CENTRE FOR POSTGRADUATE STUDIES

Roadmap from Admission to Graduation
(Master’s or Doctoral degree by Thesis/Dissertation only)
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.

- All Postgraduate Students shall be required to register for the compulsory module on “Academic Writing for Postgraduate Students”

- Students who apply for Master’s by thesis only may be required to enrol in selected modules, which will help to bridge any gaps in their earlier training or expose them to new developments in their study disciplines, as may be recommended by relevant FPGSC and approved by the UNAM PGSC. Students must pass these modules before they qualify for graduation.

- All Postgraduate Students shall be required to register every year for the duration of the specific programme, unless approval has been granted for a break in studies.

- Students who fail to register for any particular academic year will have to apply for re-admission to the programme and provide valid reasons why he/she could not register for the particular academic year.

- A registered student may be allowed to transfer to the University of Namibia (from another institution) subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved. Registration is subject to the availability of suitable supervisors and all relevant processes and regulations of the University of Namibia.

- A registered student may be allowed to transfer from the University of Namibia subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved.

- No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.

- Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.
APPROVAL OF RESEARCH PROPOSAL

Within six (6) months of registration for a Master’s and within nine (9) months of registration for a Doctoral programme, the research proposal accompanied by all supporting documents (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 or Recommends registration at a lower level for a PhD candidate (Master’s by Thesis only)

There must at least one (1) supervisor for Master’s and two (2) for Doctoral Candidate nominated by the department.
WRITING RESEARCH PROPOSALS

- For Master’s degree, the research proposal must not exceed 6 typed pages, and for Doctoral degree, not more than 10 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):

Title

Introduction

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

Literature Review and where applicable, the theoretical framework

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

Research Methods

Research Ethics

References
THESIS/DISSERTATION RESEARCH

- After undertaking the research of an approved topic, you write a thesis/dissertation. 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 Master’s thesis is a minimum of 30,000 words and a maximum of 45,000 words (not exceeding 180 pages).

- The recommended length of a Doctoral dissertation is a minimum of 46,000 words and a maximum of 75,000 words (not exceeding 300 pages).

- 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 (graduation year).

- The colour for Master’s theses shall be red and that for Doctoral Dissertations shall be black.

- Students are encouraged to publish work from their thesis/dissertation 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 and six (6) months prior to the scheduled date for the submission of the dissertation, the respective postgraduate students shall, through their supervisors, Departments and Faculty PGSC, submit a written notice, to the UPGSC, declaring their intention to submit their theses/dissertations (Annex 4A). This is in order to allow sufficient time to organise the appointment of examiners before the submission of the thesis/dissertation.

- 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 and four ring bound copies including soft copy (word version) of the doctoral through the relevant HoD postgraduate studies to the Centre for Postgraduate Studies for examination by the end of October of each year. The submission of the bound copies should be accompanied by a signed form (Annex 6).

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

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

- In addition to writing a thesis or dissertation, the student shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.

- The viva voce examination shall take place only after the UNAM PGS Executive Committee is satisfied that the thesis or dissertation submitted by the student is considered by the examiners to be of an acceptable standard.

- The questions to be asked in the viva voce examination shall primarily be focused on the student’s thesis or dissertation research area. The public may attend and WILL BE PERMITTED to ask questions.

- The duration of the viva voce shall normally be two hours for masters and three hours for PhD.
SUBMISSION

After all the corrections as recommended by the examiners and during viva have been made to the satisfaction of the supervisor(s), five fully bound copies of the theses or dissertations 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 or dissertation compiled as a single document in pdf format shall be submitted.

GENERAL ENQUIRIES

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FACULTY HODS FOR PGS

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