CENTRE FOR POSTGRADUATE STUDIES
Roadmap from Admission to Graduation
(Master’s degree by Coursework)
REGISTRATION OF ADMITTED STUDENTS

• All postgraduate students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.

• Before registering for the research component, students must sign an agreement with the approved supervisor not later than six (6) months before the scheduled start of the research project, as reflected in the curriculum.

• Students who are registered in programmes involving coursework and a thesis will be required to enrol for core and elective (optional) modules, as prescribed in the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus under the relevant Faculty.

COURSEWORK EVALUATION & GRADING

• Students who are registered for postgraduate programmes by coursework will be examined according to procedures approved by Senate.

• In all Faculties, the meaning attached to letter grades awarded by examiners is as follows:

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

• Before a student can proceed to the thesis research phase (in the case of coursework programmes), s/he must first pass all coursework modules. Subject to faculty regulations a student with one module outstanding may register for the research project, provided that the outstanding module is not Research Methodology.
APPROVAL OF RESEARCH PROPOSAL

- Upon recommendation by the relevant Department/School, the Faculty PGSC will recommend a supervisor(s) according to the applicant’s area of study to the UNAM PGSC for approval, at least six months before the start of the research component.

- Within three (3) months of signing the agreement with the approved supervisor the research proposal accompanied by all supporting documents (e.g. informed consent form, interview guide etc.) must be presented to the Faculty PGSC. The Faculty PGSC makes one of three recommendations:

  Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRP, to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies.

  Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC.

  Grants an extension period of three (3) months for re-submission after which the Faculty PGSC makes one of the following recommendations: Approves and recommend it or Rejects and recommend de-registration of the student to the UNAM PGSC.

There must at least one (1) supervisor for Master’s Candidate nominated by the department.
WRITING RESEARCH PROPOSALS

- For Master’s degree by coursework (mini thesis), the research proposal must not exceed 6 typed pages. It should be Times New Roman, font size 12, double spaced and on one side of the paper.

- All research proposals must be prepared according to the following layout (see Prospectus for details):

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Title

Introduction

Background, Statement of Problem, Objectives/Research question, Hypotheses, Significance, Limitation and delimitation of the study

Literature Review and where applicable, the theoretical framework

Research Methods

Research Design, Population, Sample, Research instruments, Procedure, Data Analysis and Budget

Research Ethics

References

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References
MINI THESIS MANUSCRIPT PREPARATION

- After undertaking the research of an approved topic, you write a thesis. This shall normally be after a specified period set by the relevant Committees and approved by Senate (see Prospectus on the guidelines).

- The recommended length of a Mini thesis with less than **100 credits** – a minimum of **15,000 words** and a maximum of **22,000 words** (not exceeding 90 pages).

- The recommended length of a Mini Theses between **100 – 140 credits** – a minimum of **18,000 words** and a maximum of **30,000 words** (not exceeding 120 pages).

- Mini Theses above **140 credits** – a minimum of **30,000 words** and a maximum of **37,000 words** (not exceeding 150 pages).

- Candidates should ensure that when binding the theses, the spine shall contain the name of the candidate, the degree for which it was submitted, and the year of degree award (**graduation year**).

- The colour of the cover for Master’s theses shall be **red**.

- Students are encouraged to publish work from their thesis in accredited journals including the prescribed acknowledgements in the Prospectus.

- In consultation with the supervisor(s), each student must present at least two (2) seminars to the Faculty. During proposal writing and research progress.
NOTICE OF INTENT TO SUBMIT

- At least three (3) months prior to the scheduled date for the submission of the thesis the respective postgraduate students shall, through their supervisors, Departments and Faculty PGSC, submit a written notice, to the UNAM PGSC, declaring their intention to submit their theses (Annex 4A). This is in order to allow sufficient time to organise the appointment of examiners before the submission of the thesis.

- Students, who submit a notice of intent within a shorter period than specified in paragraph 1 above, should note that the examination might be delayed.

- Students shall submit three ring bound copies of the Master’s thesis including soft copy (word version) through the relevant HoD postgraduate studies to the Centre for Postgraduate Studies for examination by the end of October of each year.

- Students submitting the thesis after the due date may not graduate and must re-register and pay the required fees for the subsequent academic year.

- Students with no re-admission statuses must appeal for re-admission for the subsequent academic year, irrespective of the fact that the thesis might have been submitted for examination.
THESIS EXAMINATION

- Upon evaluation of the thesis, the examiner will recommend one of the following:
  a) Pass subject to MINOR corrections (> 50%)
  b) Pass subject to MAJOR corrections (> 50%)
  c) Re-submit for re-examination (no mark allocated)
  d) Fail (< 50%)

- Where a Master’s thesis is recommended for re-submission, it must be re-submitted within 6 months, failure to do so the student will be deemed to have failed the thesis and will not be re-admitted.

- A thesis re-submitted for re-examination shall be re-examined by the same examiner and awarded a maximum mark of 50%.
SUBMISSION

After all the corrections as recommended by the examiners have been made to the satisfaction of the supervisor(s), five fully bound copies of the theses shall be submitted to the Faculty PGSC for inspection before submission to the Centre for Postgraduate Studies. Where a student has been supervised by more than one supervisor, an additional copy for each additional supervisor must be provided. In addition, an electronic version of the thesis compiled as a single document in pdf format shall be submitted. The submission of the bound copies should be accompanied by a signed form (Annex 6).

GENERAL ENQUIRIES

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FACULTY HODS FOR PGS

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