SCHOOL OF LAW
Prospectus 2022

FACULTY OF COMMERCE, MANAGEMENT & LAW
NOTE

This Prospectus is only valid for 2022. The general regulations and further information appear in the General Information and Regulation Prospectus. Although the information contained in this Prospectus has been compiled as accurately as possible, it is possible that errors and omissions have inadvertently occurred, for which we apologise in advance. The University reserves the right to amend any regulation or stipulation without notice. The information is correct up to 30 October 2021.

The fact that particulars of a specific module or programme have been included in this Prospectus does not necessarily mean that the module or programme will be offered in 2022.

This Prospectus must be read in conjunction with the General Information and Regulations Prospectus 2022.
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Welcome to the School of Law, your centre of excellence for legal education!

We strive to provide quality legal education, innovative enterprising and instil a culture of research grounded on excellence, equity and justice. We offer a wide range of flagship programmes that are responsive and relevant to the realisation of national development goals.

The provision of facilities for legal education was one of the strong recommendations in the Turner Report (Higher Education in Namibia: Report of a Presidential Commission, Windhoek 1991), which stated, inter alia:

“We have been impressed by the argument that in Namibia, law is a developmental subject; much of the current legal system was distorted by the tenets of apartheid. Although the ideology is now outlawed by the Constitution, a massive effort is needed to revise the legal system to make it a suitable expression of the Constitution.” (p 100)

In evaluating the Turner Report (which, despite the quoted view, opted for a two-step approach according to which a faculty was to succeed a department after a period of consolidation), the Joint Technical Committee under the then Vice Chancellor-Designate, Prof. PH Katjavivi, proposed to the Cabinet of the Republic of Namibia the establishment of a faculty of law from the outset. The Cabinet approved the establishment of a faculty on 19 November 1991.

The year 1992 became the year of planning; the year 1993 the year of implementation. The Law Faculty Sub-Committee of the Office of the Vice Chancellor-Designate was put in place. It was chaired by the Founding Dean of the Faculty, late Prof. WJ Kamba. The late Adv. FJ Kozonguizi, Ombudsman of Namibia, functioned as its convener. The membership covered a broad spectrum, having representatives from all walks of the legal fraternity. The deliberations of the Sub-Committee led to a comprehensive report on how the future faculty should be shaped.

After consultations with national and international experts, the report was eventually submitted to the Vice Chancellor of the UNAM and approved for implementation by the University by the end of 1992.

Apart from the LL B component, the Report also dealt with other components of the proposed Faculty. It contained recommendations on what developed into two separate centres of the Faculty, the Justice Training Centre (JTC) and the Human Rights and Documentation Centre (HRDC). Both centres were created by way of contractual agreements between the Ministry of Justice and the UNAM. The Faculty started its preparatory work in early 1993 and admitted its first students in January 1994.

The formal launch of the JTC took place on 20 September 1993; the HRDC was launched on the occasion of the workshop on “Human Rights Education and Advocacy in the 1990s” which was held in May 1993. The Faculty of Law was officially inaugurated by the Chancellor of the UNAM, His Excellency President Dr SS Nujoma, on 18 February 1994.

The Legal Department of the Centre for Applied Social Sciences (CASS) was affiliated to the Faculty of Law of the UNAM with effect from January 1994. The main aim of the affiliation was to make the services of CASS, in terms of generating legal research and providing technical assistance (mainly in customary, but also in other areas of law), available to the Faculty of Law.

Departments of Public Law and Jurisprudence, Private and Procedural Law, and Commercial Law were established in 2000. The JTC and the HRDC have the status of departments. The Director of the JTC and the Director of the HRDC are, thus, ex-officio members of the Senate.

After two years of experience with the curriculum of the degree of LL B, a curriculum revision took place. It led to a new degree structure with the degree of B Juris after three years of studies and the degree of LL B after two additional years. The first students of the Faculty completed the B Juris at the end of 1996 and the LL B programme in 1998.

The B Juris qualifies the holder to employment, after the appropriate practical preparation, into the magistracy, the prosecution service (in the lower courts) and into those areas that do not require a full legal professional qualification. For entry into full membership of the legal profession and the practice of law in Namibia in terms of the Legal Practitioners, Act 15 of 1995, the LL B degree is a prerequisite.

The JTC of the Faculty offers practical legal courses to candidate legal practitioners. The JTC examinations are conducted under the supervision of the Legal Education Board as part of the requirements for admission for practicing law.

Post-graduate programmes with two offers to obtain the degree of LL M in Economic Law and the Law of Criminal Justice have been offered from 2000 and phased out at the end of the 2005 academic year. As from the 2006 academic year the Faculty offers the Master of Laws by research only in any area of law. The faculty also offers a
PHD degree in law Students may register to conduct an independent research under supervision in any area of law depending on the availability of a suitable supervisor.

With effect from the 2012 academic year, the School of Law commenced the process of phasing out both the Juris and two-year LLB degrees and introduced in their place, a four-year undergraduate LLB degree. The School no longer offers the B. Juris and LLB qualifications. Also, in 2012, the School introduced the Diploma in Alternative Dispute Resolution (ADR). This diploma qualification is offered over a two-year period.

To further broaden access to the study of law in the Republic of Namibia and the SADC region, in 2018, the School of Law decided to launch the study of the LLB degree by both distance and on-line. So far, these additional modes for the study of Law at the UNAM School of Law have proved very popular. However, as from 2022, the LLB degree will only be offered online and face-to-face.

We also host the Justice Training Centre which offers practical legal training to candidate legal practitioners in terms of the Legal Practitioners Act, 15 of 1995.

To those who wish to pursue a career in law, the School of Law looks forward to serving you. You are therefore very welcome to shape your life and career by applying to study law at the School of Law of the University of Namibia.
## DUE DATES FOR THE 2022 ACADEMIC YEAR

### UNAM CORE DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>FIRST SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 January</td>
<td>University Open</td>
</tr>
<tr>
<td>10 January</td>
<td>Start of Summer Term (Until 22 January)</td>
</tr>
<tr>
<td>24 January</td>
<td>Academic staff resumes office duties</td>
</tr>
<tr>
<td>14 February</td>
<td>Lectures commence for FIRST SEMESTER – Senior Students</td>
</tr>
<tr>
<td>28 February</td>
<td>Lectures commence for FIRST SEMESTER – First Year Students</td>
</tr>
<tr>
<td>11 April</td>
<td>First semester BREAK commences</td>
</tr>
<tr>
<td>19 April</td>
<td>Lectures commence after first semester break</td>
</tr>
<tr>
<td>20 May</td>
<td>Lectures end for FIRST SEMESTER – Senior Students</td>
</tr>
<tr>
<td>31 May</td>
<td>Regular Examinations commence – Senior Students</td>
</tr>
<tr>
<td>07 June</td>
<td>Lectures end for FIRST SEMESTER – First Year Students</td>
</tr>
<tr>
<td>13 June</td>
<td>Regular Examinations commence – First Year Students</td>
</tr>
<tr>
<td>21 June</td>
<td>Regular Examinations end – Senior Students</td>
</tr>
<tr>
<td>24 June</td>
<td>Regular Examinations end – First Year Students</td>
</tr>
<tr>
<td>30 June</td>
<td>End of FIRST SEMESTER</td>
</tr>
<tr>
<td>04 July</td>
<td>Start of Winter Term (Until 08 July)</td>
</tr>
<tr>
<td>04 – 08 July</td>
<td>Mid-year recess</td>
</tr>
<tr>
<td>11 – 15 July</td>
<td>Special/Supplementary/Winter Term Examinations commence (Until 15 July)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 July</td>
<td>Lectures commence for SECOND SEMESTER</td>
</tr>
<tr>
<td>22 August</td>
<td>Second semester BREAK commences</td>
</tr>
<tr>
<td>29 August</td>
<td>Lectures resume after second semester break</td>
</tr>
<tr>
<td>21 October</td>
<td>Lectures end for SECOND SEMESTER</td>
</tr>
<tr>
<td>27 October</td>
<td>Regular Examinations commence</td>
</tr>
<tr>
<td>18 November</td>
<td>Regular Examinations end</td>
</tr>
<tr>
<td>28 November</td>
<td>Special/Supplementary Examinations commence (Until 2 December)</td>
</tr>
<tr>
<td>09 December</td>
<td>End of SECOND SEMESTER</td>
</tr>
<tr>
<td>16 December</td>
<td>End of academic year</td>
</tr>
<tr>
<td>09 January 2023</td>
<td>Start of Summer School (until 21 January)</td>
</tr>
<tr>
<td>12 January 2023</td>
<td>University opens (2023 academic year)</td>
</tr>
<tr>
<td>24 January 2023</td>
<td>Academic staff resumes office duties</td>
</tr>
</tbody>
</table>
## DUE DATES FOR THE 2022 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>GENERAL DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 January</td>
<td>Last day for appeals (Semester 2 &amp; Double modules – Regular and Supplementary/Special examinations of November 2021)</td>
</tr>
<tr>
<td>14 January</td>
<td>Last day for application of retention of continuous assessment (CA) mark and</td>
</tr>
<tr>
<td></td>
<td>Last day for application for exemption(s) (Senior Students)</td>
</tr>
<tr>
<td>17 January</td>
<td>Last day for recommendation of retention of continuous assessment mark and Promotion Examinations by Faculties</td>
</tr>
<tr>
<td>24 January</td>
<td>Last day for approval of retention of continuous assessment mark and Promotion Examination by Examinations Department</td>
</tr>
<tr>
<td>07 February</td>
<td>Promotion Examination</td>
</tr>
<tr>
<td>11 February</td>
<td>Last day for application for exemption(s) - senior students</td>
</tr>
<tr>
<td>12 February</td>
<td>Last day for Late Registration for all Senior students (Late fee payable)</td>
</tr>
<tr>
<td>12 February</td>
<td>Last day for approval of module(s) &amp; qualification changes (Senior Students)</td>
</tr>
<tr>
<td>04 March</td>
<td>Last day for application for exemption(s) – 1st year students</td>
</tr>
<tr>
<td>11 March</td>
<td>Last day for approval of exemption(s) changes – all students</td>
</tr>
<tr>
<td>29 April</td>
<td>Last day to submit Theses and Dissertations for examinations (for Spring Graduation 2022)</td>
</tr>
<tr>
<td>02 August</td>
<td>Last day for Appeals (Semester 1 Modules - Regular and Supplementary/Special examinations of June 2022)</td>
</tr>
<tr>
<td>31 Augustus</td>
<td>Last day to submit outstanding documentation</td>
</tr>
<tr>
<td>07 October</td>
<td>Last day to cancel enrolment</td>
</tr>
<tr>
<td>28 October</td>
<td>Last day to submit Theses and Dissertations for examinations (For Autumn Graduation 2023)</td>
</tr>
</tbody>
</table>

### CANCELLATION DUE DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>CANCELLATION DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 May</td>
<td>Last day to cancel Semester 1 modules</td>
</tr>
<tr>
<td>07 October</td>
<td>Last day to cancel Semester 2 modules</td>
</tr>
<tr>
<td>07 October</td>
<td>Last day to cancel Double modules (module that extends normally over one academic year)</td>
</tr>
</tbody>
</table>

### FINANCE DUE DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>FINANCE DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 March</td>
<td>Last day to cancel Semester 1 and Double modules with 100% credit</td>
</tr>
<tr>
<td>30 April</td>
<td>Last day to cancel Semester 1 modules with 50% credit</td>
</tr>
<tr>
<td>24 June</td>
<td>Last day to cancel Double modules with 50% credit</td>
</tr>
<tr>
<td>12 August</td>
<td>Last day to cancel Semester 2 modules with 100% credit</td>
</tr>
<tr>
<td>31 August</td>
<td>Last day to cancel Semester 2 modules with 50% credit</td>
</tr>
</tbody>
</table>
STRUCTURE AND PERSONNEL

OFFICE OF THE ASSOCIATE DEAN

Office: (+264 61) 206 3622  Email: (+264 61) 206 3703  ahusselmann@unam.na  Private Bag 13301, Windhoek, Namibia

Associate Dean: Dr. NV Asheela-Shikalepo: LLD (UP); LLM (UP); LLB (UNAM); B. Juris (UNAM); Legal Practitioner of the High Court of Namibia

Administrative Officer: Ms. A Husselmann: B ED (Hon) (UNAM)

Faculty Officer: Mr. D Sampson: BA (UWC); HED (UWC); B. ED (UNAM); PGCE (Univ.of Strathclyde, Scotland)

Assistant Faculty Officer: Vacant

Examination Officer: Ms. T Nuuyoma: Bachelor of Human Resources Management (BHRM) (Namibia University of Science and Technology (NUST).)

Administrative Assistant: Mr. Wayne van Wyk, Bachelors in Logistics & Supply Chain Management (NUST)

Faculty Librarian: Dr. MUN Hamutumwa: PhD (Information Studies) Univ. of KwaZulu-Natal (South Africa); MSc (LS) (Strathclyde, Scotland); BA (LS) (UNAM); Diploma (IT) (Polytechnic of Namibia)

Senior and Law Librarian: Dr. Chiku Mnubi-Mchombu - Ph.D (Library and Information Science-University of Zulu Land) MA (Library & Info Studies) BA (Accounting & Pub Admin); Diploma (Library Studies University of Botswana); Certificate in Librarianship (Tanzania Library Services) Part Time Lecturer -Depart of Information and Communication, School of Humanities, Society & Development; and LLB Student-UNISA- Member of IFLA Social Sciences Standing Committee and Association for Information Science and Technology (ASIS&T)

General enquiries regarding the School of Law and the qualifications offered by the School should be directed to:

The Faculty Officer
School of Law
University of Namibia
Private Bag 13301
Windhoek,
NAMIBIA

Telephone: (+264 61) 206 3998
E-mail: dsampson@unam.na

ACADEMIC DEPARTMENTS

DEPARTMENT OF PRIVATE AND COMMERCIAL LAW

Office: (+264 61) 206 3651  Email: (+264 61) 206 4876  mnakapela@unam.na  Private Bag 13301, Windhoek, Namibia

Head of Department:

M’s MP Nakapela: LLM (Commercial Law) (University of Cape Town); B Juris; LLB (UNAM) Legal Practitioner of the High Court of Namibia.

Full Professor:

Vacant

Associate Professor:

Vacant
Senior Lecturers:
Dr T.V. Warikandwa, LLB, LLM, LLD (University of Fort Hare)
Dr. A. Jorge PhD (UCT), LLM (Stellenbosch), LLB (Rhodes), BA (UCT), BPhil (St Paul)
Mr. P. Balhao: B. Juris; LLB (UNAM); LL M (Intellectual Property Law) (Stell); Legal Practitioner of the High Court of Namibia.

Lecturers:
Dr. HM van den Berg: PhD (UCT); LLM (UCT); LLB (Stell); BAHons (Stell); Legal Practitioner of the High Court of Namibia
Mr. M.R. Awarab: B Juris (UNAM); LLB (UNAM); (LLM) (Commercial Law) (UCT)
Mrs. AL Žender: LLM; LL B(UNAM), B. Juris (UNAM)
Ms. IN Hamulungu: LLM (cum laude) (UP); LLB (UNAM); Ed. Dip (Windhoek College of Education); Legal Practitioner of the High Court of Namibia
Ms. L. Usebiu: LL M (University of Stellenbosch); LLB (UNAM) (UNAM), B. Juris (UNAM)

DEPARTMENT OF PUBLIC AND PROCEDURAL LAW
(+264 61) 206 3766 ( +264 61) 206 3703 kkariseb@unam.na Private Bag 13301, Windhoek, Namibia

Head of Department and Lecturer:
Dr. K Kariseb: LLD; LLM (cum laude) (University of Pretoria); LLB (UNAM); B Juris (UNAM).

Full Professor:
Vacant

Senior Lecturers:
Dr. FS Nghiishililwa: PhD (UNAM); LLM (Warwick); LLB (Warwick); Diploma in Management and Development Studies (UNIN-Zambia)
Dr. A. Jorge: PhD (UCT); LLM (Stellenbosch), LLB (Rhodes), BA (UCT)
Mr. P. Balhao: LL M (Intellectual Property Law) (Stellenbosch University); LLB (UNAM) B. Juris (UNAM); Legal Practitioner of the High Court of Namibia.

Lecturers:
Mr. E. Libebe: LLM (University of Cape Town); LLB, B Juris (UNAM)
Ms. E. Shakalela: LLM (Loyola University Chicago School of Law); LLB, (UNAM), B Juris (UNAM)
Mr. A. Awarab: LLM (University of Cape Town); LLB (UNAM); B Juris (UNAM)
Mr. J. Nakuta: LL M (Utrecht-Netherlands); LLB (UNISAHE Unam); Ed Dip (Perseverance College of Education, R.S.A)

SCHOOL OF LAW HIGHER DEGREES COMMITTEE
(+264 61) 206 3766 (+264 61) 206 3703 hvandenberg@unam.na Private Bag 13301, Windhoek, Namibia

Post Graduate Studies Coordinator:
Dr. HM van den Berg: PhD (UCT); LLM (UCT); LLB (Stell); BAHons (Stell)

Members of the School of Law Postgraduate Studies Committee
Dr. FS Nghiishililwa: Diploma in Management and Development Studies (UNIN-Zambia), LLB; LLM (Warwick University)
Dr. A Jorge: PhD (UCT); LLB (Stellenbosch); BA (UCT); BPhil (St Paul)
Dr. K.F Mundia; LLD (University of Pretoria); LL M (Jurisprudence) (University of Free State); LL B(UKZN); BA (Theology)
Andrews University-Zimbabwe;
Dr. NV Asheela-Shikalepo: LLD (UP); LLM (UP); LLB (UNAM); B. Juris (UNAM);
Dr. TV Warikandwa: LLB; LLM; LLD (University of Fort Hare)

Modules offered in the different programmes in the School

The Courses offered in the different programmes in the School of Law have been arranged in the departments in the following manner:

Department Private & Commercial Law

Accountancy for Lawyers; Commercial Law; Company Law; Labour Law; Law of Associations; Law of Contract; Law of Persons; Family Law; Law of Property; Law of Delict; Law of Succession; International Economic Law; Tax Law; Maritime Law; Private International Law; Mining Law; Negotiable Instruments; Law of Insolvency; Conveyancing and Notarial Practice; Negotiation; Conflict Management and Dispute Resolution; Conciliation and Mediation; Arbitration; Family Mediation; Workplace Dispute Resolution; Competition Law; Law of Intellectual Property

Department Public and Procedural Law

Basic Principles of Legal Processes; Ombuds Law; Restorative Justice; Land and Environment dispute Resolution; Internship; Constitutional Law; Introduction to Law; Customary Law I; Customary law II; Criminal Law I; Criminal Law II; Administrative Law; Legal Interpretation and Drafting; Human Rights Law; Criminal Procedure; Civil Procedure; Law of Evidence; Public International Law; Research Methodology; Jurisprudence; LLB Research Project; Legal Aid Clinic & Professional Ethics; Environmental Law; Comparative Law; International Humanitarian Law.

The Departments function as co-coordinating units for the teaching of the Courses arranged in the two Departments.
NB: Students are requested to approach Heads of Departments in case of complaints and inquiries.

FACULTY CENTRES

JUSTICE TRAINING CENTRE (JTC)

Acting Director - Dr. K.F Mundia: LLD (UP); LLM (UFS); LLB (UKZN); BA (Theology) Andrews University-Zimbabwe

Office Administrator:
Vacant

Assistant Office Administrator:
Mrs. A Kakoto – akakoto@unam.na

Clerical Assistant
Ms. E Farmer – efarmer@unam.na
A. QUALIFICATIONS OFFERED BY THE SCHOOL OF LAW

A.1 CERTIFICATE PROGRAMMES

The School may award the following certificates:

Specialised Certificate in Customary Law 16CUL
Certificate in Criminal Justice, Constitutionalism and Human Rights 16CCCH
(NOT OPEN FOR THE PUBLIC – OFFERED FOR EMPLOYEES OF LAW ENFORCEMENT AGENCIES)

Certificate in Parliamentary Practice and Conduct 16CPPC
(NOT OPEN FOR THE PUBLIC – OFFERED EXCLUSIVELY FOR PARLIAMENTARIANS)

A.2 DIPLOMA PROGRAMMES

The Faculty offers the following diploma programme:

Diploma Alternative Dispute Resolution (Level 5) 16DADR

A.3 DEGREE PROGRAMMES

The Faculty offers the following undergraduate qualification:

Bachelor of Laws (LLB) Honours (Level 8) 16BLWS

A.4 POSTGRADUATE PROGRAMMES

The Faculty offers the following postgraduate qualifications:

Master of Laws (by Research) (LLM) (Level 9) 16MLAW
Doctor of Philosophy in Law (PhD) (Level 10) 16DPLA

B. GENERAL REGULATIONS PERTAINING TO UNDERGRADUATE AND POSTGRADUATE STUDIES IN THE FACULTY

These Regulations should be read in conjunction with and subject to the General Information and Regulations Prospectus.

UNAM Evaluation Scale:

<table>
<thead>
<tr>
<th>UNAM</th>
<th>GCE</th>
<th>IB</th>
<th>NSSC</th>
<th>CAMBRIDGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-LEVEL</td>
<td>AS</td>
<td>O-LEVEL</td>
<td>HG</td>
</tr>
<tr>
<td>10</td>
<td>A</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>B</td>
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<td>A</td>
</tr>
<tr>
<td>8</td>
<td>C</td>
<td>5</td>
<td>6</td>
<td>B</td>
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<tr>
<td>7</td>
<td>D</td>
<td>4</td>
<td>5</td>
<td>C</td>
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<tr>
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<td>4</td>
<td>D</td>
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<tr>
<td>5</td>
<td>F</td>
<td>2</td>
<td>3</td>
<td>E</td>
</tr>
<tr>
<td>4</td>
<td>G</td>
<td>1</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>3</td>
<td>H</td>
<td>0</td>
<td>1</td>
<td>E</td>
</tr>
</tbody>
</table>
ABBREVIATIONS

G.C.E.- GENERAL CERTIFICATE OF EDUCATION
O-LEVEL- ORDINARY LEVEL
A-LEVEL- ADVANCED LEVEL

I.B.- INTERNATIONAL BACCALAUREATE

H.L.- HIGHER LEVEL
S.L.- STANDARD LEVEL

N.S.C.- NAMIBIA SENIOR SECONDARY CERTIFICATE
A.S.-ADVANCED SUBSIDIARY
H.L.- HIGHER LEVEL
O-ORDINARY LEVEL

C.A.R.M.B.I.- CAMBRIDGE INTERNATIONAL EXAMINATIONS
H.I.G.C.S.E.-HIGHER INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION
I.G.S.C.E.- INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION

N.S.C.-NATIONAL SENIOR CERTIFICATE
H.G.- HIGHER GRADE
S.G.- STANDARD GRADE

B.1 COURSES, CREDITS AND CONTACT HOURS

B.1.1 One contact hour is equivalent to half (1/2) lecture period on the timetable of the School of Law.

B.1.2 A double Course carries 24 or 32 credits and is taught at four (4) contact hours per week over the full academic year (both semesters), i.e. 112 contact hours per academic year. A double Course is equivalent to two (2) Courses.

B.1.3 A full Course carries 12 or 16 credits and is either taught at four (4) contact hours per week over one semester, i.e. 56 contact hours per semester OR at two (2) contact hours per week over the full academic year (both semesters), i.e. also 56 contact hours per academic year.

B.1.4 A half Course carries 8 credits and is taught at two (2) contact hours per week over one semester, i.e. 28 contact hours per semester. A half Course is equivalent to one half (0.5) of a full Course.

B.2 CLASS ATTENDANCE

B.2.1 In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark. Refer to the General Information and Regulations Prospectus.

B.3 EXEMPTIONS

B.3.1 Students are required to adhere to the deadline dates for application of exemptions as stipulated on Page 3 of this prospectus. Also refer to the General Information and Regulations Prospectus “Recognition of Courses passed at other institutions”.

B.3.2 A student from another institution who has not completed a degree/diploma/certificate and who wants to enroll for a study course at the University of Namibia will only be entitled to exemption of a maximum of 50% of the Courses contained in the curriculum of a UNAM study course.

B.4 EXAMINATION REGULATIONS

B.4.1 Continuous assessment and examinations will be conducted in line with the University’s general examination regulations as outlined in the General Information and Regulations Prospectus and subject to School of Law special regulations.

B.4.2 To qualify for examination admission in a Course,

• students should have completed all the required elements that make up the continuous assessment mark.
• students should have attained at least 40% in the continuous assessment component, unless otherwise approved by Senate.

B.4.3 If a student has not been admitted to the examination in a particular Course, but enters the relevant examination and sits for the paper(s), his/her results in that paper(s) will be declared null and void.

B.4.4 In order to pass a Course, a student must obtain a final mark of at least 50% which consists of the continuous assessment mark and examination mark. Consult the relevant Course descriptors to determine the weighing of these components in the calculation of the final mark.

B.4.5 A student cannot pass a Course with an examination mark of less than 40%, regardless of the value and weight of the continuous assessment mark in that Course.

Please read this section in conjunction with the general examination regulations as outlined in of the General Information and Regulations Prospectus, which contains detailed information regarding continuous assessment, examinations and promotion criteria.
C. SPECIALISED CERTIFICATE IN CUSTOMARY LAW (CCUL) – FULL TIME

C.1 ADMISSION

C.1.1 Admission to the Specialised Certificate in Customary Law shall be open to all students who have successfully completed any of the diploma or degree courses offered in the School of Law.

C.2 DURATION OF STUDY

C.2.1 The Specialised Certificate in Customary Law extents over a period of at least one (1) academic year.

C.2.2 The Specialised Certificate in Customary Law must be completed within two (2) years of study.

C.2.3 The said periods may only be exceeded with the authority of Senate.

C.3 CURRICULUM COMPILATION

The curriculum for the Specialised Certificate in Customary Law is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internship and Internship Report</td>
<td>LJIR 4819</td>
<td>Semester 2</td>
<td>8</td>
<td>56</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Specialised Certificate Research Paper</td>
<td>LJ RP 4810</td>
<td>Semester 1 &amp; 2</td>
<td>8</td>
<td>112</td>
<td>32</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 48

C.4 EXAMINATION REGULATIONS

See General Information and Regulations Prospectus for Special Regulations.

Furthermore, Regulation K.9.6.1 of the School of Law for marking LLB Research Projects shall apply i.e.:

To ensure maximum consistency of marking across different supervisors, the following shall be taken into account:

- theoretical and methodological clarity,
- originality of arguments,
- quality and synthesis of research,
- quantity of research,
- orderly nature of presentation,
- footnotes, bibliography, language use, and
- overall quality.

C.5 ACADEMIC ADVANCEMENT RULES

A student who failed in obtaining the necessary marks in the internship and/or the research paper shall be allowed to repeat the failed part once; otherwise the following regulations will apply:

C.5.1 LATE SUBMISSION, FAILURE OF SUBMISSION, FAILURE OR PASS MARK

C.5.1.1 A student may not proceed to the next stage without submitting a document required at an early stage, e.g. a student cannot proceed to the first draft without submitting a detailed proposal. Failure to submit the draft research paper or the main research paper shall mean the student will have failed the course.

C.5.1.2 Supervisors may at their discretion and in consultation with the coordinator give reasonable extensions (not more than 7 days in each case) in deserving cases. The supervisor shall, at each stage, ensure that the students supervised by him/her submit documents on the required dates and also ensure that where extensions are granted, students adhere to the period of the extensions.

C.5.1.3 If the late or non-submission is the result of illness or some other excusable cause a student shall be required to substantiate it with medical or other satisfactory evidence.

C.5.1.4 Subject to Rule C.2 (Duration of Study) of the School of Law, a student who received a mark of less than 50% and more than 44% for his/her Research Paper shall be allowed to re-register for the Research Paper in the following academic year and to submit an amended version of his/her original Research Paper within four months.
C.5.1.5 A student who received a mark of 44% or less in his/her original Research Paper shall be allowed to re-register for Research Paper and to proceed as stipulated in these Regulations and the Rules of the School of Law concerning failure of courses.

C.5.1.6 A student who fails to obtain a pass mark in his/her amended version of his/her Research Paper shall be allowed to proceed with Research Paper and to submit a Research Paper on a different subject in accordance with the LLB Dissertation Regulations before the end of the respective academic year.

C.6 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

C.6.1 The maximum duration of study for the Specialised Certificate in Customary Law is two (2) years after which a student will not be re-admitted into the School of Law for this specific course of study.

C.7 AWARDING OF THE SPECIALISED CERTIFICATE IN CUSTOMARY LAW

C.7.1 A student shall be awarded the Specialized Certificate in Customary Law if he/she passed all prescribed Courses.

C.8 COURSE DESCRIPTORS

------------------------------------------------------------
C.8.1 Course Title: INTERNSHIP AND INTERNSHIP REPORT
Course Code: LJIR 4819
NQF level: 8
Contact hours: Equivalent to 4 contact periods per week lectures; one to three weeks internship
Credits: 16

Course assessment: Internship Report with a minimum of 5,000 but not exceeding 7,000 words (excluding footnotes) in length contributes hundred percent (100%) to the final mark. Examination: No additional examination is required.

Pre-requisite: Completion of the degree of B Juris

Course description: The Course prepares the student enrolled for the Specialized Certificate in Customary Law for the required internship with a traditional authority and recaptures aspects of empirical field work as taught in Customary Law II (LJCU 3602). The expected internship with a traditional authority should last between one and three weeks depending on the circumstances and subject to discretion of the lecturer.

------------------------------------------------------------
C.8.2 Course Title: SPECIALIZED CERTIFICATE RESEARCH PAPER
Course Code: LJRP 4810
NQF level: 8
Contact hours: Equivalent to 4 contact periods per week lectures – 28 weeks
Credits: 32

Course assessment: Research paper with a minimum of 7,000 but not exceeding 10,000 words (excluding footnotes) in length contributes hundred percent (100%) to the final mark. Examination: No additional examination will be required.

Pre-requisite: Completion of the degree of B Juris

Course description: The Course prepares the student enrolled for the Specialized Certificate in Customary Law in researching for and completing of the required research paper. (See C.4 of School of Law Regulations)
**D. CERTIFICATE IN CRIMINAL JUSTICE, CONSTITUTIONALISM AND HUMAN RIGHTS (16CCCH)**

**NB:** NOT OPEN FOR THE PUBLIC – ONLY OFFERED TO EMPLOYEES OF LAW ENFORCEMENT AGENCIES UPON REQUEST BY THE LATTER

**D.1 ADMISSION**

D.1.1 For admission to the Certificate in Criminal Justice, Constitutionalism and Human Rights, the candidate:
- should be in possession of a minimum Grade 10 certificate or any other equivalent qualification and should have five (5) years related working experience OR
- be in possession of a Grade 12 certificate, with a minimum of 17 points in five subjects according to UNAM rating with at least an E symbol in English as a Second Language or higher.

**D.2 DURATION**

D.2.1 The Certificate in Criminal Justice, Constitutionalism and Human Rights will extend over a period of 11 weeks with three hours of teaching in each of the seven (7) compulsory Courses.

**D.3 TEACHING MODE**

D.3.1 The Certificate in Criminal Justice, Constitutionalism and Human Rights will be offered full time.

**D.4 CURRICULUM COMPILATION**

The curriculum for the Certificate in Criminal Justice, Constitutionalism and Human Rights is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Wks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English for Certificate Purposes</td>
<td>LCEC 1311</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>4/11</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Constitutional Law (Compulsory)</td>
<td>LJCS 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Criminal Law (Compulsory)</td>
<td>LJCR 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Criminal Procedure (Compulsory)</td>
<td>LPCP 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Administrative Law (Elective)</td>
<td>LJAD 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Customary Law (Elective)</td>
<td>LJCU 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Human Rights &amp; Gender Law (Elective)</td>
<td>LJHG 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>International Humanitarian Law (Elective)</td>
<td>LJHL 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>International Refugee Law (Elective)</td>
<td>LJRL 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Legislative Drafting (Elective)</td>
<td>LPLD 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Military Law (Elective)</td>
<td>LJML 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Police Law (Elective)</td>
<td>LJPL 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Statutory Interpretation (Elective)</td>
<td>LJIS 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Taxes and Customs (Elective)</td>
<td>LCTC 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
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<tr>
<td></td>
<td><strong>TOTAL CREDITS:</strong> English, 3 Compulsory and 3 Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
</tbody>
</table>

**D.5 EXAMINATION REGULATIONS**

D.5.1 UNAM examination regulations apply as stipulated in the General Information and Regulations Prospectus. The examination timetable will be handled administratively between the School of Law and the Examinations Department.

**D.6 ACADEMIC ADVANCEMENT RULES**

D.6.1 A student who did not pass all the Courses of the Certificate in Criminal Justice, Constitutionalism and Human Rights, shall be eligible to repeat the Courses failed, provided that he/she has passed at least 32 credits out of the prescribed 76 credits.

**D.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

D.7.1 A student will not be re-admitted for the Certificate in Criminal Justice, Constitutionalism and Human Rights unless s/he passed at least 32 credits out of the prescribed compulsory 76 credits by the end of the first registration cycle.

D.7.2 A student may only register for a maximum of two times for this qualification, after which no extension will be granted.

**D.8 AWARDING OF THE CERTIFICATE IN CRIMINAL JUSTICE, CONSTITUTIONALISM AND HUMAN RIGHTS**

D.8.1 A student shall be awarded the Certificate in Criminal Justice, Constitutionalism and Human Rights if he/she passed all prescribed Courses (76 credits).
D.9 COURSE DESCRIPTORS

COMPULSORY COURSES:

D.9.1 Course Title: ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES
Course Code: LCEC 1311
NQF level: 3
Contact hours: Four contact hours per week lectures – 11 Weeks = 44 contact hours
Credits: 16
Prerequisites: None

Course description: This Course attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the Course. The main aim of the Course is to communicate in English language.

Assessment Strategies: Continuous assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2 hour paper.

D.9.2 Course Title: CONSTITUTIONAL LAW
Course Code: LJCS 1319
NQF level: 3
Credits: 10
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours
Prerequisite: None

Course description: The Course will cover the following areas:
- History, development and drafting of the Namibian Constitution
- Constitutionalism, Democracy and the Rule of Law
- Supremacy of the Constitution
- Separation of Powers and Independence of the Judiciary
- State of Emergency
- Entrenchments of Rights
- Limitations of rights and freedom

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) will contribute sixty percent (60%) to the final mark. Examination: The Course will be examined with a two hour paper at the end of the first semester. The examination mark will contribute forty percent (40%) to the final mark.

D.9.3 Course Title: CRIMINAL LAW
Course Code: LJCR 1319
NQF level: 3
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours
Credits: 10
Prerequisite: None

Course description: The Course will inter alia cover the following issues:

General Principles:
- The sources of criminal law;
- General principles of criminal liability: Compliance with definite elements of the crime, unlawfulness, culpability
- General defences: Consent, necessity, compulsion, obedience to orders, private defence, impossibility, de minimis, mistake of fact and mistake of law

Specific Offences:
- Common Crimes:
  - Crimes against the person: murder, culpable homicide and assault;
  - Crimes against property: theft, robbery and housebreaking;
- Specific Crimes:
  - Combating of Rape Act;
  - Anti-Corruption Act
  - Combating of Domestic Violence Act

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.
D.9.4  Course Title: CRIMINAL PROCEDURE

Course Code: LPCP 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

Course Description: The Course will cover the following areas:
- Introduction
  - The Namibian legal system;
  - The Courts;
  - The role players (police, prosecutors, legal practitioners);
  - Roles of Attorney General, Prosecutor-General and Minister of Justice
- Pre-trial Process
  - Arrest
  - Bail
  - Charge Sheet
- Trial
  - Plea
  - State Case
  - Defence Case
  - Sentence
  - Appeal

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%). Examination: (40%) 1x 2 hour paper.

ELECTIVES:

D.9.5  Course Title: ADMINISTRATIVE LAW

Course Code: LJAD 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

Course Description: The Course will cover the following areas:
- The nature, scope and sources of administrative law;
- Administrative law relations;
- Requirements for valid administrative action;
- The role of the Judiciary;
- State liability for administrative action;
- Regional and local government

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2 hour paper.

D.9.6  Course Title: CUSTOMARY LAW

Course Code: LJCU 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks  
Credits: 10  
Prerequisite: None

Course Description: The Course introduces the basic principles of African customary law as the law governing the day-to-day affairs of the majority in Namibia and gives, in particular, an overview of:
- The factual situation of traditional communities in Namibia;
- The legal status of traditional communities, traditional courts and customary law; and
- The relevant legal provisions dealing with traditional authority and customary law with special reference to the interface between traditional authorities and agents of the state.

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2 hour paper.

D.9.7  Course Title: HUMAN RIGHTS AND GENDER LAW

Course Code: LJHG 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

Course Description:
- Philosophy of human rights;
- History of Human Rights: Early developments;
- Post-World War II Developments;
- Human Rights within the framework of the UN;
- Human Rights as part of International Law;
- Development of regional human rights instruments;
- International human rights instruments and domestic law;
- A selection of international instruments with special reference to instruments ratified by Namibia.
- The Course will also introduce the concept and theory of gender in relation to the law; examine various legal issues of Namibian law as they relate to gender and cover *inter alia* sociological, psychological and legal aspects of gender.

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

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**D.9.8 Course Title:** INTERNATIONAL HUMANITARIAN LAW

**Course Code:** LJHL 1319  
**NQF level:** 3  
**Contact hours:** Three contact hours per week lectures – 11 weeks = 33 contact hours  
**Credits:** 10  
**Prerequisite:** None

**Course Description:** During the course of the Course, the following areas will be covered:
- The nature, scope and sources of humanitarian Law;
- The distinction between *jus ad bellum* & *jus in bello*;
- The Legality of war: the UN Charter System, the Nuremberg Tribunal and Principles, the International Court of Justice Jurisprudence;
- The Laws & Customs of war (the Hague law);
- The Geneva Conventions, 1949 and the 1977 two Additional Protocols to the Geneva Conventions;  
- International & non-international armed conflicts;
- Self-determination and national liberation movements;
- Treatment of prisoners of war (PoW) and protection of civilians during the hostilities, the wounded, sick and shipwrecked,  
- Rights and Duties of the Occupying Power; the Rights and Duties of neutrals;
- War crimes and grave breaches against international humanitarian law; Common article 3 to the Geneva Convention s, 1949;  
- The ad hoc international criminal tribunals and the International Criminal Court.

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

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**D.9.9 Course Title:** INTERNATIONAL REFUGEE LAW

**Course Code:** LJRL 1319  
**NQF level:** 3  
**Contact hours:** Three contact hours per week lectures – 11 weeks = 33 contact hours  
**Credits:** 10  
**Prerequisite:** None

**Course Description:** During the course of the Course, the following areas will be covered:
- The nature, scope and sources of Public International Law;
- The nature, scope and sources of Refugee Law;
- The Definition of a Refugee in terms of both the Namibian and International Law  
- Loss and Denial of Refugee Status and consequences thereto;
- The concept of "Non-refoulement".  
- The Namibian Asylum System: reception of asylum seekers in Namibia; procedure to apply for a refugee status in Namibia, appeals procedure; rights of recognized refugees and rejected applicants;
- The Incorporation of international refugee law within Namibian legal system: Regional and international instruments ratified by Namibia in the field of refugee law; domestic laws, policies, and administrative measures adopted by Namibia in the area of Refugee Protection.
- Case law pertaining to refugee protection and asylum in Namibia.

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

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**D.9.10 Course Title:** LEGISLATIVE DRAFTING

**Course Code:** LPLD 1319  
**NQF level:** 3  
**Contact hours:** Three contact hours per week lectures – 11 weeks = 33 contact hours  
**Credits:** 10  
**Prerequisite:** None

**Course Description:** The Course will cover the following areas:
- Types of Bills
- The content of a Bill  
  o Bill number  
  o Title  
  o Preamble (if any)
Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

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**D.9.11  Course Title:** MILITARY LAW

Course Code: LJML 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

**Course description:** The Course will cover the following areas:
- Basic law concerning military operations
- The significance of military law during combat;
- Enforcement of military law and its impact on the duties of combatants;

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2-hour paper

---

**D.9.12  Course Title:** POLICE LAW

Course Code: LJPL 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

**Course description:** The Course will cover the following areas:
- Basic principles of police law;  
- The relevance of other laws in relation to police law;  
- Enforcement of the laws and their impact on the duties of police officers;  
- Human rights and the law.

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2-hour paper

---

**D.9.13  Course Title:** STATUTORY INTERPRETATION

Course Code: LJIS 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None

**Course description:** This Course will *inter alia* pay particular attention to the following topics:
- The purpose and role of statutory interpretation  
- Creative function of the court – Judicial activism  
- Theories of interpretation  
- Constitutional interpretation  
- Restrictive and extensive interpretation  
- Internal and external aids to interpretation  
- Presumptions of interpretation

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2-hour paper

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**D.9.14  Course Title:** TAXES AND CUSTOMS

Course Code: LCTC 1319  
NQF level: 3  
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours  
Credits: 10  
Prerequisite: None
Course description: The Course will cover the following areas:

- Introduction
  - The Namibian legal system;
  - The basic principles of import and export taxes;
  - The role players (police, immigration customs);

- Specific duties
  - Customs duties and requirements
  - Tax tables
  - SADC MoU’s and other international treaties and obligations
  - Southern African Customs Union
  - Offences and legal processes

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (40%). Examination (60%) 1x 2-hour paper
E. CERTIFICATE IN PARLIAMENTARIAN PRACTICE AND CONDUCT (16CPPC)

NB: NOT OPEN FOR THE PUBLIC – EXCLUSIVELY OFFERED FOR PARLIAMENTARIANS

E.1 ADMISSION

E.1.1 For admission to the Certificate in Parliamentarian Practice and Conduct, the candidate:
• should be in possession of a minimum Grade 10 certificate or any other equivalent qualification and should have five (5) years related working experience OR
• be in possession of a Grade 12 certificate, with a minimum of 17 points in five subjects according to UNAM rating with at least an E symbol in English as a Second Language or higher.

E.2 DURATION

E.2.1 The Certificate in Parliamentarian Practice and Conduct will extent over a period of 11 weeks with four hours of teaching in English for Certificate Purposes and three hours of teaching in each of the other five (5) Courses.

E.3 TEACHING MODE

E.3.1 The Certificate in Parliamentarian Practice and Conduct will be offered full time.

E.4 CURRICULUM COMPILATION

The curriculum for the Certificate in Parliamentarian Practice and Conduct is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Weeks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English for Certificate Purposes</td>
<td>LCEC 1311</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>4/11</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Constitutional Law</td>
<td>LJCS 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Administrative Law</td>
<td>LJAD 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Customary Law</td>
<td>LJCU 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Legislative Drafting</td>
<td>LPLD 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>The Role of Parliament in a Constitutional Democracy</td>
<td>LPRP 1319</td>
<td>Semester 1 or 2</td>
<td>3</td>
<td>3/11</td>
<td>10</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 66

E.5 EXAMINATION REGULATIONS

E.5.1 UNAM examination regulations apply as stipulated in the General Information and Regulations Prospectus. The examination timetable will be handled administratively between the School of Law and the Examinations Department.

E.6 ACADEMIC ADVANCEMENT RULES

E.6.1 A student who did not pass all the Courses of the Certificate in Parliamentarian Practice and Conduct, shall be eligible to repeat the Course/s failed, provided that he/she has passed at least 32 credits out of the prescribed 66 credits.

E.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

E.7.1 A student will not be re-admitted for the Certificate in Parliamentarian Practice and Conduct unless s/he passed at least (32 credits out of the prescribed 66 credits by the end of the first registration cycle.

E.7.2 A student may only register for a maximum of two times for this qualification after which no extension will be granted.

E.8 AWARDING OF THE CERTIFICATE IN PARLIAMENTARIAN PRACTICE AND CONDUCT

E.8.1 A student shall be awarded the Certificate Parliamentarian Practice and Conduct if he/she passed all prescribed Courses (66 credits).
E.9 COURSE DESCRIPTORS

E.9.1 Course Title: ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES
Course Code: LCEC 1311
NQF level: 3
Contact hours: Four hours per week lectures – 11 weeks = 44 contact hours
Credits: 16
Prerequisites: None

Course description: This Course attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the Course. The main aim of the Course is to communicate in English language.

Assessment Strategies: Continuous assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2-hour paper.

E.9.2 Course Title: CONSTITUTIONAL LAW
Course Code: LJCS 1319
NQF level: 3
Credits: 10
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours
Prerequisite: None

Course description: The Course will cover the following areas:
- History, development and drafting of the Namibian Constitution
- Constitutionalism, Democracy and the Rule of Law
- Supremacy of the Constitution
- Separation of Powers and Independence of the Judiciary
- State of Emergency
- Entrenchments of Rights
- Limitations of rights and freedoms

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

E.9.3 Course Title: ADMINISTRATIVE LAW
Course Code: LJAD 1319
NQF level: 3
Contact hours: Three contact hours per week lectures – 11 weeks = 33 contact hours
Credits: 10
Prerequisite: None

Course description: The Course will cover the following areas:
- The nature, scope and sources of administrative law;
- Administrative law relations;
- Requirements for valid administrative action;
- The role of the Judiciary;
- State liability for administrative action;
- Regional and local government.

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.

E.9.4 Course Title: CUSTOMARY LAW
Course Code: LJCU 1319
NQF level: 3
Contact hours: Three contact hours per week lectures – 11 weeks
Credits: 10
Prerequisite: None

Course description: The Course introduces the basic principles of African customary law as the law governing the day-to-day affairs of the majority in Namibia and gives, in particular, an overview of:
- The factual situation of traditional communities in Namibia;
- The legal status of traditional communities, traditional courts and customary law; and
- The relevant legal provisions dealing with traditional authority and customary law with special reference to the interface between traditional authorities and agents of the state.

Assessment Strategies: Continuous Assessment (minimum one test and one assignment) (60%) Examination (40%) 1x 2-hour paper.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact hours</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPLD 1319</td>
<td>LEGISLATIVE DRAFTING</td>
<td>Three contact hours per week lectures – 11 weeks = 33 contact hours</td>
<td>10</td>
<td>None</td>
</tr>
</tbody>
</table>

**Course description:** The Course will cover the following areas:
- Types of Bills
  - The content of a Bill
    - Bill number
    - Title
    - Preamble (if any)
    - Statement of Purpose
    - Short Title
    - Enacting Clause
    - Prefatory Language
    - Sections and sub-section
    - Effective date
  - Drafting
    - Changing an Existing Statute: deleting old language and adding new
    - Language;
    - Multiple-Meaning Words;
    - Exceptions, Provisos and “Notwithstanding” Clauses;
  - Aspects of interpretation

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (60%) Examination: (40%) 1x 2-hour paper

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact hours</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPRP 1319</td>
<td>THE ROLE OF PARLIAMENT IN A CONSTITUTIONAL DEMOCRACY</td>
<td>Three contact hours per week lectures – 11 weeks = 33 contact hours</td>
<td>10</td>
<td>None</td>
</tr>
</tbody>
</table>

**Course description:** The Course will cover the following areas:
- History and development of Constitutional Democracy.
- Constitutionalism Democracy and Parliament.
- The Relationship between Parliament and the Judiciary.
- The different functionaries of Parliament with special emphasis on the committees.
- The committees and the opposition.
- Public hearings.
- The role of committee members during the Parliamentary debates.

**Assessment Strategies:** Continuous Assessment (minimum one test and one assignment) (40%) Examination: (60%) 1x 2-hour paper
F. DIPLOMA IN ALTERNATIVE DISPUTE RESOLUTION (16DADR) FULL-TIME (FACE-FACE IN THE EVENING)

F.1 ADMISSION

F.1.1 For admission to the Diploma Alternative Dispute Resolution the general UNAM requirements apply, namely that the applicant holds a School Leaving Certificate i.e. Namibian Senior Secondary Certificate (NSSC) Ordinary or Higher Level or a recognized equivalent qualification. A student must obtain a minimum of 25 point in five subjects according to UNAM rating with at least a C symbol in English as a Second Language or higher.

F.2 DURATION OF STUDY

F.2.1 The Diploma Alternative Dispute Resolution will be offered over a minimum study period of two (2) years and a maximum study period of four (4) years.

F.3 TEACHING MODE

F.3.1 The Diploma in Alternative Dispute Resolution will be offered on a full time (face-face) mode during the evenings.

F.4 CURRICULUM STRUCTURE

The curriculum for the Diploma in Alternative Dispute Resolution is made up of the following components:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Wks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English Communication and Study Skills</td>
<td>ULCE 3419</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Basic Principles of Legal Processes</td>
<td>LJLP 2411</td>
<td>Semester 1</td>
<td>4</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Negotiation</td>
<td>LCNG 2411</td>
<td>Semester 1</td>
<td>4</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>English for Academic Purposes</td>
<td>ULEA 3519</td>
<td>Semester 2</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Computer Literacy</td>
<td>UCLC 3509</td>
<td>Semester 2</td>
<td>5</td>
<td>2/14</td>
<td>8</td>
</tr>
<tr>
<td>1</td>
<td>Conciliation &amp; Mediation</td>
<td>LPMD 2412</td>
<td>Semester 2</td>
<td>4</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Conflict Management and Dispute Resolution</td>
<td>LPCM 2410</td>
<td>Semester 1 &amp; 2</td>
<td>4</td>
<td>4/28</td>
<td>32</td>
</tr>
<tr>
<td>1</td>
<td>Contemporary Social Issues</td>
<td>UCSI 3580</td>
<td>Semester 1 &amp; 2</td>
<td>5</td>
<td>2/14</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS FOR YEAR 1** 128

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Wks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Arbitration</td>
<td>LPAR 2511</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Family Mediation</td>
<td>LPFM 2511</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Ombuds Law</td>
<td>LJOM 2511</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Restorative Justice</td>
<td>LJMR 2512</td>
<td>Semester 2</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Land &amp; Environmental Dispute Resolution</td>
<td>LJLE 2512</td>
<td>Semester 2</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Internship¹</td>
<td>LJIN 2512</td>
<td>Semester 2</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Workplace Dispute Resolution</td>
<td>LCWD 2510</td>
<td>Semester 1 &amp; 2</td>
<td>5</td>
<td>4/28</td>
<td>32</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS FOR YEAR 2** 128

**TOTAL CREDITS FOR THE PROGRAMME** 256

RESTRICTION ON COURSES – CO-REQUISITES AND PRE-REQUISITES

Co-requisites: A student must have a continuous assessment mark of at least 40% (i.e. examination admission) in a Course to be allowed to continue with any Course for which the first one is a co-requisite.

Pre-requisites: Before a student can continue with a subsequent Course, the preceding relevant Course must be passed.

A student will not be admitted to a specific Course if s/he does not meet the requirements for the particular Course.

FIRST YEAR:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULEA 3519 English for Academic Purposes</td>
<td>ULCE 3419 English Communication and Study Skills</td>
</tr>
</tbody>
</table>
SECOND YEAR:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPFM 2511 Family Mediation</td>
<td>LPMD 2412</td>
</tr>
<tr>
<td>LJOM 2511 Ombuds Law</td>
<td>LPMD 2412</td>
</tr>
<tr>
<td>LJRJ 2511 Restorative Justice</td>
<td>LPMD 2412</td>
</tr>
<tr>
<td>LJ LE 2512 Land &amp; Environmental Dispute Resolution</td>
<td>LPMD 2412</td>
</tr>
<tr>
<td>LCWD 2510 Workplace Dispute Resolution</td>
<td>LCNG 2411 and LPMD 2412</td>
</tr>
</tbody>
</table>

F.5 EXAMINATION REGULATIONS

See General Information and Regulations Prospectus for Special Regulations.

F.6 ACADEMIC ADVANCEMENT RULES

F.6.1 A student is eligible to register for his/her subsequent year of study if s/he has, at the end of the first year, passed 88 out of the 128 credits prescribed for the first year, which should include at least two (2) of the following courses:
- Conflict Management and Dispute Resolution
- Negotiation
- Conciliation & Mediation
- Basic Principles of Legal Processes

F.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

F.7.1 A student will not be re-admitted into the Faculty unless s/he passed at least:
- 48 credits by the end of the first year of registration
- 88 credits by the end of the second year of registration
- The above-mentioned implies that a student, who does not complete the Diploma in Alternative Dispute Resolution within the prescribed duration of study, has two years left to complete all the remaining credits.

F.7.2 A student may only register for a maximum of two times for the same year of study. This is subject to the duration of study for the Diploma in Alternative Dispute Resolution. The maximum duration of study for the Diploma in Alternative Dispute Resolution is four (4) years.

F.8 AWARDING OF THE DIPLOMA IN ARBITRATION AND DISPUTE RESOLUTION

F.8.1 A student shall be awarded the Diploma in Alternative Dispute Resolution if s/he passed all prescribed courses i.e. 256 credits.

F.9 COURSE DESCRIPTORS

FIRST YEAR COURSES:

F.9.1 Course Title: ENGLISH COMMUNICATION AND STUDY SKILLS

Course Code: ULCE 3519
NQF level: 5
Contact hours: Four hours per week lectures for 14 Weeks = 56 contact hours
Credits: 16
Pre-requisites: None

Module Description: This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language, which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.
**F.9.2**

**Course Title:** COMPUTER LITERACY

- **Course code:** UCLC 3509
- **Contact hours:** 2 hours per week lectures for 14 weeks = 28 contact hours
- **Credits:** 8
- **Pre-requisite:** None

**Course Content:** The course will inter alia cover the critical examination of the nature, sources, institutions and techniques of the law; The relationship between law, society and development; Introduction to legal methods, techniques and reasoning especially the analysis of cases and the use of authorities; Structure of the law (i.e. divisions of the law into branches or classification) in general and of the law in Namibia in particular; The structure of the judicial system (Courts), the legal profession and the administration of justice; The doctrines of separation of powers and the rule of law; The supremacy of the constitution and the sovereignty of Parliament and their consequences, with

**Assessment strategies:** Continuous assessment [minimum two practical tests (50%) and two theory tests (50%)] will contribute hundred percent (100%) to the final mark.

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**F.9.3 Course Title:** CONTEMPORARY SOCIAL ISSUES

- **Course code:** CSI3580
- **Contact Hours:** 4 periods per week lectures – 14 weeks = 56 contact hours
- **Credits:** 8
- **Prerequisite:** None (University Core Module)

**Module Descriptor:** The module, Contemporary Social Issues (CSI3580), is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate. Finally, the professional dimension is fostered through group work, online discussions and class participation.

**Assessment strategies:** This is a 100% continuous assessment module with a variety of assessments which evaluate and test the students’ individual learning and mastering of the course content (subject knowledge) through quizzes, tests, Moodle assignments, journal entries, reflections as well as service and experiential learning projects.

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**F.9.4**

**Course Title:** ENGLISH FOR ACADEMIC PURPOSES

- **Course Code:** ULEA 3519
- **Contact hours:** 4 periods per week lectures – 14 weeks = 56 contact hours
- **Credits:** 16
- **Pre-requisite:** None

**Course description:** This Course develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

**Assessment strategies:** Continuous Assessment (minimum two tests (reading and writing), one academic written essay and one oral presentation) will contribute sixty percent (60%) to the final mark. Examination: (40%) 1x 3-hour paper.

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**F.9.5**

**Course Title:** BASIC PRINCIPLES OF LEGAL PROCESSES

- **Course Code:** LJLP 2411
- **Notional Hours:** 160
- **Contact hours:** 4h lectures per week for 14 weeks = 56 contact hours
- **Credits:** 16
- **Pre-requisite:** None

**Course Content:** The course will inter alia cover the critical examination of the nature, sources, institutions and techniques of the law; The relationship between law, society and development; Introduction to legal methods, techniques and reasoning especially the analysis of cases and the use of authorities; Structure of the law (i.e. divisions of the law into branches or classification) in general and of the law in Namibia in particular; The structure of the judicial system (Courts), the legal profession and the administration of justice; The sources of law in general and under the Namibian legal system; The separation of governmental powers into the Executive, Legislative and Judicial; The doctrines of separation of powers and the rule of law; The supremacy of the constitution and the sovereignty of Parliament and their consequences, with
particular reference to the Namibian legal system and the nature of administrative discretion and administrative justice, the principles of natural justice and judicial review of administrative discretion.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

F.9.6 Course Title: NEGOTIATION
Course Code: LCNG 2411  
NQF level: 4  
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours  
Credits: 16  
Pre-requisite: None

Course Content: The Course will cover inter alia the following areas: The Scope and Nature of Alternative Dispute Resolution (ADR); the goals of ADR; Same as Conciliation and Mediation. Main Methods of Dispute Resolution in terms of Litigation and Negotiation; Approach to Negotiation; The Negotiation process; Convening a Negotiation process; Fact-finding and advisory awards; Positional and interest-based bargaining; Communication skills; Managing the interaction; Negotiation and litigation compared and Legal aspects of Negotiation.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) will contribute forty per cent (40%) to the final mark. Examination: The Course will be examined with a two-hour paper at the end of the first semester. The examination mark will contribute sixty per cent (60%) to the final mark. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark. 1x 3-hour paper.

F.9.7 Course Title: CONFLICT MANAGEMENT AND DISPUTE RESOLUTION
Course Code: LPCM 2410  
NQF level: 4  
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours  
Credits: 32  
Pre-requisite: None

Course Content: The course will focus on the following issues: The nature of conflict and the methods of conflict resolution; Problem solving; Negotiation and facilitation; mediation and conciliation.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%). 1x3 hour paper.

F.9.8 Course Title: CONCILIATION AND MEDIATION
Course Code: LPMD 2412  
NQF level: 4  
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours  
Credits: 16  
Pre-requisite: None

Course Content: The Course will cover inter alia the following areas: The Scope, Nature and Goals of Alternative Dispute Resolution (ADR); Main Methods of Dispute Resolution in terms of Mediation and Conciliation; Understanding Conflicts; Approach to Mediation and Conciliation; The Mediation and Conciliation processes; Convening a Mediation and Conciliation meeting; Communication skills; Managing the interaction; Mediation and Justice; Mediation and litigation; Conciliation and litigation and Legal areas of Mediation.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%); Examination: (60%). 1x3 hour paper.

SECOND YEAR COURSES:

F.9.9 Course Title: ARBITRATION
Course Code: LPAR 2511  
NQF level: 5  
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours  
Credits: 16  
Pre-requisite: None

Course description: The Course will cover inter alia the following areas: The nature scope and purpose Arbitration. Introduction & Revision of basic arbitration; The Arbitrator’s role during the hearing; The powers of the arbitrator; Convening the hearing; Representation of the parties; Witnesses and Presentation of evidence; Conduct of a formal hearing; The Confidentiality of arbitration proceeding; Applicability of the ordinary rules of evidence to arbitration; The arbitrator’s role in the gathering of evidence; The Standard and burden of proof; The Arbitrator’s Duty to apply the rules of substantive law; Period for making and Delivering the award; Requirements for a valid award; Preparing & Drafting of the award; Publication of the Award; The reasoned award; Legal Consequences of an award; The Enforcement of the award; Setting aside the award; Arbitration in Labour Dispute.

Assessment Strategies: Continuous assessment (minimum of two tests, two assignments and oral presentations) (40%); Examination: (60%). 1x3 hour paper

---------------------------------------------------------------------------------------------------------------------
F.9.10 Course Title: FAMILY MEDIATION
Course Code: LPFM 2511
NQF level: 5
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours
Credits: 16
Pre-requisite: LPMD 2412 – Conciliation & Mediation
Course Content: The course will, inter alia, cover the following topics: Negotiating and communication skills; Conflict and conciliation; Mediating relationship issues; Mediating child related issues; Barriers to resolution/impasse techniques; Domestic violence awareness; Namibia’s child support guidelines; Mediation and property and Ethical issues.
Assessment Strategies: Continuous assessment: 40%. Examination (60%) 1x3 hour paper.

F.9.11 Course Title: OMBUDS LAW
Course Code: LJOM 2511
NQF level: 5
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours
Credits: 16
Pre-requisite: LPMD 2412 – Conciliation & Mediation
Course Content: The Course will cover inter alia the following areas: Types / kinds of ombudspersons; Role, scope and duties of ombudspersons / theory and practice of Imbeds office; Basic principles of the ombudsperson’s role: confidentiality, neutrality and independence; Mandate of the Namibian Ombudsperson; Exploring selected Ombuds best practices i.e. media ombudsman, tax ombuds option.
Assessment Strategies: Continuous assessment (40%) Examination; (60%) 1x3 hour paper.

F.9.12 Course Title: WORKPLACE DISPUTE RESOLUTION
Course Code: LCWD 2510
NQF level: 5
Contact hours: 4 hours per week lectures – 28 Weeks = 112 contact hours
Credits: 32
Pre-requisite: LPMD 2412 – Conciliation & Mediation LCNG 2411 – Negotiation and LPAR 2412 – Arbitration
Course Content: The Course will cover inter alia the following areas: Content, grievances and disputes; An overview of the dispute system; The disputes and their processes; Definitions of dispute resolution processes; Dispute resolution institutions; Dispute resolution in the public service; Negotiation; Conciliation, Arbitration; Arbitration by the labour commissioner; Private arbitration; Preparation for arbitration; The law of evidence; The award; Enforcement of the award; Review and appeal against the award
Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) to the final mark. Examination; (60%) 1x3 hour paper.

F.9.13 Course Title: RESTORATIVE JUSTICE
Course Code: LJIRJ 2512
NQF level: 5
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours
Credits: 16
Pre-requisite: LPMD 2412 – Conciliation & Mediation
Course Content: The Course will cover inter alia the following areas: Restorative Justice; An overview of restorative justice practices; Victim Voices (actual victim of crime); Understanding Victimization; Offender Voices; Community Voices; Restorative Justice Practices; Critical Issues in Restorative Justice; Practical Skills Training
Assessment Strategies: Continuous assessment (40%) to the final mark. Examination; (60%) 1x3 hour paper.

F.9.14 Course Title: LAND AND ENVIRONMENTAL DISPUTE RESOLUTION
Course Code: LJILE 2512
NQF level: 5
Contact hours: 4 hours per week lectures – 14 Weeks = 56 contact hours
Credits: 16
Pre-requisite: LPMD 2412 – Conciliation & Mediation
Course Content: The course will inter alia cover the following issues: Land Tenure Systems of Namibia; Sources of the Law of Property; Nature and Acquisition of Property Rights; Ownership; Rights of Use (Usufruct) and Servitudes; Statutory Leasehold; Limitations on Ownership; Expropriation; Prescription; Land Reform / Land Reform In Namibia; Rights of others, owners’ obligations, Common Law and statutory regulation; Concept and Scope of the Environment; Sources of Environmental Law; Principles of Municipal and International Environmental Law; Criminal Aspects of Environmental Law; Compliance and Dispute Settlement in environmental issues.
F.9.15  
Course Title: INTERNSHIP

Course Code: LJIN 2512
NQF level: 5
Contact hours: One month or 4 weeks internship at an approved industry or practice
Credits: 16
Pre-requisite: None

Course Content: The course prepares the student enrolled for the Diploma in Alternative Dispute Resolution for the required internship with an approved industry or practice. The internship will be one month of which two weeks will have to be done during the July holidays and the remainder period during the first two weeks of the second semester of the second year. A diary must be kept during the period and an assessment report must be submitted at the end of the internship.

Assessment Strategies: Internship Report with a minimum of 2000 but not exceeding 3000 words (excluding footnotes) in length contributes hundred per cent (100%) to the final mark. Examination: No additional examination is required.

NB: A One-month internship of which two weeks will have to be done during the July holidays and the remainder period during the first two weeks of the second semester of the second year. The internship is to be done at an approved industry or practice. A diary must be kept during the period and an assessment report must be submitted at the end of the internship.
The Bachelor of Laws degree (LL B) (Honours) is a professional law degree. The LL B (Honours) can only be obtained after a minimum study period of six years other than non-professional UNAM degrees from other faculties.

G.1 ADMISSION

G.1.1 A student is eligible to register for the LL B (Honours) if he/she holds a School Leaving Certificate entitling him/her to degree studies i.e. Namibian Senior Secondary Certificate (NSSC) Ordinary or Higher Level or a recognized equivalent qualification. A student must obtain a minimum of 30 points in five subjects according to UNAM rating with at least a B symbol in English as a Second Language or higher.

OR

G.1.2 In order to qualify for admission into the School of Law, a student already admitted to a degree programme of the University of Namibia in a School other than the School of Law, should attain an overall average of 65%, at the end of the first year of study provided he/she did not fail any Course in that Faculty.

OR

G.1.3 Applicants seeking admission to the LL B (Honours) programme as mature students should be 25 years old on the first day of the academic year in which admission is sought; they should have a Grade 12 Certificate and should normally have proof of at least five years relevant work experience relating to the proposed study programme. In addition, the Candidates admitted through the mature age entry scheme should pass the mature age examination with an aggregate of at least 65% and the School specific paper with a minimum of 60%.

NB: Students are advised that the LL B (Honours) degree is the qualification for admission to the JTC for the purpose of pursuing the training programme stipulated under the Legal Practitioners Act, 15 of 1995 as one of the requirements to practice law in Namibia.

G.2 DURATION OF STUDY

G.2.1 A full time student must complete the qualification within a minimum study period of four (4) years and maximum study period of six (6) years.

G.2.2 The maximum study period through the mode of distance/online will be eight (8) years.

G.2.3 The said periods may only be exceeded with the authority of Senate.

G.3 CURRICULUM STRUCTURE

The curriculum for the full time LL B (Honours) degree is made up of the following components:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Weeks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English for Academic Purposes</td>
<td>ULEA 3519</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Law of Persons</td>
<td>LPPE 3501</td>
<td>Semester 1</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Computer Literacy</td>
<td>UCLC 3509</td>
<td>Semester 2</td>
<td>5</td>
<td>2/14</td>
<td>8</td>
</tr>
<tr>
<td>1</td>
<td>Family Law</td>
<td>LPFA 3532</td>
<td>Semester 2</td>
<td>5</td>
<td>4/14</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Contemporary Social Issues</td>
<td>UCSI 3580</td>
<td>Semester 1 &amp; 2</td>
<td>5</td>
<td>2/14</td>
<td>8</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to Law</td>
<td>LJIL 3510</td>
<td>Semester 1 &amp; 2</td>
<td>5</td>
<td>4/28</td>
<td>32</td>
</tr>
<tr>
<td>1</td>
<td>Constitutional Law</td>
<td>LJCS 3510</td>
<td>Semester 1 &amp; 2</td>
<td>5</td>
<td>4/28</td>
<td>32</td>
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**TOTAL CREDITS FOR YEAR 1**  
128

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Course Name</th>
<th>Code</th>
<th>Course Type</th>
<th>NQF Level</th>
<th>Contact Hours/Weeks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Customary Law I</td>
<td>LJCU 3601</td>
<td>Semester 1</td>
<td>6</td>
<td>2/14</td>
<td>8</td>
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<tr>
<td>2</td>
<td>Labour Law</td>
<td>LCLA 3651</td>
<td>Semester 1</td>
<td>6</td>
<td>4/14</td>
<td>16</td>
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<tr>
<td>2</td>
<td>Criminal Law I</td>
<td>LJCR 3691</td>
<td>Semester 1</td>
<td>6</td>
<td>4/14</td>
<td>12</td>
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<tr>
<td>2</td>
<td>Legal Interpretation &amp; Drafting</td>
<td>LJLD 3602</td>
<td>Semester 2</td>
<td>6</td>
<td>2/14</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Customary Law II</td>
<td>JCU 3602</td>
<td>Semester 2</td>
<td>6</td>
<td>2/14</td>
<td>8</td>
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<tr>
<td>2</td>
<td>Criminal Law II</td>
<td>LJCR 3692</td>
<td>Semester 2</td>
<td>6</td>
<td>4/14</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>Law of Contract</td>
<td>LCCT 3630</td>
<td>Semester 1 &amp; 2</td>
<td>6</td>
<td>4/28</td>
<td>32</td>
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<tr>
<td>2</td>
<td>Law of Property</td>
<td>LPPR 3690</td>
<td>Semester 1 &amp; 2</td>
<td>6</td>
<td>4/28</td>
<td>24</td>
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<tr>
<td>2</td>
<td>Administrative Law</td>
<td>LJAD 3660</td>
<td>Semester 1 &amp; 2</td>
<td>6</td>
<td>2/14</td>
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**Total credits Year 2**  
136
<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>Courses</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Human Rights Law</td>
<td>LJHR 3761</td>
</tr>
<tr>
<td>3</td>
<td>Criminal Procedure</td>
<td>LPCP 3771</td>
</tr>
<tr>
<td>3</td>
<td>Civil Procedure</td>
<td>LPCI 3771</td>
</tr>
<tr>
<td>3</td>
<td>Law of Evidence</td>
<td>LPEV 3771</td>
</tr>
<tr>
<td>3</td>
<td>Research Methodology</td>
<td>LPRM 3762</td>
</tr>
<tr>
<td>3</td>
<td>Law of Associations</td>
<td>LCAS 3772</td>
</tr>
<tr>
<td>3</td>
<td>Commercial Law</td>
<td>LCCM 3772</td>
</tr>
<tr>
<td>3</td>
<td>Accountancy for Lawyers</td>
<td>LCAC 3720</td>
</tr>
<tr>
<td>3</td>
<td>Public International Law</td>
<td>LJPU 3740</td>
</tr>
<tr>
<td>3</td>
<td>Law of Delict</td>
<td>LPDE 3720</td>
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Total credits Year 3: **144**

<table>
<thead>
<tr>
<th>YEAR 4</th>
<th>Courses</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Law of Succession</td>
<td>LPSU 3861</td>
</tr>
<tr>
<td>4</td>
<td>International Economic Law</td>
<td>LCIE 3871</td>
</tr>
<tr>
<td>4</td>
<td>Tax Law</td>
<td>LCTX 3862</td>
</tr>
<tr>
<td>4</td>
<td>Company Law</td>
<td>LCCO 3860</td>
</tr>
<tr>
<td>4</td>
<td>Jurisprudence</td>
<td>LJJU 3860</td>
</tr>
<tr>
<td>4</td>
<td>LLB Research Project</td>
<td>LJRP 3870</td>
</tr>
<tr>
<td>4</td>
<td>Legal Aid Clinic &amp; Professional Ethics</td>
<td>LPLC 3870</td>
</tr>
</tbody>
</table>

ELECTIVES (Student must select courses equal to 32 credits)
The School of Law will only offer Law of Intellectual Property and Mining Law in 2022.

Total credits Year 4: **128**

**TOTAL CREDITS FOR THE PROGRAMME**: **536**

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**G.4 RESTRICTION ON COURSES – CO-REQUISITES AND PRE-REQUISITES**

Co-requisites: A must have a continuous assessment mark of at least 40% (i.e. examination admission) in a Course to be allowed to continue with any Course for which the first one is a co-requisite.

Pre-requisites: Before a student can continue with a subsequent Course, the preceding relevant Course must be passed. A student will not be admitted to a specific Course if s/he does not meet the requirements for the particular Course.

**FIRST YEAR:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPFA 3532 Family Law</td>
<td>Law of Persons LPPE 3501</td>
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</table>
SECOND YEAR:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCU 3602 Customary Law II</td>
<td>Customary Law I - LJCU 3601</td>
</tr>
<tr>
<td>LJCR 3672 Criminal Law II</td>
<td>Criminal Law I - LJCR 3671</td>
</tr>
</tbody>
</table>

THIRD YEAR:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCCM 3772</td>
<td>Commercial Law</td>
</tr>
<tr>
<td></td>
<td>Law of Contract LCCT 3630</td>
</tr>
</tbody>
</table>

FOURTH YEAR:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPCN 3872 Conveyancing &amp; Notarial Practice</td>
<td>Law of Property - LPPR3630</td>
</tr>
<tr>
<td>LPCN 3872 Negotiable Instruments</td>
<td>Law of Contract - LCCT3630</td>
</tr>
<tr>
<td>LCIS 3842 Law of Insolvency</td>
<td>Law of Contract - LCCT3630</td>
</tr>
<tr>
<td>LPIP 3871 Law of Intellectual Property</td>
<td>Law of Property - LPPR3630</td>
</tr>
<tr>
<td>LJHL 3862 International Humanitarian Law</td>
<td>Public International Law LJPU3740</td>
</tr>
</tbody>
</table>

G.5 EXAMINATION REGULATIONS

See General Information and Regulations Prospectus for Special Regulations.

G.6 ACADEMIC ADVANCEMENT RULES

A student is eligible to register for his/her subsequent year of study if he/she has,

G.6.1 At the end of the first year, passed 88 credits (5½ courses) out of the 128 credits (7½ courses) for the first year, which should include at least three (3) of the following law courses:
- Introduction to Law
- Law of Persons
- Family Law
- Constitutional Law

G.6.2 At the end of the second year, passed 88 credits (5½ courses) out of the 136 credits (8 courses) prescribed for the second year.

G.6.3 At the end of the third year, passed 96 (6 courses) out of the 144 credits (9 courses) provided that all first-year courses have been passed.

G.7 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL

A student will not be re-admitted into the School unless s/he passed at least:

- 48 credits (3 courses) by the end of the first year of registration
- 128 credits (8 courses) by the end of the second year of registration including all UNAM core courses
- 224 credits (14 courses) by the end of the third year of registration
- 336 credits (21 courses) by the end of the fourth year of registration

The above-mentioned implies that a student who does not complete the LL B (Honours) degree within the prescribed duration of study, has two years left to complete the remaining courses. A student may only register for a maximum of two times for the same year of study. This is subject to the duration of study for the full-time degree of LL B (Honours). The maximum duration of study for the full-time degree of LL B (Honours) is six (6) years. The maximum duration of study for the distance/PM/Online degree of LL B (Honours) is six (6) years.

G.8 AWARDING OF THE DEGREE OF LL B (HONOURS)

G.8.1 The programme consists of a combination of compulsory courses constituting 536 credits and a number of electives from which students are expected to obtain at least 16 credits. A student shall be awarded the degree of Bachelor of Laws (Honours) if he/she passed all prescribed courses which are equivalent to 536 credits.
G.9 LLB RESEARCH PROJECT REGULATIONS (JRP 3870)

G.9.1 INTRODUCTION
All LLB students are required to write a research project in their final year. In order to expose students to various research techniques, lectures and/or seminar on research methods will be conducted during the first semester of the first year of the LLB programme. In writing the research project, the student should seek to provide clear analytical methodology and clearly articulated theoretical perspectives on the subject matter. The research project may not be wholly theoretical, but it should have a theoretical component in examining the problem area chosen.

G.9.2 SELECTION OF TOPICS
Subject to availability of supervisors, any area of law may be selected as a research topic.

G.9.3 SUPERVISION
Each student will, as far as possible, and depending on the lecturer’s expertise, be allowed to have a supervisor of his/her own choice. Where a student is unable to secure a supervisor of his/her own choice, the coordinator of the Course “LLB Research Project” shall allocate a supervisor to the student. The coordinator reserves the right, in appropriate circumstances, to re-allocate a supervisor to the student.

G.9.4 STAGES OF THE RESEARCH PROJECT
The writing of a research project is a yearlong process which requires self-discipline and organisation. To ensure that the highest quality work possible is produced, students are required to submit three preliminary documents during the course of the year indicating the progress they have made. Each student must produce each of the three documents by the dates specified. Students should please note:

G.9.4.1 All documents from the general proposal to the final research project are to be handed to the Faculty and each student must ensure that he/she signs against his/her name on the list provided by the Faculty. The documents shall then be distributed to the lecturers concerned by the co-ordinator.

G.9.4.2 All documents shall contain
- the title of the research project,
- the student’s name,
- the supervisor’s name, and
- the date of submission.

G.9.4.3 The usual academic rules on citation of works consulted are to be fully complied with. Plagiarism - the passing off of the thoughts and ideas of others as one’s own, - whether deliberate or not, will be severely penalised.

G.9.5 RESEARCH PROJECT TIMETABLE
The following is the timetable for the completion of the various stages involved in the writing of the research project:

G.9.5.1 GENERAL PROPOSAL
G.9.5.1.1 All lecturers shall be available to discuss possible research project topics with students during the first term. At the end of this period, students shall be required to submit a (typed) General Proposal for a research project.

G.9.5.1.2 This should be about 500 words in length, and contain a general statement of the problem to be researched as well as a brief description of likely methods (e.g. archival research, questionnaire, and library research, field research through interviews or survey).

G.9.5.1.3 It is the duty of every student to arrange appointments with the chosen supervisor to discuss the proposed research topic prior to submission to the School. The supervisor shall ensure that the topic chosen is both viable and relevant to the academic and research concern of the School.

G.9.5.1.4 The coordinator shall, immediately after the submission of the General Proposals, convene a meeting (Research project Committee) of all supervisors where each dissertation topic shall be reviewed and approved, amended or rejected. The Dean shall be ex-officio member of the Research project Committee. He/she may appoint any other Faculty member to sit on the Committee on his/her behalf.

G.9.5.1.5 Where a proposed research area has already been covered in a previous dissertation, the student concerned shall not be allowed to undertake research in that area.

G.9.5.1.6 A final list of students, supervisors and topics chosen shall be published.

G.9.5.1.7 Changes of topics or supervisors shall only be allowed before the date of submission of the detailed proposal. Reasons shall be given by the student for the intended change in writing. The Research project Committee shall decide on the proposed change. No further change will be allowed after the date of submission of the detailed proposal.

Date of Submission: To be confirmed

G.9.5.2 DETAILED PROPOSAL
G.9.5.2.1 The detailed proposal (typed) is a fuller statement of the research topic. It should be drawn up after consultation with the supervisor. It should be about 1000 words in length, and contain a statement of the topic of the research, research methods to be used and a list of the main scholarly works which will be consulted.

G.9.5.2.2 It is the duty of every student to arrange appointments with the chosen supervisor to discuss the progress of the work and problems, as the case may be.
G.9.5.2.3 The Detailed Proposal shall be submitted to the School. The coordinator shall, immediately after the submission of the Detailed Proposals, convene a meeting of the Research project Committee where the Detailed Proposal shall be reviewed and approved, amended or rejected.

Date of Submission: To be confirmed

G.9.5.3 DRAFT RESEARCH PROJECT

G.9.5.3.1 The bulk of the research should be carried out during the second term. The (typed) draft of the research project shall, as far as possible, be a full-length presentation of all the arguments and points to be made in the final dissertation. The usual rules about footnotes, quotation marks and references, apply to the draft.

G.9.5.3.2 It is the duty of every student to arrange appointments with the chosen supervisor to discuss the work done and problems, as the case may be. The Draft research project shall be read and commented on by the coordinator.

G.9.5.3.3 The Draft research project shall be submitted to the School. The coordinator shall, immediately after the submission of the Draft Dissertations, convene a meeting of the Research project Committee of all supervisors where the Draft research projects shall be reviewed and approved, amended or rejected.

Date of Submission: To be confirmed

G.9.5.4 DISSERTATION

G.9.5.4.1 The completed research project must:
- be of a minimum of 10,000 words but not exceeding 20,000 words in length,
- be properly footnoted,
- contain a full and properly referenced bibliography, and
- be in one-and-half or double-spaced typing,
- contain the properly filed form attached as Schedule A.

G.9.5.4.2 The research project shall be submitted to the School in three copies plus an electronic copy on CD.

Date of Submission: To be confirmed

G.9.6 MARKING

G.9.6.1 To ensure maximum consistency of marking across different supervisors, the following shall be considered:
- theoretical and methodological clarity,
- originality of arguments,
- quality and synthesis of research,
- quantity of research,
- orderly nature of presentation,
- footnotes, bibliography, language use, and
- overall quality.

G.9.6.2 The School shall submit one copy directly to the coordinator and two copies to the Examinations Department, which in turn will provide the supervisor and the external examiner of the respective subjects with a copy.

G.9.6.3 The research project shall be read by the coordinator who will pass his/her comments on to the supervisor. The supervisor and the external examiner shall mark the Research project thereafter. Otherwise, the examination rules of the UNAM shall apply as the case may be.

G.9.7 LATE SUBMISSION, FAILURE OF SUBMISSION, FAILURE OR PASS MARK

G.9.7.1 A student may not proceed to the next stage without submitting a document required at an early stage, e.g. a student cannot proceed to the first draft without submitting a detailed proposal. Failure to submit the draft research project or the main research project shall mean the student will have failed the course.

G.9.7.2 Supervisors may at their discretion and in consultation with the coordinator give reasonable extensions (not more than 7 days in each case) in deserving cases. The supervisor shall, at each stage, ensure that the students supervised by him/her submit documents on the required dates and also ensure that where extensions are granted students adhere to the period of the extensions.

G.9.7.3 If the late or non-submission is the result of illness or some other excusable cause a student shall be required to substantiate it with medical or other satisfactory evidence.

G.9.7.4 Subject to Rule H.2 for full time studies and Rule I.2 for part time studies (Duration of Study) of the School of Law, a student who received a mark of less than 50% and more than 44% for his/her Dissertation shall be allowed to re-register for research project in the following Academic Year and to submit an amended version of his/her original Research project within four months. A student who received a mark of 44% or less in his/her original research project shall be allowed to re-register for research project and to proceed as stipulated in these Regulations and the Rules of the School concerning failure of courses. A student who fails to obtain a pass mark in his/her amended version of his/her Research Project shall be allowed to proceed with Research project and to submit a Research project on a different subject in accordance with the Research project Regulations before the end of the respective academic year.

SCHEDULE A
The first page of the research project shall contain the following signed and dated declaration:

“I, the undersigned, hereby declare that the work contained in this research project for the purpose of obtaining my degree of LL B is my own original work and that I have not used any other sources than those listed in the bibliography and quoted in the references.”

Signature: 
Date: 

Supervisor’s Certificate: 
I, (name of supervisor) hereby certify that the research and writing of this Research project was carried out under my supervision.

Supervisor’s signature: 
Date: 

G.10 MODULE DESCRIPTORS

1st YEAR
UNAM CORE COURSES:

G.10.1 Course Title: ENGLISH FOR ACADEMIC PURPOSES
Course Code: ULEA 3419
NQF level: 5
Contact hours: Four periods per week lectures – 14 weeks = 56 contact hours
Credits: 16
Pre-requisite: None

This module develops a student’s understanding and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

Learning Outcomes:
Upon completion of this module, the students will be able to:

• Apply academic and formal writing conventions within the context of their studies
• Integrate advanced reading strategies in reading an academic context
• Employ oral and presentation skills in an academic context
• Employ academic listening techniques in an academic context

Assessment Strategies: Continuous Assessment (minimum two tests (reading and writing), one academic written essay and one oral presentation) will contribute sixty per cent (60%) to the final mark. Examination: (40%) 1x 3-hour paper.

G.10.2 Course Title: CONTEMPORARY SOCIAL ISSUES
Course code: CSI3580
NQF Level: 5
Contact Hours: Equivalent to 1 hour per week for 2 semesters (Online)
Credits: 8
Prerequisite: None (University Core Module)

Module Content:

The module, Contemporary Social Issues (CSI3580), is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate. Finally, the professional dimension is fostered through group work, online discussions and class participation.

G.10.3 Course Title: COMPUTER LITERACY
Course code: CLC 3509
NQF level: 5
Contact hours: Two hours per week lectures - 14 weeks = 28 contact hours
Credits: 8
Pre-requisite: None

Assessment Strategies: Continuous assessment [minimum two practical tests (50%) and two theory tests (50%)] will contribute hundred percent (100%) to the final mark.

G.10.4 Course Title: INTRODUCTION TO LAW
JIL 3510
NQF Level 5
Notional Hours 320
Contact hours 4 lectures per week for 28 weeks = 112 contact hours
NQF Credits 32
Pre-requisite None

Course Content: The course will inter alia cover the following issues:

Critical examination of the nature, sources, institutions and techniques of the law; The relationship between law, society and development; Introduction to legal methods, techniques and reasoning especially the analysis of cases and the use of authorities; Structure of the law (i.e. divisions of the law into branches or classification) in general and of the law in Namibia in particular; The structure of the judicial system (Courts), the legal profession and the administration of justice; The sources of law in general and under the Namibian legal system The separation of governmental powers into the Executive, Legislative and Judicial; The doctrines of separation of powers and the rule of law; The supremacy of the constitution and the sovereignty of Parliament and their consequences, with particular reference to the Namibian legal system; The nature of administrative discretion and administrative justice, the principles of natural justice and judicial review of administrative discretion; Survey of the origins and historical development of the Law of Namibia from Roman Law; A brief sketch of Roman Constitutional and legal history; Justinian’s Corpus Juris Civilis; The revival of the study of Roman Law and its transmission in Western Europe and the development of Civil Law Systems culminating in the Codes of the 19th and 19th Centuries; The various schools of jurists: the Glossators, Post Glossators, Humanists, Antiquarian School of Dutch Jurists, Natural Law School, Historical School, German Pandektists; The creation of Roman Dutch Law in Holland; The transmission of Roman Dutch Law to the Cape of Good Hope, Southern Africa and Namibia.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.5 Course Title: LAW OF PERSONS
Course Code PPE3501
NQF Level 5
Notional Hours 160
Contact hours 4 lectures per week for 14 weeks = 56 contact hours
NQF Credits 16
Pre-requisite None

Course Content: This Course, inter alia, covers the following issues in-depth:
The concept legal subject: The beginning and end of legal personality; The end of legal personality: Status: legal capacity, capacity to act, capacity to litigate, capacity to be held accountable for crimes and delicts: Domicile: importance of domicile, kinds of domicile, persons who are not free to choose where to reside, Domicile Act not retrospective; Extra-marital children: Proof of paternity; presumption of paternity, rebuttal of proof of paternity. Classes of extra-marital children. The status of extra-marital children: Parental power, maintenance, right to inherit, extra-marital birth and the Constitution. Legitimating of extra-marital children: Age: Children’s rights, the legal status of an infants, capacity of infants. The legal status of a minor, capacity of a minor, termination of minority, emancipation and marriage of a minor; Mental illness: definition of the mentally ill person, reception and detention and discharge of patients, care and administration of the property of mentally ill persons, civil and criminal liability of mentally ill persons.; Inability to manage own affairs and intoxication: Intoxication, prodigality, insolvency

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x2 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.6 Course Title: CONSTITUTIONAL LAW
Course Code JCS 3510
NQF Level 5
Notional Hours 320
Contact hours 4 lectures per week for 28 weeks = 112 contact hours
NQF Credits 32
Pre-requisite None

Course Content: The course will inter alia cover the following issues:
Critical examination of the historical development and drafting of the Namibian Constitution; The Preamble of the Constitution of Namibia; The Namibian Territory; General principles of Constitutional law; Application, interpretation, enforcement and limitations of fundamental Human Rights and Freedoms (Chapter 3); State of emergency; The President: functions, duties and power; Separation of powers; Elections; Independence of the judiciary; Principles of state policy; State succession; International Law; Amendments of the Constitution.

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Course content: The course will, inter alia, cover the following issues:
- An introduction to historical background to the Family Law;
- Definitional narratives of the concept family;
- Engagement;
- The law related to the promise to marry or engagement;
- Civil marriages;
- Void, voidable and putative marriages;
- Invariable (personal) consequences of civil marriage;
- Variable (matrimonial) consequences of civil marriage;
- Dissolution of marriage (divorce and death);
- Customary marriages.

Assessment Strategies:
- Continuous assessment (minimum of one test and one assignment) (40%)
- Examination: (60%) 1x3-hour paper.

The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

2ND YEAR

Course Title: CUSTOMARY LAW I
Course Code: JCU 3601
NQF Level: 6
Notional Hours: 80
Contact hours: 2 lectures per week for 14 weeks = 28 contact hours
NQF Credits: 8
Pre-requisite: None

Course Content:
The Course introduces the basic principles of African customary law as the law governing the day-to-day affairs of the majority in Namibia and gives, in particular, an overview of:
- The factual situation of traditional communities in Namibia;
- The history of the legal status of traditional communities and African customary law;
- The relevant legal provisions dealing with traditional authority; and
- The reality, functioning and status of African customary law.

Assessment Strategies:
- Continuous assessment (minimum of one test and one assignment) (40%)
- Examination: (60%) 1x2-hour paper.

The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

Course Title: CUSTOMARY LAW II
Course Code: LJC 3602
NQF Level: 6
Notional Hours: 80
Contact hours: 2 lectures per week for 14 weeks = 28 contact hours
NQF Credits: 8
Co-requisite: Customary Law I (LJC 3601)

Course Content:
The Course covers special areas of customary law, including the statutes that deal with these areas, such as:
- The customary family law;
- The customary succession and inheritance law;
- The customary land law, and the customary law governing other natural resources;
- The customary law relating to wrongs; and
- The law governing conflicts of law.; The possible models to accommodate traditional authority and African customary law in the overall political and governmental system; The theory and practice of the concept of legal pluralism; The need to develop African customary law and its developmental potential; and Human rights and African customary law.

The Course also introduces research methods and basic approaches and techniques used in legal, social and cultural anthropology, ethics of research included. The Course teaches approaches to Qualitative methods, participant observation, interview techniques, questionnaire construction, oral and life histories;
- The history and ethnography of the area selected for fieldwork;
- Analysis and evaluation of data collected in the field; and
- The main elements to be observed in writing up a fieldwork report.

Assessment Strategies:
- Continuous assessment (minimum of one test as well as a fieldwork report (40%)
- Examination: (60%) 1x3-hour paper.

The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.
Contact hours: 4 lectures per week for 14 weeks = 56 contact hours

NQF Credits: 16

Pre-requisite: None

Course Content: The Course will inter alia cover the following:
Sources of Namibian Labour Law; Definition employer and employee, dispute of rights and dispute interest, remuneration, normal working hours; Role of the Executive Branch agencies and players; ILO Convention 150 on Labour Administration; District Labour Courts and Labour Court jurisdiction and applicable principles; The Common Law Contract of Employment (i.e. the formation of the contract, implied terms, duties of the employee and duties of the employer); Statutory terms of the contract of employment (i.e. basic conditions of employment under the Labour Act, working hours, leave); Remedies for Breach of an Employment Contract; Termination of Contract of Employment; Termination of Contracts of Employment and Unfair Disciplinary Actions (Sec 4551 of the 1992 Labour Act), statutory benefits due upon termination; Trade Unions and Employer’s Organisations (i.e. registration, rights and recognition of trade unions and employer’s organizations); Collective Agreements; their registration and effect of registration; Dispute resolution between employers or registered employer’ organizations and employees or registered trade unions; Establishment of conciliation boards, terms of reference of conciliation boards, meetings of conciliation boards, resolved disputes and unresolved disputes; Industrial Action: Strikes and Lockouts; Affirmative Action and complaints in relation to unfair discrimination or harassment. An examination of employment safety laws and related laws

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%); Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.11 Course Title LAW OF CONTRACT
Course Code: CCT 3630

NQF Level: 6
Notional Hours: 320
Contact hours: 4 lectures per week for 28 weeks = 112 contact hours
NQF Credits: 32
Pre-requisite: None

Course Content:
The following topics will be covered in the course:
The scope, nature and sources of law of contract; the basis and essential of legal contracts; Formation of a valid contract; Pacta de contrahendo; Contractual capacity; Formalities for a valid contract: formalities as set by the parties to a contract; formalities required by the law; alienation of land; Content and operation of contracts; Factors vitiating the validity of contracts; Contractual obligations; Variation and discharge of contracts; The general principles applicable to the breach of contracts. Remedies for breach of contracts; The distinction between contractual and delictual damages.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.12 Course Title LAW OF PROPERTY
Course Code: PPR 3690

NQF Level: 6
Notional Hours: 240
Contact hours: 3 lectures per week for 28 weeks = 84 contact hours
NQF Credits: 24
Pre-requisite: None

Course Content: The course will inter alia cover the following issues:
Land Tenure Systems of Namibia; Sources of the Law of Property; Property as legal objects; Property Rights; Real and Personal Rights; Things; Ownership; Servitudes; Pledge; Mortgage; Right of Trekpath; Right of Outspan; Lease of Land; Statutory Leasehold; Mineral Rights; Sectional Title Unit Real Rights; Property Time Sharing; Possession; Limitations on Ownership; Acquisition / Transfer / Loss / Protection of Ownership; Expropriation; Prescription; Land Reform / Land Reform In Namibia; Rights of others, owners’ obligations, Common Law and statutory regulations, co-ownership or joint ownership; Lease and Mineral Rights.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.13 Course Title: ADMINISTRATIVE LAW
Course Code: JAD3660

NQF Level: 6
Notional Hours: 160
Contact hours: 2 lectures per week for 28 weeks = 28 contact hours
NQF Credits: 16
Pre-requisite: None
Course Content: The Course will, *inter alia*, cover the following topics:
The nature, scope and purpose of administrative law; Theoretical underpinnings of administrative law i.e. rule of law; constitutional supremacy, the principle of legality; values of constitutional democracy, and the need for an open, accountable and transparent state administration: Sources of administrative law; The administrative law relationship; The Legal Subjects of the administrative law relationship; Administrative action; Administrative Agreements; The content/requirements of administrative justice (lawfulness, reasonableness and procedural fairness); Legitimate Expectations; Control of administrative action ; State liability for invalid administrative action ; The Ombudsperson and administrative justice; Access to information and administrative justice; Administrative Tribunals

Assessment Strategies: Continuous assessment for the course will be done as follows: One individual research paper (of not more than ten pages) [40%]. One (1) Seminar/group assignment (30%). One (1) test (20%) and Participation in class (10%). Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.14</th>
<th>Course Title</th>
<th>CRIMINAL LAW I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>JCR 3691</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Notional Hours</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>3 lectures per week for 14 weeks= 42 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Course Content: The course will, *inter alia*, cover the following topics:
The sources of criminal law; General objectives and values of criminal law; General principles of criminal liability: Actusreus, mensrea, special factors that bear on mensrea or capacity; General defences: Consent, necessity, compulsion, obedience to orders, private defence, impossibility, *de minimis*, mistake of fact, mistake of law and criminal capacity; Forms of Participation: *Sociuscriminis*, common purpose and accessory after the fact; The impact of independence and the Namibian Constitution on criminal law. Inchoate crime: Incitement, conspiracy and attempt;

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.15</th>
<th>Course Title</th>
<th>CRIMINAL LAW II</th>
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</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>JCR 3692</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Notional Hours</td>
<td>120</td>
<td></td>
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</tr>
<tr>
<td>NQF Credits</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Co-requisite</td>
<td>Criminal Law I (LJCR 3771)</td>
<td></td>
</tr>
</tbody>
</table>

Course Content: The course will, *inter alia*, cover the following topics:
Crimes against the person: murder, culpable homicide and assault; Crimes against property: theft, robbery, extortion and housebreaking; Crimes against the state and community: treason (and cognate crimes), public violence, perjury, contempt of court. *crimeninjuria* and rape, fraud, arson and malicious damage to property, defeating or obstructing the Course of justice and compounding; Punishment of Crime; Post independence developments: Combating of Rape Act; Prohibition of Racial Discrimination Act; The Stock Theft Act;

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.16</th>
<th>Course Title</th>
<th>LEGAL INTERPRETATION AND DRAFTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>JLD 3602</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Notional Hours</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 14 weeks= 28 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Course Content: The Course will cover the following areas:
Communicating in legal language; Legal Research & Drafting; Principles of Drafting; The Structure of a Bill; Drafting in plain English; Drafting Miscellaneous Provisions Theories of statutory interpretation; Internal and external aids to statutory interpretation; How legislation is interpreted? Presumptions of interpretation; Constitutional interpretation & statutory interpretation; Peremptory and Directory Provisions: Guidelines

Assessment Opportunities: Continuous Assessment: Continuous Assessment (a minimum of one test and one assignment) (40%) Examination: 60%) 1x2 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

3RD YEAR

| G.10.17 | Course Title: | HUMAN RIGHTS LAW |
Course Content: The course will, inter alia, cover the following topics:
History of Human Rights: Early developments; Important concepts such as universalism, relativism, indivisibility, interdependence of human rights; obligations; rights and freedoms; The International Bill of Rights; The African Charter on Human and Peoples’ Rights as a regional human rights instrument; The operational provisions of the Namibian Bill of Rights; Civil and political rights i.e. the right to human dignity, the right to equality, and the right to non-discrimination; The rights of marginalised groups i.e. women, people with disabilities; and indigenous people; Socio-economic rights i.e. the right to adequate housing, the right to water and the right to social security; “Programmatic Rights” – such as the right to access to information and the right to participate in public policy-making.

Assessment Strategies: Assessment will be done by way of writing and presentation of an individual paper (of not more than ten pages), a class test and general class participation, the weight of which shall be 60%, 30% and 10% towards the CA mark respectively. The CA mark will contribute 40% of the final mark. At the end of the semester student will write a two-hour paper. Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.18 Course Title: CRIMINAL PROCEDURE
Course Code: PCP 3771
NQF Level: 7
Notional Hours: 160
Contact hours: 4 lectures per week for 14 weeks= 56 contact hours
NQF Credits: 16
Pre-requisite: None

Course Content: The course deals with all the aspects of the pre-trial process in a criminal arrest. The process is covered by sections 1 -119 in the Criminal Procedure Act 51 of 1977. Some aspects of the yet to be enacted Act 25 of 2004; The adversarial process; The Namibian Courts; The Office of the Prosecutor-General; The rights of an accused; Arrest, searches, roadblocks; Warrants, warnings to appear, summons to appear; Detention before appearance in a court; The first appearance; Bail applications; Release on bail, warning or in custody of someone (juveniles); The Plea. The pre-trial; The plea; Procedural rules pertaining to evidence; Section 174 applications.; Sentencing; Remedies of aggrieved accused.

Assessment Strategies:
Continuous assessment (minimum one test and one assignment) will contribute twenty per cent (20%) to the final mark. Preparation of Heads of Arguments and arguing in a moot court) will contribute twenty per cent (20%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The Course will be examined with a 1x3 hour paper at the end of the second semester. The examination mark will contribute sixty per cent (60%) to the final mark.

G.10.19 Course Title: CIVIL PROCEDURE
C Course Code: PCI 3771
NQF Level: 7
Notional Hours: 160
Contact hours: 4 lectures per week for 14 weeks= 56 contact hours
NQF Credits: 16
Pre-requisite: None

Course Content: The course deals with civil procedure in High Court and Lower Courts. It develops the student’s competencies in the following areas: The procedural stages of the law of civil procedure; Specific components of the stages of the law

Assessment Strategies: The Continuous assessment (minimum one tests, one assignment & one moot court session) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.20 Course Title: ACCOUNTANCY FOR LAWYERS
Course Code: CAC 3720
NQF Level: 7
Notional Hours: 160
Contact hours: 2 lectures per week for 28 weeks= 28 contact hours
Course Content: The Course will cover inter alia:

- The nature and function of Accounting in general and relating to legal practitioners including basic Accounting terms and concepts;
- The Accounting Cycle; Accounting Equation (formula and application);
- The Relevant Accounting principles and procedures in terms of the Legal Practitioners Act 15 of 1995 and the Namibian Law Society (including the Fidelity Fund);
- Business monies/accounts versus trust monies/accounts; Preparation of elementary financial statements (including Trial Balance);
- The double entry system and ledger accounts; Books of first/prime entry (recording of basic business transactions);
- Cash controls and business/trust bank reconciliation procedures; Control accounts; Trust investments; Correspondent accounts; Partnership account; Companies (accounting requirements and basic financial statements)

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>NQF Level</th>
<th>Notional Hours</th>
<th>Contact hours</th>
<th>NQF Credits</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>160</td>
<td>2 lectures per week for 28 weeks= 56 contact hours</td>
<td>16</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Content: The Course will cover inter alia the following areas:

- The Nature, Scope, Evolution and History of Public International Law; The Difference between International Law & Municipal Law;
- Sources of International Law ; The place of International Law in Namibian Domestic Law ; Personality & Recognition of states under International Law ; Territory (Intertemporal law ; The Concept of Sovereignty and Territory & article 2 (7) of the UN Charter;
- Jurisdictional Sovereignty ; State Responsibility in International Law ; International Refugee Law ; International Humanitarian Law ; The law of Treaties ; The Use of Force by States, Collective Security and ; The Use of Force by and against non-State Actors (The war against Terrorism – the case-study of Afghanistan);
- International Adjudication ; For International Environmental Law, International Economic Law, see other Courses offered by the Faculty.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) to the final mark. Examination: (60%) 1x3 hour paper. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>NQF Level</th>
<th>Notional Hours</th>
<th>Contact hours</th>
<th>NQF Credits</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>160</td>
<td>2 lectures per week for 28 weeks= 56 contact hours</td>
<td>16</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Content: The Course will pay particular attention to:

- General principles; The nature and basis of delictual liability – the Aquilian action and the action injuria; Elements of liability in the Aquilian action – wrongfulness, fault, causation, patrimonial loss; Defences to aquilian liability – contributory negligence; Specific delicts; Nuisance; Trespass; Defamation – elements of liability: defences to defamation actions.

Assessment Strategies: Continuous Assessment (minimum of two tests and two assignments) (40%), Examination: (60%) 1x3 3-hour paper. A student must obtain 40% in the final examination to pass the course irrespective of the mark obtained for the continuous assessment mark.

<table>
<thead>
<tr>
<th>NQF Level</th>
<th>Notional Hours</th>
<th>Contact hours</th>
<th>NQF Credits</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>160</td>
<td>2 lectures per week for 28 weeks= 56 contact hours</td>
<td>16</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Content: During the course of the Course, the following areas will be covered:

- The historical development, the nature, the scope, and the sources of the Law of Evidence; The distinction between the two systems of Evidence, i.e. Inquisitorial and Adversarial systems and their scope of application; The Process and Standards of Proof both in
criminal and civil proceedings, the Quantum and Cogency of proof in criminal and civil proceedings, the burden of proof, the shifting of proof; Evidence aliunde or corroboration and other cautionary rules; Various presumptions: irrefutable presumptions of law, rebuttable presumptions of law, and presumptions of facts; Relevance and admissibility of evidence; weight and value of evidence; facts in issue; Exclusionary rules: The machinery of proof and witnesses Viva voce evidence and the exceptions there to; Real and Documentary Evidence Facts of which evidence is unnecessary Judicial notice and formal admissions

Assessment Strategies: Continuous Assessment (at least two tests and two assignments) (40%). A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: (60%) 1x3 hour paper. A student must obtain 40% in the final examination to pass the course irrespective of the mark obtained for the continuous assessment mark.

G.10.24
Course Title: RESEARCH METHODOLOGY
Course Code PRM 3762
NQF Level 7
Notional Hours 80
Contact hours 2 lectures per week for 14 weeks= 28 contact hours
NQF Credits 8
Pre-requisite None

Course Content: Some topics to be covered in this Course include:
- Why do Research?
- Coping with writing anxiety and overcoming writer’s block; The Process of writing; How do I start?
- Selecting a topic for research; Thesis (question/premise); Title of Paper; Organizing and Planning research; How to do Research?
- Plagiarism; First Draft; Tones and Styles; Body of Paper; Footnotes and Bibliography; Presentation; Revision and Proofreading

Assessment Strategies:
Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x3-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

G.10.25
Course Title: LAW OF ASSOCIATIONS
Course Code CAS 3772
NQF Level 7
Notional Hours 160
Contact hours 4 lectures per week for 14 weeks= 56 contact hours
NQF Credits 16
Pre-requisite None

Course Content: The Course will inter alia cover the following issues:
- The sole trader; The law of partnerships; The law of trusts; The law of close corporations; An introduction to company law.

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%). Examination: (60%) 1x3-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

G.10.26
Course Title: COMMERCIAL LAW
Course Code LCCM 3772
NQF Level 7
Notional Hours 160
Contact hours 4 lectures per week for 14 weeks= 56 contact hours
NQF Credits 16
Pre-requisite Law of Contract (LCCT 3610)

Course Content: The Course will inter alia cover the following issues:
- The law of Sale; The law of Landlord & Tenant and Insurance Law.

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x3-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

G.10.27
Course Title: LAW OF SUCCESSION
Course Code PSU 3861
NQF Level 8

4TH YEAR
The Nature, scope, and historical background of the Law of Succession; Definitional and conceptual narratives: deceased estate, executor, intestate and testate succession, legacy, heir, collation, legal dominium, executors testamentary & dative, administrators, etc.; Intestate succession; partial & total intestacy, the origin of intestate succession, the general principles re intestacy; Order of Succession on Intestacy in our jurisdiction; Presumption regarding sequence of death. Testamentary Succession (General principles applicable to Wills), see the Wills Act. Substitutes for Wills (Donationes inter vivos) and formalities therefore; Nominations; The relationship between customary law succession and Roman-Dutch Law derived succession.

Assessment Strategies: Continuous assessment (minimum one test and one assignment) (40%). Examination (60%) 1x 3-hour paper.

G.10.28  Course Title: INTERNATIONAL ECONOMIC LAW  
Course Code  CIE 3861  
NQF Level  8  
Notional Hours  160  
Contact hours  4 lectures per week for 14 weeks= 56 contact hours  
NQF Credits  16  
Pre-requisite  None

Course Content: The Course provides a basic understanding of the role which law plays in the international economic system emphasizing practical application and theory of international economic law and covering inter alia the following issues: Introduction to International Law and its relationship to international economic law; The sources of international economic law; The various international economic institutions; Regional Economic Organizations; The GATT/ WTO regulatory framework; Responsibilities of states for the treatment of aliens and foreign businesses; Foreign Investment law and the settlement of investment disputes; International Sale and transportation of goods across national boundaries; Financing, and Credits

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%). Examination (60%) 1x 3-hour paper. The student must obtain at least 40 % in the examination to pass.

G.10.29  Course Title: COMPANY LAW  
Course Code  CCO 3860  
NQF Level  8  
Notional Hours  160  
Contact hours  2 lectures per week for 28 weeks= 56 contact hours  
NQF Credits  16  
Pre-requisite  None

Course Content: The Course will inter alia cover the following issues: Legal personality; Piercing the corporate veil; Pre-incorporation contracts; The rights and duties of directors; The ultra vires doctrine and its evolution; The doctrine of constructive notice; The Turquand Rule; Share capital and capital maintenance; Members of the company and their rights; Majority rule and Minority protection; A comparison of the new Companies Act of South Africa and the Companies Act 28 of 2004 of Namibia; The winding-up of companies.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%). Examination (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.30  Course Title: JURISPRUDENCE  
Course Code  JJU 3860  
NQF Level  8  
Notional Hours  160  
Contact hours  2 lectures per week for 28 weeks= 56 contact hours  
NQF Credits  16  
Pre-requisite  None

Course Content 
Begin with the concepts known to students such as natural law, positivism, etc.; Develop a teaching design that will help the students to see how law is influenced by the philosophical streams of the time; Use the southern African context to explain how a specific philosophy of law can be used as a liberating or oppressive tool in the hands of the state and submissive courts; Interact with philosophers where possible to assist the students in understanding the broader context; Design opportunities for students to make oral presentations with time for questions on different philosophical approaches. Topics to be dealt with: Natural Law Theories;Legal Positivism;Positivism and the apartheid system;A new defense of positivism (Roux, Cockrell, Fagan);Dworkinian Liberalism;Marxist jurisprudence;Legal Realism;Critical Legal Studies;Critical Race Theory;Post-Modernist Theory (including Deconstruction);Feminist jurisprudence;Political theory and jurisprudence;Davis and Woolman’s approach to constitutional interpretation;Ackermann’s revolutionary constitutionalism; Transformative Jurisprudence; African customary jurisprudence.
Assessment Strategies:

The continuous assessment mark made up by the above-mentioned three components will contribute 40% of the final mark. A student needs a continuous assessment mark of 40% to write examination. The final examination will consist of problem-solving questions testing the ability of students to think critically, to identify ideological and philosophical models when legal arguments are made and judgments given. The examination mark contributes 60% to the final mark. The pass mark for the subject is 50%. A student must obtain a minimum of 40% in the exam to pass the course irrespective of his or her continuous assessment mark. The final examination may be an open book examination.

<table>
<thead>
<tr>
<th>G.10.31</th>
<th>Course Code</th>
<th>Course Title:</th>
<th>LL B RESEARCH PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NQF Level</td>
<td>8</td>
<td>Notional Hours</td>
<td>160</td>
</tr>
<tr>
<td>Contact hours</td>
<td>4 lectures per week for 28 weeks = 112 contact hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>16</td>
<td>Pre-requisite</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Content: The course content includes lectures in research methodology and writing skills, as well as the writing of a research project under the supervision of a staff member. The only examinable exercise is the final paper.

Assessment Strategies

The programme begins with a presentation of a short thesis proposal and a suggestion of a supervisor. The coordinator, in cooperation with the teaching staff of the Faculty, approves the supervisors of the individual students; the supervisors approves or refers short proposals back. This exercise is aimed at getting clarity on the field of research and the legal problem only; the student presents an extended proposal by March, followed by a first draft of the thesis by the end of August. The final paper must be handed in for grading by the middle of October.

<table>
<thead>
<tr>
<th>G.10.32</th>
<th>Course Code</th>
<th>Course Title:</th>
<th>LEGAL AID CLINIC AND PROFESSIONAL ETHICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NQF Level</td>
<td>8</td>
<td>Notional Hours</td>
<td>160</td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 28 weeks = 56 contact hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>16</td>
<td>Pre-requisite</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Content: This course has been arranged as follows:

Introduction to Legal Aid Clinic Practice: Office & File Management, client intake, first consultations, diary & computer use, office and firm management practice, Civil trials: Selected topics, including a complete simulation; Trials skills: Interviews, consultation for trials, statement taking theory of the case; Opening statement, evidence-in-chief, cross-examination, re-examination, closing argument, judgment, execution, and appeals & reviews; Motion Court: Selective topics, including provisional sentence, sequestration, applications, Rule 43 and Edictal citation; Legal Writing: Drafting letters, legal opinions, affidavits, heads of argument and pleadings; Legal Research, critical reasoning and alternative dispute resolution (ADR): Introduction to civil court procedure; Introductory study of criminal court practice and labour court; Professional ethics. Direct teaching of basic skills on: office, file and firm management, Direct teaching of principles of: consultations, professional conduct towards clients, ethics and conduct (including dress code), Direct teaching of salient rules of evidence, basic rules of civil practice, oral and trial advocacy principles. Facilitate weekly compulsory supervision sessions: the students are divided into groups called “firms” that are supervised by qualified legal practitioners (also lecturers in the faculty). During these sessions, students attend to their individual client files, discuss options, causes of actions, work done, research etc. The supervising legal practitioner is professionally liable for the file and therefore letters, pleadings and advice are strictly supervised to ensure quality and correctness. Facilitate weekly additional supervision sessions: the students are expected to attend to their files outside of the compulsory supervision periods to ensure client matters are attended regularly and it increases their work ethic and culture, as they are assessed on how diligently and timeously they attend to their files. The compulsory hours are wholly inadequate to complete tasks. These are real clients with real problems and their lives don’t stop because the student is not able to attend to their file hence the need for supplementary hours at the Legal Aid Clinic. Facilitate bi-monthly client consultation session for each firm at the Katutura office. All consultations with clients are conducted under the supervision of the supervising legal practitioner. Consultations with client can be held regularly depending on the activity on the file and the need to receive further instructions from client. Annual training workshop organised in August on oral and trial advocacy skills including negotiation techniques. This workshop is held in collaboration with our external partners (i.e. DLA Piper etc.)

Assessment strategies: The continuous assessment will contribute 100% to the final mark and is made up as follows: Class preparation and participation (15%), Clinic participation (60%), Group/Firm presentation and writing assignment (15%), Training workshop (10%). The pass mark for the course is 50% and the student must obtain a minimum of 20% in the clinic participation in order to pass the course.
**Course Content:** The Course will inter alia cover the following issues:

- The basis of taxation; The tax formula; The basic principles of taxation; Income tax; Capital Gains Tax; Taxation of companies and close corporations; Taxation of individuals and partnerships; The process of taxation; Value Added Tax

**Assessment Strategies:** Continuous assessment (minimum of one test and one assignment) will contribute forty percent (40%) to the final mark. Examination: The Course will be examined with a two-hour paper at the end of the second semester. The examination mark will contribute sixty per cent (60%) to the final mark. 1x 3-hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

### 4th YEAR LL B (ELECTIVES)

**NOTE:** Student must select courses equal to 32 credits. The offering of Electives depends on availability of expertise and lecturers, as well as sustainable numbers. At least 10 students must be registered for an elective to be offered.

The faculty will offer the following electives in the 2020 academic year:

<table>
<thead>
<tr>
<th>G.10.34</th>
<th>Course Title</th>
<th>MARITIME LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>CMA 3861</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Notional Hours</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 14 weeks= 28 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Course Content:** The Course will inter alia cover the following issues:

- Nature, origins and sources of admiralty jurisdiction in Namibia; The place of maritime law in Namibia
- Maritime claims and enforcement thereof; Nature, types and elements of maritime liens; The contract of affreightment; General principles of salvage law, its elements and the salvor’s misconduct with reference to the International Convention on Salvage of 1989 and the Wreck and Salvage Act, 5 of 2004

**Assessment Strategies:** Continuous assessment (minimum of two tests and two assignments) (40%). Examination: (60%) 1x 3-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.35</th>
<th>Course Title</th>
<th>ENVIRONMENTAL LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>JEN 3861</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Notional Hours</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 14 weeks= 28 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Course Content:** areas to be covered in the course include

- Concept and Scope of Environmental Law; Foundations and Functions of Environmental Law; Sources of International and National Environmental Law; International Institutions; Foundations, Sources and Implications of National Environmental Law; Practical Implications of Environmental Management in Namibia; Sectoral Aspects of Environmental Law in Namibia; Human Rights and the Environment; Customary Law and the Environment; Trade, environment and Sustainable Development; Environmental Justice: Advocacy, Litigation and Mediation; Climate Change

**Assessment Opportunities:** Continuous assessment (minimum of one test, one assignment and an oral presentation 40%). Examination :(60%) 1x 2-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.36</th>
<th>Course Title</th>
<th>PRIVATE INTERNATIONAL LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>PPR 3740</td>
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<tr>
<td>NQF Level</td>
<td>7</td>
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<tr>
<td>Notional Hours</td>
<td>160</td>
<td></td>
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<tr>
<td>NQF Credits</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 28 weeks= 56 contact hours</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
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</tbody>
</table>

**Course content:** This course will inter alia cover the following:

An introduction to the classification of private international law within the legal system, the choice of law methodology and substance and procedure; Family Law in terms of the validity of a marriage, the legal consequences of a marriage – propriety and personal consequences, the status of legitimacy and the recognition and enforcement of foreign maintenance orders and divorce orders; Law of Succession - Administration and succession distinguished the general doctrine applicable to succession on death in the conflict of laws, interstate succession (ab intestate), testate succession and the revocation of wills; Law of Obligations: Proof of foreign law
**Assessment Strategies:** Continuous assessment (minimum of two tests and two assignments) (40%). Examination (60%) 1x 3-hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.37</th>
<th>Course Title</th>
<th>COMPARATIVE LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>JCO 3861</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 14 weeks= 28 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Course Content:** The course will introduce Comparative Law, its nature, purpose and contemporary significance. It will inter alia cover the following issues: The Classification of Legal Systems; Comparative Law Techniques; Comparative Judicial Styles; The Civil Law System; The Common Law System; Socialist Law; Religious Legal Systems; Legal Systems in Africa; Namibia – a legal hybrid; Unification of legal systems – a new world order?

**Assessment Strategies:** Continuous assessment (minimum of two tests and two assignments) (40%) to the final mark. Examination: (60%) 1x 2-hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.38</th>
<th>Course Title</th>
<th>COMPETITION LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>CCL 3861</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>2 lectures per week for 14 weeks= 28 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Course Content:** Some of the topics to be covered in this Course include Historical and Comparative Competition Law; Development of completion Law in Namibia; Purpose, Interpretation and Jurisdiction; Restrictive horizontal practices; Restrictive vertical practices; Abuse of dominance; Mergers: Introduction and Definition; Mergers: notification and Procedure; Mergers: Substantive Issues; Institutions and Procedural Aspects in Competition Law; Namibian Legislation

**Assessment Opportunities:** Continuous assessment (minimum of two tests and two assignments (40%) to the final mark. Examination (60%) 1x 2-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.

<table>
<thead>
<tr>
<th>G.10.39</th>
<th>Course Title</th>
<th>LAW OF INTELLECTUAL PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>PIP 3871</td>
<td></td>
</tr>
<tr>
<td>NQF Level</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Contact hours</td>
<td>4 lectures per week for 14 weeks= 56 contact hours</td>
<td></td>
</tr>
<tr>
<td>NQF Credits</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>Law of Property (LPPR 3630)</td>
<td></td>
</tr>
</tbody>
</table>

**Course Content:** The course content will cover the following areas: Meaning of intellectual property and its development; Categories of intellectual property; Copyright; Trademarks and names; Registered marks; Patents; Validity; Property rights and exploitation; Confidential information and privacy; The international patent system and technology transfer; Intellectual Property Rights and the International Transfer System; Economic Development and Reform of the Patent System

**Assessment Strategies:** Continuous assessment (minimum of two tests and two assignments) (40%) to the final mark. Examination (60%) 1x 3-hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.
Course Content: The Course provides a basic understanding of the key legislation governing the development of minerals and petroleum resources of Namibia. They include: The minerals (prospecting and mining) Act, no 33 of 1992 as amended; The minerals policy of Namibia; The Petroleum (Exploration and production) Act, 1991 as amended; The petroleum (Exploration and production Act, Regulations No 190, Windhoek-23 September, 1999; The model petroleum Agreement,1998; The draft Petroleum Taxation Act, 2001.

Assessment Strategies: Continuous assessment (minimum of one test and one assignment) (40%) Examination: (60%) 1x3 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.41 Course Title NEGOTIABLE INSTRUMENTS
Course Code CNI 3842
NQF Level 8
Notional Hours 80
Contact hours 2 lectures per week for 14 weeks= 56 contact hours
NQF Credits 8
Pre-requisite Law of Contract (LCCT 3610)

Course Content: The primary objective of the Course is to introduce the students to the study of Negotiable Instruments and to this end a detailed study of the Bills of Exchange Act is of utmost importance. The Course has been organized as follows: Characteristics of Negotiability; Functions of Negotiable Instruments; Types of Negotiable Instruments; Parties; Form; Essential Elements; The Cambial Obligation; Signature; Value; Holder; Inchoate Instruments; Liabilities of Parties; Duties of the Holder; Cheques; Discharge of Negotiable Instruments

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%). Examination: (60%) 1x2 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.42 Course Title LAW OF INSOLVENCY
Course Code CIS 3842
NQF Level 8
Notional Hours 80
Contact hours 2 lectures per week for 14 weeks= 56 contact hours
NQF Credits 8
Pre-requisite Law of Contract (LCCT 3630)

Course Content: The Course will inter alia cover the following issues:
Voluntary Surrender; Compulsory Sequestration; Effects of sequestration; The position of the solvent spouse; Compromises; Realization and Distribution; Rehabilitation; Offences; Winding up of Companies and closes corporation

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%). Examination: (60%) 1x2 hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

Course content:
The nature, scope and sources of International humanitarian Law; Military necessity versus humanitarian consideration (humanism) as bases of IHL; The distinction between jus ad bellum & jus in bello; Compare and contrast human rights law and IHL; International armed conflicts versus conflicts of non-international character; Self-determination and national liberation movements; The Legality of war: the UN Charter System, the Nuremberg Tribunal and Principles, the International Court of Justice Jurisprudence; The Laws & Customs of war (the Hague law: 1899 - 1907); The Geneva Conventions, 1949 and the 1977 two Additional Protocols to the Geneva Conventions; Treatment of prisoners of war (PoW) and protection of civilians during the hostilities, the wounded, sick and shipwrecked; The principles of distinction and proportionality in IHL; Lawful competency and unlawful combatancy; The concepts of legitimate military targets and civilian objects; Prohibited weaponry; Rights and Duties of the Occupying Power; The Rights and Duties of neutrals; War crimes and grave breaches against international humanitarian law; Common article 3 to the Geneva Conventions, 1949;The doctrine of superior (command) responsibility and the defence of superior orders; Various available valid defences to the allegations of breaches of IHL The ad hoc international criminal courts and the International Criminal Court as enforcement mechanisms of IHL.

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%). Examination: (60%) 1x 3-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.
### G.10.43

**Course Title:** CONVEYANCING AND NOTARIAL PRACTICE  
**Course Code:** PCN 3872  
**NQF Level:** 8  
**Notional Hours:** 160  
**Contact hours:** 4 lectures per week for 14 weeks = 112 contact hours  
**NQF Credits:** 16  
**Pre-Requisite:** Law of Property (PPR 3630)

**Course Content:** The course will inter alia cover the following areas:  
- General rules relating to preparation of deeds and documents;  
- Deed of transfer;  
- Power of attorney;  
- Certificate of registered title;  
- Certificate of consolidated title;  
- Bonds;  
- Servitudes;  
- Sectional titles;  
- Origin and development of the notarial office;  
- Admission, suspension and removal of notaries;  
- Drafting of documents;  
- Authentication of documents;  
- Commissioner of oaths;  
- Ante nuptial contracts;  
- Donations;  
- Trusts;  
- Notarial bonds;  
- Contracts relating to prospecting and mining leases;  
- Powers of attorney;  
- Wills;  
- Bills of exchange and promissory notes;  
- Maritime bonds and ships protests;  
- Stamp duty.

**Assessment Strategies:**  
- Continuous Assessment (minimum one test and one assignment) (40%).  
- Examination (60%) 1x 3-hour paper to the final mark

### G.10.44

**Course Title:** INTERNATIONAL HUMANITARIAN LAW  
**Course Code:** LJHL 3862  
**NQF Level:** 8  
**Notional Hours:** 80  
**Contact hours:** 2 lectures per week for 14 weeks  
**NQF Credits:** 8  
**Pre-Requisite:** Public International Law (LJPU 3740)

**Course content:**  
- The nature, scope and sources of International humanitarian Law;  
- Military necessity versus humanitarian consideration (humanism) as bases of IHL;  
- The distinction between jus ad bellum & jus in bello;  
- Compare and contrast human rights law and IHL;  
- International armed conflicts versus conflicts of non-international character;  
- Self-determination and national liberation movements;  
- The Legality of war: the UN Charter System, the Nuremberg Tribunal and Principles, the International Court of Justice Jurisprudence;  
- The Laws & Customs of war (the Hague law: 1899 - 1907);  
- The Geneva Conventions, 1949 and the 1977 two Additional Protocols to the Geneva Conventions;  
- Treatment of prisoners of war (Pow) and protection of civilians during the hostilities, the wounded, sick and shipwrecked;  
- The principles of distinction and proportionality in IHL;  
- Lawful competency and unlawful competency;  
- The concepts of legitimate military targets and civilian objects;  
- Prohibited weaponry;  
- Rights and Duties of the Occupying Power;  
- The Rights and Duties of neutrals;  
- War crimes and grave breaches against international humanitarian law;  
- Common article 3 to the Geneva Conventions, 1949;  
- The doctrine of superior (command) responsibility and the defence of superior orders;  
- Various available valid defences to the allegations of breaches of IHL  
- The ad hoc international criminal tribunals and the International Criminal Court as enforcement mechanisms of IHL.

**Assessment Strategies:**  
- Continuous assessment (minimum of two tests and two assignments) (40%).  
- Examination (60%) 1x 2-hour paper. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark.
The School of Law offers a Master of Laws degree which shall be examined by research only in any field of law approved by the School of Law.

It is imperative that the information pertaining to the LL M (by research) be read in conjunction with the General Information and Regulations Prospectus.

H.1 DEGREES

The following Master of Laws degrees may be awarded by the School of Law:

MASTER OF LAWS (BY RESEARCH ONLY) 16MLAW

H.2 ADMISSION

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

H.2.1 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 School of Law, for the purpose; or

H.2.2 s/he has in any other manner attained a level of competence, which in the opinion of Senate, on the recommendation of the School of Law, is adequate for the purpose of admission as a candidate for the degree.

H.3 DURATION OF STUDY

I.3.1 A full-time candidate shall complete the approved thesis for the degree within two (2) academic year; a part time candidate within four (4) academic years.

I.3.2 The School Board may, in justified cases, extend the duration of studies of a full-time candidate up to three (3) academic years and a part-time candidate up to five (5) academic years.

H.4 CURRICULUM COMPILATION

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Name</th>
<th>Code</th>
<th>Module Type</th>
<th>NQF Level</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Writing for Post Graduate Students</td>
<td>UAE 5819</td>
<td>Semester 1 or 2</td>
<td>8</td>
<td>56</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Masters Research Proposal (Law)</td>
<td>LMP 5100</td>
<td>Semester 1</td>
<td>9</td>
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<tr>
<td>1</td>
<td>LL M Thesis</td>
<td>LTH 5900</td>
<td>Semester 1 &amp; 2</td>
<td>9</td>
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</tbody>
</table>

H.5 MODULE DESCRIPTORS

J.5.1 Module title: Academic Writing for Post Graduate Students

Module Code: UAE 5819
NQF Level: 8
Contact hours: 4 hours per week and 1 practical session
Credits: 16

Module Assessment: Continuous assessment (critical reading assignment, annotated bibliography, 2 tests) will contribute 50% to the final mark. The examination (1 x 3-hour exam) contributes 50% to the final mark.

Module Description:

This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

H.6 LL M THESIS REGULATIONS
H.6.1 APPOINTMENT OF SUPERVISORS
H.6.1.1 In consultation with Senate, the School shall appoint a Supervisor to advise and guide a candidate, whose research topic has been approved, and the candidate shall be required to work closely with the supervisor as Senate may direct.
H.6.1.2 The candidate, after consultation and in agreement with the supervisor, will submit a research topic of the intended thesis to the School in accordance with the guidelines issued by the Faculty Board from time to time.
H.6.1.3 School guidelines may prescribe the dates for the submission of research topics and proposals of the intended research, draft and final thesis, the format and deadlines to be observed in the process of preparation and presentation of the thesis.
H.6.1.4 In case there are grounds which, in the opinion of the School are sufficient and reasonable, the candidate may be permitted to submit the thesis at a date as may be determined by the Faculty Board.

I.6.2 SUBMISSION OF THESIS
H.6.2.1 At least two months prior to the scheduled date for the submission of the thesis the candidate shall submit a written notice of his/her intention to submit the thesis to the School Board through his/her respective supervisor.
H.6.2.2 The notice shall be accompanied by an abstract of between 300 and 400 words being a summary of the general findings and conclusions reached.

H.6.3 FINAL THESIS
H.6.3.1 The thesis shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other University.
H.6.3.2 The thesis must contain an abstract of between 300 and 400 words being a summary of the general findings and conclusions reached.
H.6.3.3 Every thesis submitted shall be examined by at least two examiners, at least one of whom shall be an examiner external to the University.
H.6.3.4 The examiners shall be required to submit a detailed assessment of the thesis, 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 should be referred back to the candidate for re-writing and re-submission, or whether the thesis should be rejected outright.
H.6.3.5 In case where the examiners of the thesis disagree in their recommendations the School Board shall recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis.
H.6.3.6 Without prejudice to the examination of the thesis described above, the School Board may require the candidate to make an oral presentation on the contents of or on a topic covered in his/her thesis.

H.6.4. SUBSEQUENT PUBLICATION FROM
Papers or publications extracted from a thesis submitted for a Master of Laws degree of UNAM must contain a statement acknowledging that the work is based on a thesis submitted to the University of Namibia.

H.7 AWARDING OF THE DEGREE OF LL.M
A candidate who has satisfied all the regulations to the required standards shall be awarded a Master of Laws degree.
I. 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 post graduate studies at the University of Namibia. Refer to Regulations and Guidelines for Post Graduate Programmes in the General Information and Regulations Prospectus.

It is imperative that the information pertaining to the PhD in Law be read in conjunction with the General Information and Regulations Prospectus.

I.1 DEGREES

The following Doctoral degree may be awarded by the School of Law:

DOCTOR OF PHILOSOPHY IN LAW 16DPLA

I.2 ADMISSION

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

I.2.1 s/he has a good Master of laws 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 School of Law, for the purpose; or

I.2.2 s/he has in any other manner attained a level of competence, which in the opinion of Senate, on the recommendation of the School of Law, is adequate for the purpose of admission as a candidate for the degree.

I.3 DURATION OF STUDY

I.3.1 A full-time candidate shall complete the approved thesis for the degree within four (4) academic year; a part time candidate within four (5) academic years.

I.3.2 The School Board may, in justified cases, extend the duration of studies of a full-time candidate up to five (5) academic years and a part-time candidate up to six (6) academic years.

I.4 CURRICULUM COMPILATION

The curriculum for the Doctor of Philosophy in Law is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Name</th>
<th>Code</th>
<th>Module Type</th>
<th>NQF Level</th>
<th>Contact Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Writing for Post Graduate Students</td>
<td>UAE 6819</td>
<td>Semester 1 or 2</td>
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<td>1</td>
<td>PhD Thesis</td>
<td>LTH 6900</td>
<td>Semester 1 &amp; 2</td>
<td>9</td>
<td></td>
<td>240</td>
</tr>
</tbody>
</table>

I.5 MODULE DESCRIPTORS

I.5.1 Module title: Academic Writing for Post Graduate Students

Module Code: UAE 6819

NQF Level: 8

Contact hours: 4 hours per week and 1 practical session

Credits: 16

Module Assessment: Continuous assessment (critical reading assignment, annotated bibliography, 2 tests) will contribute 50% to the final mark. The examination (1 x 3-hour exam) contributes 50% to the final mark.

Module Description:

This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

I.6 THESIS REGULATIONS

I.6.1 APPOINTMENT OF SUPERVISORS

I.6.1.1 In consultation with Senate, the School shall appoint a Supervisor to advise and guide a candidate, whose research topic has been approved, and the candidate shall be required to work closely with the supervisor as Senate may direct.
I.6.2 SUBMISSION OF THESIS

I.6.2.1 At least two months prior to the scheduled date for the submission of the thesis the candidate shall submit a written notice of his/her intention to submit the thesis to the School Board through his/her respective supervisor.

I.6.2.2 The notice shall be accompanied by an abstract of between 300 and 400 words being a summary of the general findings and conclusions reached.

I.6.3 FINAL THESIS

I.6.3.1 The thesis shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other University.

I.6.3.2 The thesis must contain an abstract of between 300 and 400 words being a summary of the general findings and conclusions reached.

I.6.3.3 Every thesis submitted shall be examined by at least two examiners, at least one of whom shall be an examiner external to the University.

I.6.3.4 The examiners shall be required to submit a detailed assessment of the thesis, 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 should be referred back to the candidate for re-writing and re-submission, or whether the thesis should be rejected outright.

I.6.3.5 In case where the examiners of the thesis disagree in their recommendations the School Board shall recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis.

I.6.3.6 Without prejudice to the examination of the thesis described above, the School Board may require the candidate to make an oral presentation on the contents of or on a topic covered in his/her thesis.

I.6.4. SUBSEQUENT PUBLICATION FROM

Papers or publications extracted from a thesis submitted for a Doctor of Philosophy in Law degree of UNAM must contain a statement acknowledging that the work is based on a thesis submitted to the University of Namibia.

I.7 AWARDING OF THE DEGREE OF LL M

A candidate who has satisfied all the regulations to the required standards shall be awarded a Doctor of Philosophy in Law degree.
K.1 REGULATIONS

These regulations must be read in conjunction with the Memorandum of Understanding (JTC Memorandum) signed between the University of Namibia and the Ministry of Justice on 16th April, 1993.

K.2 COURSES OF STUDY

The Justice Training Centre, currently offers the following courses:

- the pre-service (induction) and in-service (capacity building) training courses for magistrates, prosecutors, interpreters, court clerks, police, defence, immigration and prison officers, and other law administration and enforcement personnel

- the Legal Professional Training Course for all law graduates who wish to qualify for admission to practise Law in Namibia under the Legal Practitioners Act 15 of 1995.

It is anticipated that the JTC’s activities will be extended to encompass:

- the training course for Community Court Justices and Court Clerks.

Certificates
Certificate of attendance JTC (16 CALA)

K.3 ADMISSION AND DURATION OF STUDY

In consultation with the relevant Ministries, all recently employed Magistrates, Police, Prison and Defence Forces Trial officers, Public Prosecutors, Police and Prison Prosecutors, Interpreters and Court Clerks shall be expected to attend an induction course. Courses of a minimum of one month’s duration will be offered to inductees in the Magistracy; Prisons and Correctional Services; and the Immigration Department.

The capacity building courses will take the form of continuous education programmes and will thus be offered annually to public servants whose duties have some connection with the law. Courses will last between one week to 3 months depending on specified and or identified needs.

Only those candidates in possession of an LLB degree or an approved degree supplemented by a bridging course will be eligible to enrol for the Legal Professional Training Programme. The course shall similarly be of 9 months duration.

To register for the proposed non-degree Magistrates and Prosecutors courses, a candidate must hold a School Leaving Certificate with a minimum score to be determined by the JTC according to availability of places. Both courses will last 9 months on a full-time basis and will follow the University General Information and Regulations Prospectus.

Applicants seeking admission as mature students must satisfy entry qualifications as specified in the General Information and Regulations Prospectus and may be required, in addition, to attend interviews and/or tests designed to assess their suitability for admission to the programme. In general, admission to all courses will be on merit and will depend on availability of places and resources. The mere satisfaction of entrance requirements will therefore not guarantee admission to any of the various programmes.

K.4 CURRICULUM

K.4.1 PROGRAMMES FOR LAW ENFORCEMENT AGENCIES

The curricula of programmes offered for law enforcement agencies will be tailor-made according to the needs of the relevant law enforcement agency. See D. Certificate in Criminal Justice, Constitutionalism and Human Rights (16CCCH).

K.4.1.1 ATTACHMENT PROGRAMME

It is envisaged that during the University holidays, candidate Magistrates, Prosecutors and Community Court Justices will be attached to different courts around the country to gain practical experience of the subjects on offer. The attachment will be monitored by the JTC and the host station will be required to submit a written report on the candidates’ progress.

K.4.2 THE LEGAL PROFESSIONAL TRAINING COURSE

The Course of post graduate study shall extend for a period of at least nine months, three months of which shall be devoted to compulsory lectures at the Justice Training Centre, and the syllabus of the course shall comprise the following subjects:

- Professional Ethics and Conduct and Techniques in Litigation including salient rules of Evidence
- Practice Management and Administration and Practical Bookkeeping and Accounts
- Administration of Wills and Estates
- The Practice and Procedure relating to the Law of Insolvency and Trusts
- The Practice and Procedure relating to (a) Commercial Transactions and (b) Drafting of Contracts
- Civil Practice and Procedure in the Supreme Court, High Court and Lower Courts, Legal Costs and Prescription
- Criminal Practice and Procedure in the Namibian Courts
- Practice of Constitutional Law, Human Rights and Practical Workings of the Organs of the State and Public Bodies
- Motor Accidents Law and Motor Vehicle Accident Claims (MVA)
- Practice of Labour Law and Alternative Dispute Resolution
- Legal Drafting
- Conveyancing – Introductory Course (non-examinable)
K.4.2.1 ATTACHMENT PROGRAMME

During the entire 9 months period, each candidate legal practitioner will be attached to a ‘Practicing Principal’ in a law firm and/or the Legal Aid Directorate for a period of not less than 60 hours per month. Attachments may also be entered into with the offices of the Prosecutor General. Contracts of Attachments must be entered into not later than the date of commencement of the candidates’ attendance of the course except where the Board for Legal Education prescribes a later date. Candidates should note that attachment is a prerequisite to admission to practice law and a candidate who has successfully completed his examinations will nonetheless be ineligible for admission until this requirement has been fully complied with during or after the course.

K.4.2.2 EXAMINATION REGULATIONS

Legal Practitioners’ Qualifying Examination (LPQE)

For the Legal Professional Training Course, the Candidate Legal Practitioners Regulations GN 228 of 1995, Published in Gazette No. 1207 dated 1st December, 1995 will apply. In terms thereof, the Legal Practitioners Qualifying Examination shall be conducted in accordance with such instructions as may have been issued by the Board for Legal Education.

A Candidate for the Legal Practitioners Qualifying Examination (LPQE) shall be assessed on the basis of continuous assessment, which continuous assessment shall comprise the aggregate of the marks obtained by the candidate in the written assignments done during the relevant year and the marks obtained in the Mid-Year Examination, in each of the subjects of the syllabus of the course.

The marks for the written assignments and the Mid-Year Examination shall each total 20 percent of the aggregate of the marks in the continuous assessment and the end of the year examination. To qualify to write the LPQE or end of the year Examination a candidate shall obtain 40 percent in his/her continuous assessment mark.

The marks to be obtained by a candidate in order to pass any subject in the LPQE shall be 50 percent, based on the aggregate of the marks obtained in the end of the year Examination and the continuous assessment, provided that a subminimum of 40 percent for each subject is obtained in the end of the year Examination.

The total mark in each subject in the Legal Practitioners’ Qualifying Examination (LPQE) shall consist of 60 percent representing the mark in the end of year examination and 40 percent representing the mark in the continuous assessment.

A candidate, who has taken and four times retaken the Legal Practitioners’ Qualifying Examination or any part thereof and failed to complete it, shall not be permitted to retake the whole examination or any part thereof within five years of his/her attempt, unless the Board upon an application of such candidate has granted its consent therefore.

All courses, subjects, curricula and examinations may be changed subject to consultations with the Minister of Justice and the Board for Legal Education.
K. ADVICE, INFORMATION AND GENERAL REGULATIONS

K. 1 ATTENDANCE OF LECTURES
See General Information and Regulations Prospectus

K. 2 ATTENDANCE OF SEMINARS/TUTORIALS
See General Information and Regulations Prospectus

K. 3 FULL-TIME AND DISTANCE/ONLINE STUDIES
The School of Law offers the following programme on full-time and distance/online mode:

- Diploma Alternative Dispute Resolution - Full-time - Face-Face in the Evenings from 5:30
- Bachelor of Laws (Honours) - Full-time and Distance/Online Mode

K. 4 FULL-TIME AND PART-TIME STUDIES
The School of Law offers the following postgraduate qualifications on Full time and Part-time:

- Master of Laws programme (by thesis) (LL M)
- Doctor of Philosophy in Law (PhD)

K. 5 GENERAL INFORMATION
See General Information and Regulations Prospectus
B. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

PREAMBLE

The guidelines and regulations presented in this prospectus are intended to familiarise Faculties, Schools, Centres and students with the University of Namibia’s (UNAM’s) Postgraduate programmes.

B.1. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

Students who are on full time employment should take studies on a part time basis.

B.1.1. Postgraduate Diploma Programmes

1) UNAM makes provision for Postgraduate Diploma programmes in selected fields as approved by Senate.
2) Postgraduate Diploma programmes offer specialised training, which is career-oriented.
3) Postgraduate Diploma programmes have a minimum of one-year duration for full-time students, and two years for part-time students; are taught programmes (i.e. involve lectures, seminars, practicals, written tests and examinations, etc.); and also include a small independent research component.
4) B.1.2. Master’s Degree Programmes

1) Postgraduate training programmes at Master’s degree level are of two types:
   (a) Master’s degree by research culminating in a thesis.
   (b) Taught Master’s degree involving at least one academic year of coursework followed by a mini thesis.
2) Students admitted to Master’s degree programmes enroll on either a full time or part time basis. Master’s degree programmes have minimum of two years duration for full-time students and three years for part-time students; and a maximum of three years for full time students and maximum of five years for part-time students, unless otherwise stipulated by programme specific regulations.

B.1.3. Doctoral Programmes

1) Doctoral programmes at UNAM are normally undertaken by research and the writing of a dissertation unless otherwise approved by Senate. The duration of a doctoral programme is a minimum of three for full-time studies and four years for part-time students; and a maximum of four years for full time students and maximum of six years for part-time students.
2) Doctoral study opportunities at UNAM are offered where the departments 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.

B.1.4. Approval of Postgraduate Programmes

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

B.2. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE APPLICATIONS

B.2.1 Eligibility for Admission/ Procedures to Apply for Postgraduate Studies

UNAM welcomes students with a range of qualifications from all over the world. Applicants must fulfil the minimum admission requirements for entry as well as English Language requirement (if relevant) as indicated. Competition for places in some programmes is extremely high, and the minimum requirement given may not be sufficient to be admitted. Due to this, applicants may be requested to undergo further screening processes.

B.2.2 Postgraduate Diploma

1) Prospective students must be in possession of a relevant Bachelor’s degree from UNAM or any other recognised institution.
2) Students who do not comply with (1) above may also be considered according to the University approved Recognition of Prior Learning (RPL) Policy.
B.2.3 Master’s Degree

1) Prospective students must be in possession of an NQF (Namibian National Qualifications Framework) Level 8 Bachelor (honours) degree qualification or equivalent, with an overall grade average of 60% (and above) from UNAM or any other recognised institution, in the chosen field of study.

2) In addition, prospective students must satisfy Faculty specific requirements as indicated in the admission requirements of the relevant programme (e.g. minimum two years teaching experience and a screening test for M.Ed. admission).

B.2.4 Doctor of Philosophy Degree and other Doctoral Programmes

1) Prospective candidates must be in possession of an NQF level 9 Master’s degree or equivalent from UNAM or any other recognised institution, in the chosen field of study.

2) Students who enrolled for a Master’s degree by thesis only may be considered for upgrading into the Doctoral Programme if, during the second year of registration they demonstrate sufficient original contribution(s) to knowledge as motivated by the supervisors through the Faculty Postgraduate Studies Committee and approved by the UNAM PGSC.

B.3 APPLICATION PROCEDURES FOR POSTGRADUATE STUDIES

B.3.1 Application forms

Applications for postgraduate studies should be made on a University postgraduate application form which is available on request from the Office of the Registrar, Student Records Section, and can also be downloaded from the UNAM Webpage: http://www.unam.edu.na

Before completing the application form, applicants must familiarise themselves with all aspects pertaining to postgraduate studies as set out in this prospectus. Applicants must also acquaint themselves with the different modes of the programmes offered (e.g. taught programmes or by thesis/dissertation only, full time or part time). Applicants must ensure that all relevant documentation is submitted with the application form, together with a non-refundable application fee. Receipt of the application will be acknowledged by mail.

Prospective students with qualifications obtained from an institution outside Namibia (or non-accredited institutions in Namibia) must submit a Namibia Qualifications Authority (NQA) evaluation for such qualification together with their application forms compulsory. Please Note: this process takes at least 30 days and proof of submission to NQA will NOT be accepted. All Master’s by Thesis and Doctorate by Dissertation must submit a research topic concept note (maximum two pages) together with the application form. No consideration will be given to applications without the concept note.

Incomplete applications will not be considered.

The closing date for taught Master’s and taught Doctoral applications is end of July of each year or as advertised (No late applications will be accepted).

Application for Master’s and Doctoral programmes by thesis/dissertation only, will be accepted throughout the year.

B.3.2 Processing of applications

The completed application forms will be processed and forwarded by the Student Records Section to the Centre for Postgraduate Studies which will in turn forward the applications to the relevant Faculty/School/Department Admission Committees.

B.3.3 Admission of students

The Department/School recommends admission through the Faculty to the Centre for Postgraduate Studies considering the applicant’s fulfilment of the minimum admission requirements, availability of supervisors and space. A provisional admission letter indicating further conditions to be met as applicable will be issued to prospective student.

Master’s by Thesis and Doctoral programmes by Dissertation

The relevant Faculty PGSC will recommend Supervisor(s) according to the applicant’s area of study to the UNAM PGSC for approval. Upon approval of the supervisor(s) by the UNAM Postgraduate Studies Committee and verification of other
conditions, an admission letter is issued by the Centre. It is the responsibility of the student to ensure that the supervision agreement (Annex 1) is signed with the supervisor. After verification of this agreement by the Faculty PGS Officer the student may register during the next registration period (first week of the month).

Master's and Doctoral Programmes by coursework

Upon recommendation by the relevant Department/School, the FPGSC 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.

B.3.4 Study Permit Requirements

According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective (first and senior) students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy or Ministry of Home Affairs and Immigration (Namibia) website. Only persons with permanent Namibian Residence, Refugees or Asylum Seekers and Diplomatic representatives are exempted from applying for a Study Permit and Visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. Permanent Residence Permit, approved and endorsed Refugee/Political Asylum Seekers status, a Courtesy Visa which confirms diplomatic status) to the University of Namibia.

Study Permits, Work Permits and Tourist Visas are not interchangeable. Kindly note that candidates in possession of a work permit will need to apply for a study permit if offered provisional admission to the University of Namibia. The University of Namibia and the Ministry of Home Affairs and Immigration (Namibia) have a temporary arrangement that students may apply for their Study Permits during the duration of the scheduled registration period.

B.4 REGULATIONS AND GUIDELINES GOVERNING REGISTRATION OF ADMITTED STUDENTS

B.4.1 REGISTRATION FOR MASTER’S/DOCTORAL BY THESIS/DISSERTATION ONLY

B.5.1.1 Registration of admitted students

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

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

3) Students who apply for Masters/Doctoral 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.

4) 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.

5) 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.

6) 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.

7) 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.

8) 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.

9) 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.

B.4.2 REGISTRATION FOR MASTER’S/DOCTORAL PROGRAMMES BY COURSEWORK

Registration of admitted students

1) All postgraduate students are expected to adhere to the deadline dates for registration/addition of modules as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.

2) Students who are registered in programmes involving coursework and a thesis/dissertation will be required to enrol for core and elective (optional) modules, as prescribed in the relevant Faculty Prospectus and in the Centre for Postgraduate Studies Prospectus under the relevant Faculty.
3) Before registering for the research component, students must sign an agreement with the approved supervisor (Annexure 1) not later than six (6) months before the scheduled start of the research project, as reflected in the curriculum.

B.4.3 Approval of Research Proposal

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:

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:

1. 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;
2. Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC;
3. Grants an extension period of three (3) months for re-submission after which the Faculty PGSC makes one of the following recommendations:
   3.1 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;
   3.2 Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC;
   3.3 Recommends registration at a lower level for a PhD candidate (Master’s by Thesis only).

B.5 COLLABORATIVE POSTGRADUATE TRAINING

1) Through collaborative arrangements, students may undertake part of their training with other institutions of higher learning that the University is collaborating with.
2) Registration of students on collaborative programmes will be guided by the particular Memorandum of Understanding.
3) The implementation of collaborative programmes should adhere to terms and conditions stipulated in the Memorandum of Understanding.

B.6 CANCELLATION AND EXEMPTION OF MODULES

1) All postgraduate students are expected to acquaint themselves with the deadline dates for cancellation and exemption of modules as stipulated in the Faculty, Postgraduate and General Rules and Regulations Prospectuses.
2) No module cancellations or cancellation of studies will be affected without the completion of the required cancellation form signed by the student and Faculty Officer: Postgraduate Studies.
3) Students have to submit a complete exemption application form before the stipulated due dates to the Centre for Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.

B.7 APPLICATION FOR BREAK IN STUDIES

1) Students who are unable to register for a specific year are expected to apply before 31 October for break in studies for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee for a maximum period of one academic year. Reasonable justifications for the leave of absence should be provided.
2) When a student is on approved break in studies, the year of non-registration will not count as part of the duration of the study. However, students must re-apply before the closing date of applications for admission to activate their registration for the subsequent academic year.
3) A student who takes a break studies for a period of one (1) years will be required to:
   4) Apply for re-admission to the University and Faculty/program.
   5) Satisfy all requirements for admission, and
   6) Start the programme from the first year.
B.8 APPLICATION FOR LEAVE OF ABSENCE

In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark. Students who are unable to attend classes/tests for any reason, must complete the necessary application form (obtainable from the Office of the Registrar), and supply the necessary documentation. The application must be seen by all lecturers concerned, who will provide their comments and signatures. Final approval rests with the Registrar’s Office. It will be the responsibility of the student to make up for missed events/complete the relevant requirements (including tests).

B.8.1 ABSENCE DUE TO MATERNITY

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

B.8.2 ABSENCE DUE TO FUNERALS

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

B.8.3 ABSENCE DUE TO ILLNESS & OTHER REASONS

- Students who miss classes/tests due to illness, must produce a valid medical certificate, signed by a Medical Practitioner, stating the period of absence and nature of the illness. An application for absence from classes must be completed by all students before or not later than five days after the illness, depending on the circumstances (application form obtainable from the Office of the Registrar). Students who are in possession of surgery dates, etc. will be expected to apply for absence from classes prior to their leave of absence. Permission will only be granted for emergency cases. The Registrar’s Office reserves the right to reject such applications if the illness does not warrant absence from classes/tests.
- Students should note that reasons such as over-sleeping, car trouble, transport problems, misreading the examination timetable, etc. will not be considered as valid reasons for missing tests / classes / examinations.

B.9 COURSEWORK EVALUATION AND GRADING

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

2) 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>

3) Before a student can proceed to the thesis/dissertation 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 or module that deals with research or data analysis.
B.10 THESIS/DISSERTATION RESEARCH

1) Students who successfully complete the coursework phase, or who are registered for postgraduate studies by thesis/dissertation alone, undertake research in an approved research topic, and write a thesis/dissertation. This shall 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) 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 (Annex 2).

4) The thesis must contain a concise and comprehensive abstract of between 200-300 words and 300-400 words for the dissertation, indicating the main findings and major conclusions of the research. The abstract should be Times New Roman, font size 12, and 1.5 line spaced.

B.11 REGULATIONS 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 or equivalent in the discipline of the postgraduate programme being offered.

2) To teach and supervise students at the postgraduate diploma programme levels, a member of staff shall have a Master’s or equivalent in the discipline of the postgraduate programme being offered.

3) Members of staff without PhD or equivalent qualifications but with specialised expertise can co-teach with members of staff holding doctoral degrees.

B.12 GUIDELINES ON THE RESEARCH SUPERVISION OF POSTGRADUATE STUDENTS

B.12.1 ASSIGNMENT OF SUPERVISORS

1) Every postgraduate student shall be assigned a supervisor/supervisor (at least one (1) supervisor for Master’s students and two (2) supervisors for Doctoral candidates) nominated by the relevant Department, recommended by the relevant Faculty Postgraduate Committee and approved by the UNAM Postgraduate Studies Committee on recommendation of the Faculty Postgraduate Studies Committee.

2) Where the student’s research topic is multidisciplinary in nature, or where there is need for additional expert supervision in the same discipline, or where the student’s postgraduate training programme involves sandwich arrangements, one or more additional supervisors may be appointed.

3) Postgraduate student supervisors will be appointed from suitably qualified members from UNAM Faculties/Centres; where there is a need to appoint an external supervisor there should be another supervisor from UNAM.

4) A supervisor for Master’s and Doctoral students must have a doctoral degree and expertise in the field of study that he/she is expected to supervise. In addition, the supervisor must have relevant research and publication experience.

5) For purposes of mentorship, the co-supervision at all levels is strongly recommended. A supervisor without a doctoral degree will be considered to supervise Master’s students (normally as a co-supervisor) subject to approval by the UNAM PGSC.

B.12.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

1) The supervisor must have a thorough understanding of the University’s Postgraduate Regulations and Guidelines, in order to effectively guide the student towards attaining the stipulated standards.

2) The supervisor has the responsibility of ensuring that their students make progress in their studies. Where there are problems affecting the student’s research progress, these shall be communicated to the UNAM Postgraduate Studies Committee through the Head of the relevant Department and the Faculty Postgraduate Studies Committee.

3) Supervisors should understand that:
   (a) The Master’s thesis research programme is designed as a training course, whereby it is intended that the student will:
      * be exposed, acquire and apply 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) Master’s students require close and careful supervision because they usually lack previous research experience, especially during the early stages of their theses (when learning about research methodology, experimental design and research technique) and also when preparing the initial drafts of their theses.

4) The supervisor of a Doctoral candidate should recognise that the candidates, in most cases, will have acquired some research experience when they were Master’s degree students. What is expected of the Doctoral candidate
is thus qualitatively and quantitatively more than outlined above for Master’s degree students. 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 students, and
* exercise considerable initiative in conducting the research.

5) After completion of a research proposal, the doctoral candidate should be able to work **independently** and be **guided** rather than be directed by his/her supervisor. It is, nevertheless, the supervisor’s responsibility to guide the candidate in the right direction.

6) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects.

7) Supervisors should be able to determine, through their previous research experience, potential impediments to the research problem and advise the students on what can be achieved meaningfully, within the time allocated for the study.

8) The supervisors have the responsibility of monitoring the student’s research progress throughout the research period:

(a) Both the supervisor and the student must submit **compulsory** report on the progress of the student to the relevant Departmental HoD before the end of each semester (Annex 3A and 3B). The Faculty PGSC will study the reports and take the necessary steps to resolve problems (where necessary).

(b) Where the departmental HoD is the supervisor, the deputy dean of faculty should sign.

(c) A summary report of all progress reports received and recommendations from the Faculty PGSC on problems identified and actions taken must be tabled during the **July and November** UNAM PGSC meetings.

(d) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate programmes shall, in consultation with the supervisors, arrange at least one **compulsory** research seminars, which will enable the candidates to refine and improve the research proposal, report on progress and learn from others.

9) The supervisor has the ultimate responsibility of assisting the student 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.

10) The supervisor and student should have regular meetings to discuss progress on the research project.

11) Although the writing of the postgraduate thesis/dissertation is the responsibility of the student, 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 student during the critical stage of thesis/dissertation writing;

(b) discuss the drafts of the thesis/dissertation with the student throughout the process;

(c) read the student’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, 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;

(e) but should not be responsible for personally editing language usage in the thesis, or correcting typographical errors. He/she should however, point out language and typographical errors.

12) If the student has two or more supervisors, one of these should be appointed as main supervisor and the rest as co-supervisor(s).

13) Should a supervisor be away from the University for more than three consecutive months, an acting supervisor must be appointed. In the case of absence of main supervisor, the co-supervisor will act. Where a student has only one supervisor an acting supervisor must be appointed by UNAM PGSC on recommendation of the FPGSC.

14) Where continued supervision is a condition of sabbatical or extended research leave, the Head of Department must ensure that these conditions are adhered to.

15) Where a supervisor retires or resigns from the University, he/she shall cease from supervising any student(s) under his charge, unless there is an agreement in writing for the continued supervision of the student(s).

16) If, in the course of the student’s research, a situation develops whereby:

(a) there is a breakdown in communication between the student and the supervisor;
B.13.1 NOTICE OF INTENT TO SUBMIT THE THESIS/DISSERTATION FOR EXAMINATION

1) At least three (3) months prior to the scheduled date for the submission of the thesis and four (4) 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.

2) 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.

3) Students who fail to submit their theses or dissertations within the time period indicated in the notice of intent should note that the examination of their thesis/dissertation may be delayed as new examiners may need to be appointed.

4) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty PGSC and Annex 4B shall be submitted together with the notice as per Annex 4A for approval by the UNAM Postgraduate Studies Committee (see Annex 5 for the format of the abridged curriculum vitae).

5) Student shall submit three ring bound copies of the Master’s thesis and four ring bound copies of the doctoral dissertation (including soft copy in word version) 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).

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.

7) 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.

B.13.2 APPOINTMENT OF EXAMINERS

1) Every Master’s thesis submitted shall be examined by at least two examiners approved by the UNAM Postgraduate Studies Committee on recommendation by the Faculty Postgraduate Studies Committee. At least one of the examiners in each case must be external to the University of Namibia, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.

2) Upon receipt of the notice of intent from the student, the Head of the Department should complete and submit Annex 4B together with the abridged CV’s of the potential examiners to the FPGSC for recommendation and approval by the UNAM PGSC. Heads of Departments must declare any potential conflict of interest in the nomination and appointment of examiners. Examiners may NOT be selected from the pool of moderators already approved for modules in the specific taught programme.

3) In the case of doctoral dissertations, at least three examiners shall be appointed, of whom two must be external to the University, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.

4) Internal and External Examiners will be appointed on the basis of their expertise, independent from appointment of external moderators already approved for modules in the specific programme.

5) The examiner should not have any direct involvement in the research project of the student and must declare any past or present (personal or professional) connections with the student. Before final appointment the examiner should declare any direct conflict of interest by signing Annex 7.

6) An examiner for Master’s students and Doctoral candidates must have a doctoral degree and expertise in the field of study that he/she is expected to examine. In addition, the examiner must have relevant research and publication experience.
The Director: Centre for Postgraduate Studies shall issue a letter of appointment to the thesis or dissertation examiners (Annex 8).

Examiners shall complete examination in the following periods: Mini thesis (Master’s) = 6 weeks; Thesis (Master’s) by research = 6 weeks; and Doctoral dissertation = 8 weeks.

B.14 REGULATIONS AND GUIDELINES GOVERNING THE EXAMINATION OF THE SUBMITTED MASTER’S THESSES AND DOCTORAL DISSERTATIONS

B.14.1 EXAMINATION OF MASTER’S THESSES AND DOCTORAL DISSERTATIONS

1) Each examiner shall be required to examine the thesis or dissertation in detail and submit his/her comprehensive assessment under the following headings:
   (a) **Appropriateness of the thesis title.** Comment on the appropriateness of the title as it relates to the content of the thesis or dissertation.
   (b) **Introduction:** comment on the validity of the research problem, the extent to which the questions or objectives address the identified research problem and the justification for the study.
   (c) **Completeness of the Literature Review.** Comment on the ability of the student to describe other researcher’s contributions to similar problems. 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.
   (d) **Research Methods:** The examiners should also comment on the appropriateness of the research methods (and instruments, where relevant) employed in the study. Where applicable, comment on ethical considerations should be included.
   (e) **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?
   (f) **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?
   (g) **Recommendations:** Are the recommendations formulated address what was not reported in the thesis? Will the recommendations lead to addition of new knowledge to the current study?
   (h) **Language and Technicalities:** Is the language used clear and concise? Are there major typographical errors? Is a language editor needed? (Where applicable).
   (i) **References:** Are all the references cited in the text recorded on the reference list (and vice versa)? Are recent references used? Are the references used appropriate to the study? Is there consistency in the style of referencing used?

**Summary:** The examiner should present a summary indicating whether s/he recommends the thesis or dissertation for a postgraduate degree award. Exam should allocate marks for the thesis by following guidelines in Annex 9, and complete the Summary Form (Annex 10 & 11).

2) All examination reports must be submitted to the Director: Centre PGS within a stipulated time from the date of receipt of the documents. If the assessments are not received within two months, new examiners may be appointed.

3) The Director: Centre for Postgraduate Studies will forward the reports to the relevant HoD PGS, who will be responsible for distributing the reports to the supervisor.

4) Once the relevant HoD PGS has received all the reports for a particular student he/she removes the names and affiliation of the examiner as well as the allocated marks and distributes the amended report to the supervisor.

5) The supervisor will share the reports with the student to make the indicated corrections. Where the reports contain conflicting recommendations, the supervisor will guide the student in addressing them.

6) The revised thesis or dissertation together with a comprehensive table of corrections must be submitted to the supervisor to verify that all corrections have been made before the thesis or dissertation is bound.

7) Upon evaluation of the thesis, the examiner will recommend one of the following:
   a) **PASSES subject to MINOR corrections (≥ 50%)**
   b) **PASSES subject to MAJOR corrections (≥ 50%)**
   c) **RE-SUBMIT FOR RE-EXAMINATION (no mark allocated)**
   d) **FAIL (< 50%)**

A thesis re-submitted for re-examination shall be re-examined by the same examiner and awarded a maximum mark of 50%.
8) Upon evaluation of the dissertation, the examiner will recommend one of the following:
   a) PASSES subject to MINOR corrections
   b) PASSES subject to MAJOR corrections
   c) RE-SUBMIT FOR RE-EXAMINATION
   d) FAIL
   No marks should be allocated for the dissertation. A dissertation re-submitted for re-examination shall be re-examined by the same examiner.

9) (a) 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.
   (b) Where a Doctoral dissertation is recommended for re-submission, it must be re-submitted within 12 months, failure to do so the student will be deemed to have failed the dissertation and will not be re-admitted.

10) Where a thesis or dissertation is submitted for re-examination, the examiner should indicate whether the student has satisfactorily addressed the identified shortcomings in the first submission.

11) In cases where the examiners of the thesis disagree in their recommendations (fail versus pass), Faculty PGSC should recommend an independent external examiner to the UNAM PGSC for approval to serve as arbiter on the thesis.

12) Where two examiners fail a dissertation, the student will be deemed to have failed the dissertation and will not be re-admitted.

13) Where one examiner fails a dissertation, Faculty PGSC should recommend an independent external examiner to the UNAM PGSC for approval to serve as arbiter on the thesis or dissertation.

14) For both theses and dissertations, the assessment of the arbiter will be FINAL.

15) A copy of the first version of the thesis or dissertation submitted for examination will be sent to the arbiter.

16) In cases where the difference in the pass marks allocated for a thesis, by the internal and external examiner, is 20% or more, the Departmental Head must set up a departmental committee (excluding the supervisor and internal examiner) to study the case and recommend a mark for the thesis and provide a motivation on the decision to the UNAM PGSC, through the Faculty PGSC. Where the departmental Head is the supervisor or the examiner, the Dean shall appoint an independent person to study the case and recommend a mark for the thesis and provide a motivation for his/her decision to the UNAM Postgraduate Studies Committee.

17) All examination reports, including any reports that recommended a fail must be submitted by the faculty PGS HoD to the UNAM Postgraduate Studies Committee for recommendation to AEC.

18) A postgraduate student, who disagrees with the results of the examination as approved by AEC, may appeal to the HoD PGS within two weeks after the release of the results giving reasons and evidence to support the appeal.

B.14.2 PUBLICATION FROM A THESIS OR DISSERTATION
Students are encouraged to publish work from their thesis/dissertation in accredited journals. The following acknowledgements must be included in such publications:

“This work forms part of a Master/PhD study undertaken at the University of Namibia”. Any publication from thesis/dissertation must show UNAM as the student’s affiliation.

A list of publications and conference presentations by the student, that was part of their study, should be listed in the thesis immediately after the abstract.

B.14.3 VIVA VOCE EXAMINATION FOR STUDENTS REGISTERED BY THESIS OR DISSERTATION
1) In addition to writing a thesis or dissertation, the postgraduate students who are registered for Master’s by Thesis and all Doctoral students, shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.

2) The Centre for Postgraduate Studies is responsible for administering the viva voce examinations for doctoral students while the respective Faculties/departments are responsible for administering the viva voce examinations for master’s students.

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

4) 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 can attend and WILL BE PERMITTED to ask questions.

5) The viva voce panel shall consist of the examiners and supervisors of the thesis or dissertation.

6) The Chairperson of the viva voce panel shall be a senior academic (at least at the rank of Associate Professor for Doctoral students and Senior lecturer for Master’s students) and shall not be one of the supervisors or examiners. The viva voce panel (including the chairperson) shall be approved by the Director of the CPGS on recommendation of the relevant HoD PGS.

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7) The main supervisor must provide the relevant HoD PGS with an electronic copy of the corrected thesis or dissertation, who will distribute it, together with copies of the examiners' reports to the panel members at least two weeks before the date of the viva voce examination.

8) All members of the viva voce panel must acquaint themselves with the postgraduate processes and procedures.

9) The functions 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 student
       * the shortcomings identified during the examination process have been addressed.
       * the broader subject area in which the study is based is fully grasped by the student.
       * any weaknesses in the thesis/dissertation can be adequately clarified by the student,
   (b) to make a definite recommendation to AEC through the UNAM PGSC, as to whether the student be deemed to have passed or failed the study (Annex 12).

10) The viva voce panel shall, as far as possible, endeavour to reach a unanimous decision on the student's performance. Where the panelists are unable to reach a consensus as to whether the student 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.

11) (a) At the end of the viva voce, the panel shall sign a viva voce Examination Results Form (Annex 12) making a specific recommendation to AEC through the UNAM PGSC on the student’s performance.
(b) The Chairperson of the panel shall also submit to the UNAM PGSC a comprehensive report (Annex 13) signed off by the viva voce panellists. This should be done within one week of the examination. The report should include, an attendance register, challenges faced with the viva voce examination, a summary of the presentation, the discussion during the viva voce examination, any strong/weak points identified during the presentation and discussions, including any specific recommendations to the student.

12) The duration of the viva voce shall be two hours for masters and three hours for PhD.

13) The Chairperson of the viva voce Panel should announce the recommended outcome of the examination to the audience; but the qualification can only be awarded after approval by AEC.

**B.14.4 SUBMISSION OF FINAL BOUND THESES OR DISSERTATIONS**

After all the corrections as recommended by the examiners (including those from the viva where applicable) 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. Please note that the final thesis or dissertation must be in the format as prescribed in B19.

**B.14.5 PRESENTING STUDENTS FOR GRADUATION**

The Faculty Officer: Postgraduate Studies will only submit the names of students for graduation approval by AEC on recommendation of the UNAM PGSC when the following conditions have been met:

1) Updated academic record reflecting the eligibility of the student for graduation.
2) Completed checklist confirming, amongst others, that corrections have been affected after receipt of examiners reports and viva voce examinations, (including a table of corrections), where applicable.
3) All signed examination reports (including, where applicable, arbiter/failed examination report).
4) Five (5) bound copies and one (1) electronic copy (in PDF format) of the Thesis or Dissertation has been submitted as per Regulation B.16.4.

**B.14.7 AWARDING OF A QUALIFICATION AT A LOWER LEVEL**

1) A student who is de-registered for a taught Masters programme due to failure to successfully complete the research component, may be awarded a relevant and existing Postgraduate Diploma in the field provided that all the taught modules are passed and the research component is re-written and passed as a research project/paper. Award of this PGD is subject to approval by AEC on recommendation of the UNAM PGSC.
2) A student who was awarded a Postgraduate Diploma according to paragraph (1) above, will not be allowed to register for the same taught master programme at a later stage.

3) A student who fails a Masters by research, may be allowed to re-apply for re-registration on a completely different topic or a taught Masters programme.

4) A student who fails a PhD, may be allowed to re-write the dissertation in the format of a thesis incorporating all the recommended amendments and corrections of the examiners within a period of 12 months after the release of the results. The re-submitted thesis will be examined according to the regulations of Masters degrees.

5) A Student who was awarded a Master’s degree according to paragraph (4) above, and wish to apply for a Doctoral programme at a later stage, will have to choose a different topic.

B.15 POSTGRADUATE FEES
All registered students shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM (Refer to Student Fees booklet and PG Studies Fees brochure).

B.16 GUIDELINES ON THE WRITING OF POSTGRADUATE WORK
B.16.1 GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS
Outline of the proposal
All research proposals must be prepared according to the following layout:

Title of the proposed study (refer to Annex 14 for the format of the title page)

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

1. Introduction
   1.1 Background of the study
       Give a general overview and background of the research problem.
   1.2 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.
   1.3 Either objectives of the study or research questions (NOT BOTH)
       Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.
   1.4 Hypotheses of the study (where applicable)
       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.
   1.5 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.
   1.6 Limitation of the study
       Students should indicate the logistical, resource and other limitations of their studies and indicate the possible impact of such limitations.
   1.7 Delimitation of the study
       Students should indicate the specific scope of the study, providing the rationale for such delimitation.

2. Literature Review and where applicable, the theoretical framework
   Students should prepare critical, synthesised 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, and 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 to be investigated.

3. Research Methods
   3.1 Research Design
       Students should provide clear statements on either quantitative or qualitative research designs they intend to use. It is not necessary to provide the definitions of the research designs. However, 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.
   Population (where applicable)
       Students should, where applicable, specify the population to which they would like to confine their research/studies.

   3.2 Sample (where applicable)
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.

3.3 **Research Instruments (where applicable)**

Research instruments and measures that would be used to collect data should be clearly provided under this section.

3.4 **Procedure**

The manner in which data would be collected should be explained here. How research instruments would be used to collect data should be specified in this section.

3.5 **Data analysis (where applicable)**

In this section, students should provide specific descriptive and/or statistical tests that they would employ to analyse their data, and rationale. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.

3.6 **Budget (where applicable)**

3.7

3. **Research Ethics**

Students should provide detailed information about ethical issues and how they will address potential ethical dilemmas when conducting their research.

4. **References**

Students should use the referencing format approved by respective faculties/departments. Where there is no prescribed referencing format by faculty/department, the **American Psychological Association (APA)** becomes the default. 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. Students should use refereed/verifiable sources of information.

Research proposals submitted for consideration by the Faculty Postgraduate Studies Committee shall capture the above information in a clear and concise manner and not exceed the maximum page number stated below:

a) Master's by coursework (mini thesis) shall not exceed 6 pages
b) Master's by research shall not exceed 8 pages.
c) Doctoral Degree shall not exceed 10 pages.

In all cases the research proposal should be **Times New Roman, font size 12, double spaced** and on one side of the paper.

The faculty PGSC recommends the research proposal to UNAM PGSC for noting after evaluating the proposal using Annex 15, and issuing of the Research Permission Letter (Annex 16) by the Director: Postgraduate Studies;

**De-registration of postgraduate students who fail to make progress**

Faculties shall deregister postgraduate students who fail to make progress as stipulated under B.6.2.

B.17. **REGULATIONS AND GUIDELINES FOR WRITING AND PRESENTATION OF POSTGRADUATE THESES AND DISSERTATIONS**


**Typing/Word-processing**

The document must be typed and printed on good quality white A4 paper. The typescript must be clear, Times New Roman, font size 12, double spaced and on one side of the paper.

**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 which should not be numbered. The pages in the main body of the document should be numbered in Arabic numerals (i.e.: “1”, “2”, “3”, “4”...) consecutively throughout. The page numbers should be centred in the lower margin.

**Margins**

The left margin must be 4.0 cm; the right-hand margin must be 2.5 cm; the top margin must be 2.5 cm, and the bottom margin must be 2.5 cm.

**Title page**

The title page must be organised according to (Annex 14)

**Components of the preliminary pages (Each starting on a separate page)**
Abstract
Following the title page, the mini thesis/thesis/dissertation shall contain an abstract which concisely and comprehensively summarises the essential points and conclusions emanating from the research. The abstract should be between 200-300 words (not exceeding 1 page) in the case of Master’s theses, and 300-400 words (not exceeding 2 pages) for Doctoral dissertations. Furthermore, it should include the purpose of the study, a brief overview of the methodology used, the main findings, major conclusions and recommendations. The abstract should not contain headings with 1.5 line spaced.

List of Publication(s)/Conference(s) proceedings
A list of publications and conference presentations by the student, that was part of their study, should be listed in this section. Any publication from thesis/dissertation must show UNAM as the student’s affiliation.

Table of Contents
The Table of Contents shall be generated to include level three subheadings.

List of Tables
If there is a list of Tables, these should be consecutively numbered in Arabic numerals following the guidelines of the relevant department/faculty approved referencing style.

List of Figures
If there is a list of Figures, these should be consecutively numbered in Arabic numerals following the guidelines of the relevant department/faculty approved referencing style.

List of Abbreviations and/or Acronyms
Acronyms and non-standard abbreviations should be listed alphabetically in bold; the definitions should not be bolded.

Acknowledgements
The document 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 document to any person, the dedication should be concisely written, and should appear in the preliminaries.

Declarations
The document shall contain the various declarations as outlined in (Annex 2)

Body of the Thesis/Dissertation
a) Master Theses should broadly follow the outline in the proposal (B18.1). In addition, it should include results, discussions, conclusions and recommendations as detailed below.

Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be referred to by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality (600 dpi or higher).

Results:
- Data should be presented in a clear and concise and informative manner.
- A variety of forms might be used to present data; however, the same data must not be presented in more than one form (for example tables and figures)
- Where applicable primary data should be attached as an appendix and not appear in this section

Discussions:
- It should not merely be a description of the findings (tables and figures) in words
- This section forms the core of the document and therefore need to be a critical analysis of the results and demonstrate insight and understanding of the findings.
- Results and findings must be discussed in context and linked to literature and the stated research aims.
- The discussion must address the objectives and/or questions of the study

Conclusions:
• This should not be a repeat of the results and/or discussion
• It should relate directly to the main objective(s) of the study.
• It must indicate whether the problem was solved, what was learned through the research, what remains to be learned, weaknesses and shortcomings of study, strengths of study as well as possible applications of study (how it can be used).

Recommendations
• Must emanate from the research findings and must be feasible
• Gives opinion on what measures should be adopted to solve the problem based on the conclusions made.
• May endorse the research findings as the solution to the problem or may propose an alternative route.
• Identify information gaps or inconsistencies and suggest further studies to address these.

References
Should follow the department/faculty specific referencing style

Appendices
Should be numbered sequentially and can include the following:
• Ethical clearance certificate
• Research permission letter
• Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.
• Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
• Any other relevant data such as supplementary information, raw data etc.

b) Doctoral Dissertations should follow a stand-alone chapter (journal publication) approach.
Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be referred to by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality (600 dpi or higher).

Introduction Chapter (Chapter 1)
This chapter must introduce the study and provide a comprehensive overview of the research problem, and broadly follow the guidelines as indicated above.

Literature Review (Chapter 2)
• This chapter must provide a comprehensive literature review and broadly follow the guidelines as indicated in (B.19).
• This should demonstrate critical understanding and comprehension of the current state of knowledge in the area of research and lead to the motivation for the study.
• The literature should focus on recent developments in the area of study.

Stand-alone chapters
Each Faculty and/or department has a choice to decide whether to use a stand-alone chapter or use the guidelines for Master thesis.

Guidelines for stand-alone chapters are as follows:
Each of these chapters introduces and represents an independent research aim/objective/question and should follow the outline below:
Title, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusion, and References (Should follow the approved department/school/faculty specific referencing style).

Concluding chapter
This chapter integrates all findings of the study and conclusions with feasible recommendations/reflections. Original contribution(s) to knowledge must be clearly pointed out.

Appendices
Should be numbered sequentially and can include the following:
• Ethical clearance certificate
• Research permission letter
• Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.
• Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
• Any other relevant data such as supplementary information, raw data etc.

Language

The presentation of the thesis or dissertation shall be in English. The use of a language other than English requires approval of the UNAM PGSC. In such cases, the abstract must be in both English and the approved language.

Length of Theses/Dissertations

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

(a) Master’s theses for coursework programmes (Mini Theses): The recommended length of Mini theses for coursework programmes is as follows:
   • Mini Theses with less than 100 credits: a minimum of 15,000 words and a maximum of 22,000 words (not exceeding 90 pages).
   • 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).

(b) Master’s theses (by research):
   • 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).

(c) Doctoral dissertations:
   • 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).

Binding of Theses/Dissertations

(a) 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).
(b) The colour of the cover for Master’s theses shall be red and that for Doctoral Dissertations shall be black.

Note: The thesis/dissertation MUST be subjected to plagiarism software i.e. Urkund.