bridge any gaps in their earlier training, or expose them to new developments in their study disciplines.

I.5.5 SANDWICH POSTGRADUATE TRAINING

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

I.5.6 COURSEWORK EVALUATION AND GRADING

- 1) Candidates who are registered for lectured postgraduate courses will be examined according to procedures approved by Senate.

- 2) In all Faculties / Institutes, the meaning attached to letter grades awarded by examiners is as follows:

<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.

I.5.7 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 submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University. The supervisor should not be one of the examiners.
- 7) The examiners shall be required to submit a detailed assessment of the thesis / dissertation, and also write definite recommendations on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/ revisions being made, or whether the thesis / dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/dissertation should be rejected outright. (See 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)

I.5.8 REGULATIONS AND GUIDELINES FOR HIGHER DOCTORATES

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

I.5.9 CONFERMENT OF DEGREES

Higher Doctorates

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

I.5.10 SUBSEQUENT PUBLICATION FROM A THESIS/DISSERTATION

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

I.5. GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS

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

I.6. GUIDELINES ON THE TEACHING AT POSTGRADUATE LEVEL

- 1) To teach and supervise students at the master's and doctoral programme levels, a member of staff shall have a doctoral degree in the discipline of the postgraduate programme being offered.
- 2) Members of staff with lower qualifications but with specialized expertise can co-teach with members of staff holding doctoral degrees.

I.7. GUIDELINES ON THE SUPERVISION OF RESEARCH BY POSTGRADUATE CANDIDATES

I.7.1 INTRODUCTION

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

Committee. This shall be both for lectured and independent research courses. Where the student's research topic is multidisciplinary in nature, or where the need for additional expert supervision in the same discipline exists, or where the candidate's postgraduate training programme involves sandwich arrangements, one or more additional supervisors will be appointed.

- 2) Postgraduate student supervisors will be appointed from amongst suitably qualified members of the Faculties/ Centres.

I.7.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

- 1) The supervisor should have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the candidate towards attaining the stipulated standards.
- 2) A supervisor shall be allowed to supervise postgraduate students only in his/her field of study, expertise and research experience. This will help to ensure high standards of attainment, and to avoid possible embarrassments resulting from the rejection of theses / dissertations by examiners. To supervise Master's and Doctoral level candidates adequately, the supervisor should have a doctoral degree. He / she can co-supervise with members of staff holding a 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 Faculty Postgraduate Studies 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 Faculty 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 shall not 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

I.8. REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS

- 1) At least three months prior to the scheduled date for the submission of the thesis/dissertation, the respective postgraduate candidates shall, through their supervisors, Departments, Faculties and Institutes, submit a notice, in writing, to the Chairperson of the Postgraduate Studies Committee, declaring their intention to submit their theses/ dissertations.
- 2) The notice shall be accompanied by an **abstract** of the thesis/dissertation, 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.

I.9. REGULATIONS AND GUIDELINES ON THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS

I.9.1 MASTER'S THESES AND DOCTORAL DISSERTATIONS

- 1) Every thesis / dissertation shall be assessed by at least two examiners in the case of Master's candidates and at least three examiners for Doctoral candidates. At least one of the examiners in each case must be external to the University of Namibia. Supervisors should not act as Internal Examiners as they would not critically examine students' work they have supervised. Departments shall utilize appropriately qualified staff from other departments in the University to act as internal examiners when they have within their ranks insufficient staff to draw internal examiners from. Internal and External Examiners 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.
- (b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

I.9.2 ASSESSMENT OF PUBLISHED WORK FOR HIGHER DOCTORATES

- 1) The work submitted to UNAM for a Higher Doctorate candidate shall be evaluated by at least three examiners appointed by Senate on recommendation of the relevant Faculty Board and Postgraduate Studies Committee.
- 2) The job of examiners shall be to critically examine the candidate's contribution, to ascertain that:
 - (a) the work shows outstanding originality;
 - (b) the candidate's contribution to new knowledge has been substantial;
 - (c) the quality of the candidate's **unifying statement** is truly excellent.
- 3) Examiners for Higher Doctorates shall be selected from amongst the most highly distinguished international scholars on the subject, preferably holders of Higher Doctorates themselves.
- 4) The examiners shall be required to report on the candidate's works, recommending in definite terms, whether or not the Higher Doctorate should be awarded.
- 5) For a candidate to merit a higher doctorate award, the examiners must unanimously approve the award. In case of disagreement among the examiners, similar guidelines to those applicable to Master's and Doctoral candidates shall be followed.

I.9.3 VIVA VOCE EXAMINATIONS

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

I.9.4 POSTGRADUATE FEES

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

ANNEX 1

GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS

Preamble

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

Research instruments and measures that would be used to collect data should be clearly provided under this section.
 - 4.5 **Procedure**

The manner in which data would be collected should be given here. How research instruments would be used to collect data should be specified in this section.

4.6 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.

4.7 Budget (for sponsored students only)

This section is optional to unsponsored students

5. Research Ethics

Students should provide information on how they shall observe research ethics when conducting their studies. Merely stating what research ethics are, would not be sufficient.

6. References

Students should use the **Publication Manual of the American Psychological Association (APA)** format when citing sources of information in text and when preparing reference lists at the end of their research proposals. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old. Candidates shall use more primary than secondary sources of information to guide their research.

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

Length of research proposals submitted for consideration by the postgraduate studies committee

1. The length of abridged versions of student research proposals for submission to the Postgraduate Studies Committee shall be as follows:
 - 1.1 Research Proposals from students at the Master's Degree level shall not exceed 12 double-spaced typed pages in length.
 - 1.2 Research proposals from students at the doctoral degree level shall not exceed 14 double-spaced typed pages in length.
 - 1.3 In each case, research proposal summaries shall not exceed 2 double-spaced typed pages in length.
 - 1.4 The font size 12 shall be used in all cases.

The limit of the number of times postgraduate student research proposals can be considered by the postgraduate studies committee

1. Postgraduate Students shall be allowed to re-submit their revised research proposals to the Postgraduate Studies Committee for up to the maximum of only **3 times**.
2. Faculties shall deregister postgraduate students who fail to make progress after the three re-submissions of their research proposals or after the permitted duration of their studies.

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 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. The methodology section should include a clear statement on data analysis.

ANNEX 2

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

Broad Guidelines on Thesis/ Dissertation Manuscript Preparation

Typing/Word-processing

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

Pagination

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

Margins

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

Title page

The title page must be organized such that it is symmetrically arranged. The page should show the title of the thesis/dissertation in CAPITALS; should contain a statement that the thesis/dissertation is being submitted in fulfilment or partial fulfilment of the requirements for the degree mentioned; should give the year of completion of the study, and the name of the degree for which it has been submitted. (See Annex 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. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old. Candidates shall use more primary than secondary sources of information to guide their research.

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

Length of Theses/Dissertations

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

- (a) **Master's theses:** The recommended length of a Master's thesis is that it should be a minimum of 40 000 words and a maximum of 65 000 words.
- (b) **Doctoral dissertations:** The recommended length of a Doctoral dissertation is that it should be a minimum of 80 000 words and a maximum of 140 000 words.

Submission of Theses/Dissertations

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

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

The colour for Master's theses shall be red, and that for Doctoral Dissertations shall be black.

Candidates should ensure that when binding the theses/ dissertations, the spine shall contain the name of the candidate, the degree for which it was submitted, and the year of degree award.

ANNEX 3

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/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.

. I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit, for any person or institution requiring it for study and research; providing that The University of Namibia shall waive this right if the whole thesis has been or is being published in a manner satisfactory to the University.

..... [signature]
[Student's name]

Date.....

ANNEX 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 I.9.1 when preparing their detailed reports.

**** Doctoral dissertations shall not be graded but either passed or failed.

ANNEX 5

VIVA VOCE EXAMINATION RESULTS FORM

Name of Candidate:

Degree registered for:

Thesis/Dissertation Title:

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

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

** The VIVA VOCE Panel Chairperson should prepare a more detailed report according to instructions contained in Regulation I.9.3.

ANNEX 6

(Thesis/Dissertation title page)

STUDY OF THE MARINE PHYTOPLANKTON OF NAMIBIA

A THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE

OF

THE UNIVERSITY OF NAMIBIA

BY

.....
(Name of candidate)

.....
Month and year

Main Supervisor:

Co-supervisor(s):

ANNEX 7

SCHOOL OF POSTGRADUATE STUDIES

CHECKLIST FOR PROCESSING RESEARCH PROPOSALS AND THEIR SUMMARIES

Faculty:

Department:

Postgraduate Programme Student is enrolled in:

Name of Student:

Student Number:

Title of Study to be conducted:

Name (s) of Supervisor (s):

Instructions: Tick (√) **YES** or **NO** in the space provided to indicate whether particular actions and tasks were undertaken. In addition, indicate the dates when the actions or tasks were undertaken.

NATURE OF ACTION TAKEN	RESPONSE CHOICES				DATE WHEN ACTION WAS TAKEN
	YES		NO		
The candidate has registered as a UNAM student	YES		NO		
The research proposal has been prepared under the guidance of a supervisor or supervisors.	YES		NO		
The research proposal has been considered and approved at departmental level.	YES		NO		
The research proposal and its summary have been considered and approved by the Faculty Postgraduate Studies Committee and not merely by a subcommittee of this committee.	YES		NO		
The research proposal and its summary have been verified as conforming to UNAM guidelines for preparing research proposals by the Faculty Postgraduate Studies Committee Chairperson	YES		NO		
The research proposal and its summary have been considered and approved by the Postgraduate Studies Committee with revisions	YES		NO		
The Research Proposal and its summary were NOT approved by the Postgraduate Studies Committee but referred back to the Faculty for revision.	YES		NO		
The research proposal and its summary have been revised and edited by the student for content and language errors under the guidance of the supervisor (s).	YES		NO		
The revised research proposal and its summary have been checked for content and language errors by the supervisor(s)	YES		NO		

Signature of the Main Supervisor:.....

Date:.....

Signature of the Co-Supervisor (s) (if any):.....

Date:.....

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

Date:.....

Signature of the Postgraduate Studies Committee (PGSC) Chairperson:.....

Date:.....

ANNEX 8

**SCHOOL OF POSTGRADUATE STUDIES
CHECKLIST FOR PROCESSING THESES AND DISSERTATIONS**

Faculty:

Department:

Postgraduate Programme Student Enrolled in:

Name of Student:.....

Student Number:.....

Title of thesis/dissertation:.....

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

Date when the thesis/dissertation was sent to examiners:.....

Date when comments on the thesis/dissertation were received from examiners:.....

Comments from examiners were responded to by the candidate under the guidance of the supervisor(s)

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

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

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

Name and signature of supervisor(s):

Date:

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

Date:

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

Date: