

2023 ADMISSION GUIDE

Faculty of Commerce, Management and Law

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SCHOOL OF ACCOUNTING

The School of Accounting strives for excellence in accounting education and is well positioned in the higher education sector and offers high-quality qualifications.

Presently the School is the largest academic environment in the Faculty of Commerce Management and La in UNAM, with more than 30 lecturers and support staff. We serve a student population of 2400 in total.

It is widely recognized that Namibia has a significant shortage of accountants, especially professional accountants such as CAs. The School, as one of only a few higher education providers in the country, can contribute significantly to filling the skills gap and recently transformed its programmes to expand access for students to respond to the needs and development goals of Namibia, and especially the accountancy profession without sacrificing academic excellence.

Several of our qualifications are endorsed by professional bodies, i.e.

- Namibian Institute of Chartered Accountants (ICAN)
- Chartered Institute of Management Accountants (CIMA);
- Association of Chartered Certified Accountants (ACCA); and
- Namibian Institute of Professional Accountants (NIPA).

The School of Accountancy prides itself on the successes attained by its alumni – many of whom hold leadership positions in the accountancy profession, commerce and industry and in the public sector.

UNDERGRADUATE PROGRAMMES

BACHELOR OF COMMERCE IN ACCOUNTING (61BACC)

This three-year qualification is on NQF level 7 and includes modules relevant to the field of Accountancy.

This degree aims to give students a broad understanding of accounting and provides a more practical business focus and serves as a basis for the opportunity to enter professional associations, such as ACCA, CIMA and NIPA. With this qualification, you could aim to become a general manager, business advisor, accountant, tax official, accounting officer, company secretary, internal auditor and tax advisor.

It is offered on a full-time and part-time basis.

Students graduating from this programme will have the following employment opportunities:

- Tax Accountant
- Financial Accountant
- Management Accountant
- Financial analyst
- Entrepreneur
- Tutor

Admission requirements

Admission based on Namibian School Leaving Certificates 2021

To be admitted into this programme, a candidate must be in possession of a valid Namibian Senior Secondary Certificate (NSSC) with:

EITHER

A pass in **five** (5) different subject combinations, as follows:

- **Two (2)** subjects on **NSSCAS** level with an average of **d** or higher grade/s
- **Three (3)** subjects on **NSSCO** level with an average of **C** or higher grade/s
- **English** must be at minimum **D** grade on **NSSCO** level
- **Mathematics** must be at minimum **D** grade on **NSSCO** level

OR

A pass in **five** different subject combinations, as follows:

- **Three (3)** subjects on **NSSCAS** level with an average of **d** or higher grade/s
- **Two (2)** subjects on **NSSCO** level with an average of **C** or higher grade/s
- **English** must be at minimum **D** grade on **NSSCO** level
- **Mathematics** must be at minimum **D** grade on **NSSCO** level

Admission based on Namibian School Leaving Certificates prior to 2021

Candidates in possession of a valid Namibian Senior Secondary Certificate (NSSC) issued prior to 2021 (only) and has a pass in 5 different subjects, as outlined below, can enrol in the Extended mode of this programme:

EITHER

A pass in **five** (5) different subjects with:

- **two (2)** subjects on **NSSCH** with **4** or higher,
- **three (3)** subjects on **NSSCO** with **C** or higher, and additionally,
- **English** must be at minimum a **C** on **NSSCO**.

OR

A pass in **five** (5) different subjects with:

- **three (3)** subjects on **NSSCH** with **4** or higher,
- **two (2)** subjects on **NSSCO** with **C** or higher, and additionally,
- **English** must be at minimum a **D** on **NSSCO**.

Exit level: NQF 7

Duration: 3 years

Campus: Main Campus

BACHELOR OF COMMERCE IN CHARTERED ACCOUNTANCY (61BCCA)

This three-year qualification is on NQF level 7 and includes modules relevant to the field of Chartered Accountancy.

The Bachelor of Commerce in Chartered Accountancy aims to equip students with comprehensive knowledge and operational skills base in the following underlying core pillars of accounting: financial and management accounting; business science, professional ethics, accounting information systems; auditing; taxation and financial management relevant to the 4th and 5th Industrial Revolution.

This programme is the first step in the training of chartered accountants. To eventually qualify as a Chartered Accountant (CA) or Certified Chartered Accountant (ACCA), you first have to obtain both the BCom in Chartered Accountancy and an applicable BCom (Honours) degree or Postgraduate Diploma in Accounting. Thereafter you will have to pass required board examinations prescribed by the Institute of Chartered Accountant (ICAN) of Namibia or Association of Certified Chartered Accountants (ACCA).

It is offered on a full-time basis.

Students graduating from this programme will have the following employment opportunities:

- Chartered Accountant and consultants
- Tax Accountant and Registered Tax Practitioner
- Registered Auditor
- Specialist Financial Accountant and Management Accountant
- Financial analyst
- Entrepreneur

Students graduating from this programme will have the following employment opportunities:

- Chartered Accountant and consultants
- Tax Accountant and Registered Tax Practitioner
- Registered Auditor
- Specialist Financial Accountant
- Specialist Management Accountant
- Financial analyst
- Entrepreneur
- Lecturer
- Tutor

Admission requirements:

Admission based on Namibian School Leaving Certificates 2021 onwards.

To be admitted into this programme, a candidate must be in possession of a valid School Leaving Certificate with a total of at least **35 points** on the UNAM scale as follows:

A pass in **five (5)** different subject combinations, as follows:

- **Two (2)** subjects on **NSSCAS** level with an average of **D** or higher grade/s

- **Three (3)** subjects on **NSSCO** level with an average of **C** or higher grade/s
- **English** must be at minimum **C** grade on **NSSCO** level
- **Mathematics** must be at minimum **D** grade on **NSSCO** level

OR

A pass in **five** different subject combinations, as follows:

- **Three (3)** subjects on **NSSCAS** level with an average of **d** or higher grade/s
- **Two (2)** subjects on **NSSCO** level with an average of **D** or higher grade/s
- **English** must be at minimum **C** grade on **NSSCO** level
- **Mathematics** must be at minimum **D** grade on **NSSCO** level

Obtaining the minimum number of points, however, does not necessarily ensure admission. Admission is based on places available in courses and programmes and is awarded based on merit.

Admission based on Namibian School Leaving Certificates prior to 2021

Candidates in possession of a valid Namibian Senior Secondary Certificate (NSSC) issued prior to 2021 (only) and has obtained at least 35 points on the UNAM scale and a pass in 5 different subjects with, as outlined below, can be admitted into this programme:

EITHER a pass in **five (5)** different subjects with

- **two (2)** subjects on **NSSCH** with **4** or higher,
- **three (3)** subjects on **NSSCO** with **C** or higher, and additionally,
- **English** must be at minimum a **C** on **NSSCO**.

OR

A pass in **five (5)** different subjects with:

- **three (3)** subjects on **NSSCH** with **4** or higher,
- **two (2)** subjects on **NSSCO** with **C** or higher, and additionally,
- **English** must be at minimum a **D** on **NSSCO**.

Additional Selection Criteria

In cases of the demand exceeding capacity, preference shall be given to the students with the higher number of points as calculated from the UNAM point scale guided by to matters of equity as outlined by the National Policies.

Preference will be given to candidates with accountancy on NSSCO level.

Exit level: NQF 7

Duration: 3 years

Campus: Main Campus

DIPLOMA IN ACCOUNTING (61DIAC)

This three-year qualification is on NQF level 6 and prepares you to gain employment in an accounting role and / or the opportunity to progress to further qualification in accountancy or a related field.

This qualification provides you a strong foundation in completing a full set of accounts for a financial year; support management in finance and accounting.

It is offered on a full-time and part-time basis.

Students graduating from this programme will have the following employment opportunities:

- Bookkeeper
- Creditors Controller Officer
- Debtors Controller Officer
- Payroll Officer
- Senior accounts clerk
- Assistant Accountant
- Assistant Financial Accountant
- Entrepreneur

Admission requirements

Admission Criteria for Admission Based on Namibian School Leaving Certificates 2021 onwards:

To register for the Diploma in Accounting, a student must hold a valid NSSCAS or combination of AS and Ordinary Level or any equivalent qualification. Entrance to this undergraduate diploma programmes shall be:

A total of **23 points** on the UNAM scale obtained in five different subjects as follows:

- 2 subjects on NSSCAS level with an average of e or higher
- subjects on NSSCO level with a D or higher
- English must be at minimum D at NSSCO level

OR

A total of **23 points** on the UNAM scale obtained in five different subjects as follows:

5 subjects on NSSCO level including:

- of the best subjects on NSSCO level lower than a C (D or E)
- English must be at minimum D at NSSCO level

OR

A minimum of **22 points** on the UNAM Evaluation Point Scale in **5** best subjects (of which English must be one). English as a Second Language at NSSCO Level with a minimum 'D' symbol.

In addition to the above, alternative entry path ways such as the following will still be available

Applicants aspiring for admission to UNAM's undergraduate diploma programmes through the Marginalized Persons Scheme must satisfy the following conditions:

- A combination of ordinary (NSSCO) and AS level (NSSCAS) with a minimum of **20 points** on the UNAM Evaluation Scale, with English at a minimum **E** at NSSCO level.

A pass in five different subjects:

- On ordinary level (NSSCO) with a minimum of **20 points** on the UNAM Evaluation Scale, with English at a minimum **'E'** at NSSCO level.
- A combination of ordinary (NSSCO) and higher (NSSCH) level with a minimum of **20 points** on the UNAM Evaluation Scale, with English at a minimum **E** at NSSCO level.
- Admission criteria based on school leaving certificates prior to 2021.

To register for the Diploma in Accounting, a student must hold a valid NSSCO or combination of NSSCH and NSSCO or any equivalent qualification. Entrance to this undergraduate diploma programmes shall be:

A pass in five different subjects:

- On ordinary level (NSSCO) with a minimum of **24 points** on the UNAM Evaluation Scale, with English at a minimum **D** at NSSCO level.
- with a combination of ordinary (NSSCO) and higher (NSSCH) level with a minimum of **24 points** on the UNAM Evaluation Scale, with English at a minimum **D** at NSSCO level.

Exit level: NQF 6

Duration: 3 years

Campus: Main, Rundu and Southern Campuses

The following programmes in School of Accounting are offered on both Mature Age entry & RPL Scheme:

- Bachelor of commerce in accounting (61BACC)

The following programmes in School of Accounting are offered on the Mature Age entry Scheme:

- Diploma in accounting (61DIAC)

POSTGRADUATE PROGRAMMES

POSTGRADUATE DIPLOMA IN INTERNAL AUDITING (CIA) (61PDIA)

This one-year qualification is on NQF level 8 and is in process of accreditation with the Namibian Institute of Internal Auditors.

This qualification is to enable qualifying students to identify and analyse contemporary developments in the field of Internal Auditing and to perform advanced internal audit procedures. Qualifying students are uniquely prepared in risk management, including Enterprise Risk Management (ERM), risk response of internal controls, and data analysis/analytics of risk measures.

It is offered on a full-time basis only

Students graduating from this programme will have the following employment opportunities:

- Internal Auditing Specialists
- Lead internal auditors
- Financial Analysts
- Internal controls Auditor
- Information Systems auditor

Admission requirements.

Applicants should be holder of A **Bachelor of Commerce in Accounting degree** (NQF 7) or equivalent qualification from a recognised institution, with average final mark of at least **55%**.

Exit level: NQF 8

Duration: 1 year

Campus: Main Campus

POSTGRADUATE DIPLOMA IN FINANCIAL ACCOUNTING (ACCA) (61PDFA)

This one-year qualification is on NQF level 8 and is in process of accreditation with the Association of Chartered Certified Accountants (ACCA) UK.

The qualification aims to develop the highest standards of practicing professional Accountants with expertise on global trends in Accounting, Finance, Business Leadership, Taxation and equip candidates with excellent command required to pursue the ACCA professional qualification.

It is offered on a full-time basis only

Students graduating from this programme will have the following employment opportunities:

- Financial Accountant
- External Audit Trainee
- Government and Civil service finances
- Management consulting
- Entrepreneurs
- Lecturer

Admission requirements

Applicants should be holder of A **Bachelor of Commerce in Accounting** degree (NQF 7) or equivalent qualification from a recognised institution, with average final mark of at least **55%**.

Exit level: NQF 8

Duration: 1 year

Campus: Main Campus

POST GRADUATE DIPLOMA IN MANAGEMENT ACCOUNTING (CIMA STREAM) (61PDMA)

This one-year qualification is on NQF level 8 and is in process of accreditation with the **Chartered Institute Management Accountants (CIMA) UK**.

This qualification aims to prepare candidates for their role as management accountants in the workplace. These include the development, analysis and implementation of business strategy, including risk and control strategy.

It is offered on a full-time basis only.

Students graduating from this programme will have the following employment opportunities:

- Finance - Finance Business Partner, Finance Director, Management Accountant
- Information management - Business Analysis Manager, Director of Information Technology, Head of Programme
- Management Commercial - Commercial Director, Marketing Manager
- Executive - Chief Executive, Chief Financial Officer, Managing Director
- Operations - Operations Director, Project Manager
- Consultancy - Business Analyst, Financial Analyst, Management Consultant

Admission requirements

Applicants should be holder of A **Bachelor of Commerce in Accounting** degree (NQF 7) or any equivalent qualification from a recognised institution with average final mark of at least **55%**.

Exit level: NQF 8

Duration: 1 year

Campus: Main Campus

MASTER OF SCIENCE IN ACCOUNTING AND FINANCE (12MSAF)

Admission requirements:

Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution

Candidates without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree or a good Level 8 Postgraduate Diploma from UNAM may also be considered for admission

Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enrol (e.g. teaching experience for M.Ed. admission.)

SCHOOL OF BUSINESS MANAGEMENT, GOVERNANCE AND ECONOMICS

The school of business management, governance and economics is one of the 3 schools in the Faculty of Commerce, Management and Law. It is made up of 3 departments, namely the Department of Economics, Department of Public Management and Political Studies and the Department of Enterprise Development and Management. It is offering courses at undergraduate and postgraduate levels. The educational programmes equip future leaders with economic, business and governance skills while emphasizing professional development.

BACHELOR OF ECONOMICS (62BECO)

The School is calling for applications for the following transformed undergraduate academic programmes. **Bachelor of Economics (level 7)**, this a 3-year full-time degree and includes compulsory and elective courses. It is providing students with technical skills and intellectual competence in the development and application of economic theories and models to address problems of how to use, regulate and distribute resources. Holders of this qualification will be able to Communicate possible microeconomic and macroeconomic solutions to current problems based on the workings of the economic system and the existing economic policy framework both to those with disciplinary knowledge and to non-experts. This qualification may serve as an entry point to a relevant Honours degree in economics or any related postgraduate diplomas. Possible career opportunities include economist, trade analyst, and economic development planner among others.

Admission requirements

Normal Enrolment

A pass in five different subjects as follows:

- 2 subjects on NSSCAS level with an average d or higher
- subjects on NSSCO level with a C or higher
- English must be at minimum C at NSSCO level
- Mathematics must be at minimum C at NSSCO level

OR

A pass in five different subjects as follows:

- 3 subjects on NSSCAS level with an average d or higher
- 2 subjects on NSSCO level with a D or higher
- English must be at minimum C at NSSCO level
- Mathematics must be at minimum C at NSSCO level

OR

For school leavers prior to 2021:

A candidate should be in possession of a grade **12 certificate**, with a minimum of **25 points** in **five** subjects on the UNAM point scale including **English** with at least a **C** symbol; also, a **C** symbol in **Mathematics** is required. A candidate who is in possession with a minimum of **27 points** in five subjects on the UNAM point scale including English with at least a **D** symbol in **Mathematics** will be considered for admission.

Extended Enrolment

A pass in five different subjects as follows:

- 1 subject on NSSCAS level with a **D** or higher
- 2 subjects on NSSCO level with a **C** or higher
- 2 subjects on NSSCO level with a **D** or higher
- English must be at minimum **D** at NSSCO level
- Mathematics must be at minimum **D** at NSSCO level

Exit level: NQF 7

Duration: 3 years

Campus: Main Campus

BACHELOR OF PUBLIC MANAGEMENT (62BPAM)

Bachelor of Public Management (level 7), this degree will not be obtained in less than 3 years on a full-time basis. The purpose of this qualification is to provide students with the necessary knowledge, skills and competence in the area of Public Management to develop Namibia's human resources and build capacity in the Public Sector in Namibia. It addresses the ongoing need for qualified managers in the public sector, private sector, public enterprises and community organisations. The Bachelor of Public Management programme may serve as an entry point to relevant honours degrees in Public Management Honours or any related Postgraduate diploma. Career opportunities for the holders of this programme are administrators, parliamentary clerks, programme managers, development planners, diplomats, etc.

Admission requirements

Normal enrolment

The basic requirements for entrance to the Bachelor of Public Management programme shall be:

A pass in five different subjects as follows:

- 2 subjects on NSSCAS level with an average **D** or higher
- subjects on NSSCO level with a **C** or higher
- English must be at minimum **C** at NSSCO level

OR

A pass in five different subjects as follows:

- 3 subjects on NSSCAS level with an average **D** or higher
- 2 subjects on NSSCO level with a **D** or higher
- English must be at minimum **C** at NSSCO level

Admission criteria based on School Leaving Certificates prior to 2021

A pass in five different subjects as follows:

- 2 subjects on higher level (NSSCH) with a 4 or higher
- 3 subjects on ordinary level (NSSCO) with a D or higher

- English must be at minimum C at NSSCO level
- OR**

A pass in five different subjects as follows:

- 3 subjects on higher level (NSSCH) with a 4 or higher
- 2 subjects on ordinary level (NSSCO) with a D or higher
- English must be at minimum C at NSSCO level

Extended Enrolment

A pass in five different subjects as follows:

- 1 subject on NSSCAS level with an average d or higher
- 2 subjects on NSSCO level with a C or higher
- 2 subjects on NSSCO level with a D or higher
- English must be at minimum D at NSSCO level

Exit level: NQF 7

Duration: 3 years

Campus: Main Campus

BACHELOR OF ARTS IN POLITICAL SCIENCE (62BPOL)

Bachelor of Arts in Political Science (level 7), this qualification is a 3-year degree on a full-time basis and is aimed at providing students with a robust and theoretically-grounded foundation for more advanced degrees and study in Political Science and other related disciplines. The rationale of the qualification lies at different levels, chief of these are: First, to ensure a theoretically-informed articulation between the qualification and related bodies of knowledge at a more advanced level of study. Secondly, to deliver more rounded graduates in Political Science with an improved prospect of employment in the private- and public sectors. Thirdly, to properly meet the knowledge requirements of the evaluation framework embedded in the National Qualification Framework (NQF). Fourthly, to facilitate an understanding of the epistemic and philosophical relationship between Political Science and other Social Sciences in the Humanities. This degree may serve as an entry point to relevant Honours degrees in Bachelor of Arts in Political Science Honours or any related Postgraduate Diploma. The holders of this qualification should be able to find employment in the State at Central-, Regional and Local Levels; private sector, and civil society sectors as diplomats, politicians, development planners and parliamentary clerks.

Admission requirements

Normal enrolment

The basic requirements for entrance to the Bachelor of Arts in Political Science programme shall be:

A pass in five different subjects as follows:

- 2 subjects on NSSCAS level with an average d or higher
- 3 subjects on NSSCO level with a C or higher

- English must be at minimum C at NSSCO level

OR

A pass in five different subjects as follows:

- 3 subjects on NSSCAS level with an average d or higher
- 2 subjects on NSSCO level with a D or higher
- English must be at minimum C at NSSCO level

Admission criteria based on School Leaving Certificates prior to 2021

A pass in five different subjects as follows:

- 2 subjects on higher level (NSSCH) with a 4 or higher
- subjects on ordinary level (NSSCO) with a D or higher
- English must be at minimum C at NSSCO level

OR

A pass in five different subjects as follows:

- 3 subjects on higher level (NSSCH) with a 4 or higher
- 2 subjects on ordinary level (NSSCO) with a D or higher
- English must be at minimum C at NSSCO level

Extended Enrolment

A pass in five different subjects as follows:

- 1 subject on NSSCAS level with an average d or higher
- 2 subjects on NSSCO level with a C or higher
- 2 subjects on NSSCO level with a D or higher
- English must be at minimum D at NSSCO level

Exit level: NQF 7

Duration: 3 years

Campus: Main Campus

BACHELOR OF BUSINESS ADMINISTRATION (62CBBA)

Bachelor of Business Administration (level 7), this a 3-year full-time degree. The prospective students may specialise in one of the following areas; human resources, marketing or banking and finance. This qualification aims to provide students with quality higher education in the discipline of business administration and equip graduates with skills, abilities and cutting-edge knowledge in the latest trends in business administration education. The graduates of this programme should be able to use critical thinking business administration skills in various functional areas and apply critical thinking skills for problem-solving and decision making using quantitative in private and public sector organisations and SMEs. This

programme may serve as the entry point to a relevant Honours degree in Business Administration or any related postgraduate diploma. Possible career opportunities for the holders of this qualification include sales manager assistants, human resource officers, loan administrators, office administrators, advertising and marketing officers, etc.

Admission requirements

Normal enrolment

The basic requirements for entrance to the Bachelor of Business Administration shall be:

- A pass in five different subjects as follows:
- 2 subjects on NSSCAS level with an average D or higher
- 3 subjects on NSSCO level with a C or higher
- English must be at minimum C at NSSCO level

OR

A pass in five different subjects as follows:

- 3 subjects on NSSCAS level with an average D or higher
- 2 subjects on NSSCO level with a D or higher
- English must be at minimum C at NSSCO level

Extended Enrolment

A pass in five different subjects as follows:

- 1 subject on NSSCAS level with **D** or higher
- 2 subjects on NSSCO level with a **C** or higher
- 2 subjects on NSSCO level with a **D** or higher
- English must be at minimum **D** at NSSCO level

Exit level: NQF 7

Duration: 3 years

Campus: Main, Rundu, Southern campus

DIPLOMA IN BUSINESS ADMINISTRATION (62CDBA)

Diploma in Business Administration (level 6), this qualification is a 3-year diploma on a full-time and 5 years on distance. The programme aims to provide quality higher education in the discipline of business administration and equip graduates with skills, abilities and cutting-edge knowledge in the latest trends in business administration education. The holders of this qualification should be able to write detailed business reports on various operational matters in private and public sector organizations, use critical thinking business administration skills in various functional areas and exhibit proficiency in oral and written communication by applying information technology skills in private and public organisations. The Diploma in Business Administration programme may serve as the entry point to any relevant bachelor's degree in Business Administration. Career opportunities for the holders of this qualification are

administrative assistant, office coordinator, human resource trainee, retail assistant, school administrator, controller, and public sector employee.

Articulate the relationship between management and leadership in business environments

- Write detailed business reports on various operational matters in private and public sector organizations
- Use critical thinking Business Administration skills in the various business functional areas.

Admission requirements

Normal Enrolment

The basic requirements for entrance to the Diploma in Business Administration programme shall be;

A pass in five different subjects as follows;

- **2** subjects on NSSCAS level with a minimum **E** or higher
- **3** subjects on NSSCO level with a **D** or higher
- English is a compulsory subject and students should obtain a minimum **D** at NSSCO level

OR

A pass in five different subjects as follows:

- **5** subjects on NSSCAS level including
- **2** (of the best 5) subjects on NSSCO level lower than a **C** (**D** or **E**)
- English must be at minimum **E** at NSSCO level

For school leavers prior to 2021 interested in the Diploma in Business Administration, a candidate must:

- hold a valid NSSC Certificate or any other relevant qualification
- English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade **D** or better, or a grade **E** or Better at NSSC (English First Language) level
- A candidate should obtain a minimum of **22** points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of **22** points is obtained, it does not necessary ensure and or guarantee admission.

Exit level: NQF 6

Duration: 3 years

Campus: Main, Rundu and Southern Campuses

The following programmes in the School of Business Management are offered on the Mature Age entry scheme only:

- Bachelor of Business Administration (**62CBBA**)
- Bachelor of Arts in political science (**62BPOL**)
- Bachelor of Public Management (**62BPAM**)
- Bachelor of Economics (**62BECO**)

POSTGRADUATE PROGRAMMES

MASTERS

Admission requirements:

Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution

Candidates without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree or a good Level 8 Postgraduate Diploma from UNAM may also be considered for admission

Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enrol (e.g. teaching experience for M.Ed. admission.)

- Master of Science in Economics (Intake July)
- Master of Arts in Political Studies
- Master of Arts in Public Administration (by coursework)
- Master of Arts in Public Administration (by thesis)
- Master of Science in Development Finance

DOCTORATE (Doctor of Philosophy - PhD) with specialisations in:

Admission requirements:

Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study

Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme

- Public Administration
- Political Studies
- Management Science
- Economics

SCHOOL OF LAW

BACHELOR OF LAWS HONOURS (64BLWS)

Pursue your 4-year law degree at the University of Namibia's School of Law. Effective 2023, the School of Law will offer a transformed Bachelor of Laws (LLB) Honours Degree. This qualification will allow students to appreciate law in its social, economic and historical contexts, and to be exposed to its general principles and techniques. The transformed LLB will develop skills in logical reasoning, analysis and interpretation, and challenge students to interrogate questions of political liberty, social control and value judgements. Graduates of this qualification will possess, among others, the following set of competencies and skills: critical analysis, writing, research, argument and presentation and sharing ideas. All of these skills are in high demand diverse sectors and industries.

The rigour of our legal education, and the wide range of skills in which excellence is required for graduation, will ensure that our LLB Graduates will be sought after across the region and the world at large as they will enjoy excellent career prospects. There are a number of career pathways for those graduating with a law degree- including studying for a Master of Laws (LLM), taking up a position of candidate legal practitioner at a law firm, company secretary, legal advisor, judicial officer, public prosecutor, legal researcher etc.

Admission requirements

A candidate may be admitted to this programme if he/she holds a School Leaving Certificate with a total of at least **35** points on the UNAM scale obtained in five different subjects as follows:

- **3** subjects on NSSCAS level with an average of **D** or higher;
- **2** subjects on NSSCO level with a **D** or higher; and
- English must be at minimum **B** at NSSCO level.

OR

- A candidate may be admitted to this programme if he/she holds a Namibian Senior Secondary Certificate (NSSC) Ordinary or Higher Level or a recognized equivalent qualification with a minimum of **35** points in **five** subjects on the UNAM scale with at least a **B** symbol in English as a Second Language or higher.

OR

- A candidate may be admitted to this programme if he/she was awarded with a degree qualification of the University of Namibia or other recognized institution.

OR

A candidate may be admitted to this programme if he/she has a two-year NQF Level 5 **Diploma in Law** with an equivalent of at least **240 credits** from the University of Namibia or a recognized institution, provided they have obtained an overall average of at least **60%** in that Diploma.

OR

A candidate may be admitted to this programme through the **Mature Age Entry** system provided that they meet the following criteria:

- Should at least be **25** years old on the first day of the academic year in which admission is sought; have a Senior Secondary School Leaving Certificate;
- **Five** years of relevant work experience relating to the proposed study programme; and
- Pass the mature age entry examinations, namely: English Paper, Numeracy Paper, General Knowledge Paper and the School Specific Paper with an aggregate of at least **65%**. The School specific paper should be passed with a minimum of **60%**.

Exit level: NQF level 8

Duration: 4 years

Campus: Main, Oshakati, Rundu, Katima, Southern and Sam Nujoma Campuses

The following program in the School of Law is offered on both Mature Age entry & RPL schemes:

- **Bachelor of laws Honours (64BLWS)**

POSTGRADUATE PROGRAMMES

MASTER OF LAWS (64MLWS) LEVEL 9

A 2-year Master of Laws is designed to create legal experts who can offer solutions to Namibia's contemporary challenges by equipping candidates with the skills they need to anticipate and address tomorrow's questions today. It provides candidates with the ability to explore solutions and elucidate complex legal questions thus helping candidates to become internationally-oriented professionals and well qualified for a career in law. This is a new Postgraduate qualification which has been designed to cater for the needs from the industry for a taught-Master's programme in law to improve the competencies and employability of law graduates. It consists of modules which are at the centre of the national development agenda in realizing some of the Sustainable Development Goals in achieving justice.

This qualification may serve as an entry point to the following related qualifications such as Doctor of Philosophy in Law (PhD) and the Doctor of Laws (LLD).

Upon completion of this programme, the following career paths are open to graduates: academics, legal researchers, judges' clerks, legal advisors and an added advantage for employment as company legal secretaries in either the private sector or the civil service, including parastatals, researchers and technicians in think-tanks as well as legal officers in intergovernmental and international organisations.

Admission requirements

- Candidates may be admitted to this programme if they are in possession of a **Bachelor of Laws Honours** degree from the University of Namibia, or an equivalent level 8 qualification from a recognized institution with at least a **C-grade average (60-69%)**.

Doctor of Philosophy Degrees and other Doctoral Programmes

Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study

Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme

- Doctorate of Laws

NAMIBIA BUSINESS SCHOOL (NBS)

Namibia Business School (NBS), within the Faculty of Commerce, Management and Law, at the University of Namibia, seeks to deliver graduates with knowledge and skills in management and leadership for good governance, entrepreneurship and social transformation in the African and global context.

UNDERGRADUATE PROGRAMMES

DIPLOMA IN PROJECT MANAGEMENT (63DPMN) – LEVEL 6

The purpose of this qualification is to produce graduates who can successfully deliver projects within scope, on schedule and within budgets. The minimum duration is 1 year. Students who complete this qualification will be able to pursue further studies in business, management, project management or a related area of learning at NQF level 7. This programme equips students with the following skills: project management knowledge competence, performance competence, personal competence, communication, leading project, managing projects, cognitive ability, and professionalism. Students who complete this qualification will be able to fill the following career positions: project, programme and portfolio supervision in private, public and non-governmental organisations; and operations supervisory positions in project, programme and portfolio management in private, public and non-governmental organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Possess a relevant level 5 qualification from a recognized institution of higher learning, with a minimum of 5 years relevant work experience, of which one year should be at managerial level.
- Complete the mature age entry process. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of 5 years work experience, of which one year is at a managerial level.

DIPLOMA IN RISK AND SECURITY MANAGEMENT (63DRSM) – LEVEL 6

The purpose of this qualification is to equip students with knowledge and skills in risk and security, and general skills for the law enforcement fraternity. The minimum duration is 1 year. Students who complete this qualification may pursue further studies in risk and security management or another related cognate area of learning at NQF level 7. This programme equips students with the following skills: investigation and techniques, industrial skills in security operations, managing human capital, application of Namibia's criminal law, ethics, security operations, policies and risk factor, expertise in criminal justice system's processes, cyber securities, technological apparatus, and crisis management skills. Students who complete this qualification will be able to fill the following career positions: police force, security force, defence force, immigration operations, and risk management.

Admission requirements

In order to be considered for admission to this programme, a prospective student must:

- Be in possession of Diploma in Police Management or/and other relevant qualifications assessed at a minimum of Level 5 qualification from a recognized institution of higher learning, with a minimum of 5 years relevant work experience.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of 10 years work experience

DIPLOMA IN BUSINESS MANAGEMENT (63DBMA) - LEVEL 6

The purpose of this qualification is to provide the business managers with an understanding of contemporary challenges of management by exploring new approaches and practices and their integration into the broader organisational strategy. The minimum duration is 1 year. Students who complete this qualification may pursue further studies in business management and leadership or another related cognate area of learning at NQF level 7. This qualification equips students with the following skills: business communication, digital literacy, commercial awareness of how businesses or industries operate, interpersonal and analytical, change management, financial management, persuasive and negotiations, performance management, problem-solving, critical thinking and decision-making. Holders of this

qualification will be able to fill the following careers: management in public institutions, and management in private firms.

Admission requirements

In order to be considered for admission to this programme, a prospective student must:

- Possess a relevant Level 5 qualification from a recognized institution of higher learning with a minimum of three (3) years relevant work experience, of which one year should be at managerial level.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of five (5) years' work experience, of which one year is at a managerial level.

DIPLOMA IN BUSINESS LEADERSHIP (63DBLE) – LEVEL 7

The purpose of this qualification is to equip students with leadership skills and capability to lead in a complex organisation, manage stakeholder relationships, develop and implement strategies, and achieve organisational goals and objectives. The minimum duration is 1 year. This qualification may serve as an entry point to any relevant NQF Level 8 qualification of the University of Namibia or any other recognised institution. This qualification equips students with the following skills: leadership skills, human capital management skills, integrity and accountability, problem-solving and critical analysis, collaboration and team-working, self-confidence, agile leadership, and coaching and mentoring. Holders of this qualification will be able to fill the following career opportunities: leadership and management positions in public, private and non-governmental organisations.

Admission requirements

In order to be considered for admission to this programme, a prospective student must:

- Hold a Diploma in Business Management (NQF Level 6) from the University of Namibia or an equivalent qualification from a recognized institution of higher learning.
- A minimum of five years relevant work experience, of which one year should be at senior managerial level

POSTGRADUATE PROGRAMMES

POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT (63PGPM) – LEVEL 8

The purpose of this qualification is to produce graduates who can lead project management initiatives at the senior level within an organisation. The minimum duration of the programme is 1 year. Students who complete this qualification will be able to pursue further studies in business, management, project management or a related area of learning, at NQF level 9. This programme equips students with the following skills: project management knowledge competence, performance competence, personal competence, communication, leading project, managing projects, cognitive ability, and professionalism. Students who complete this qualification will be able to fill the following career positions: project, programme and portfolio management in private, public and non-governmental organisations; and operations management positions in project, programme and portfolio management in private, public and non-governmental organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- A Bachelor's Degree (Level 7) or equivalent with two (2) years' experience in a supervisory or management position in a tertiary education environment;
or
- A Level 6 qualification or equivalent with ten (10) years' experience in a supervisory or management position in a tertiary education environment.

POSTGRADUATE DIPLOMA IN MANAGEMENT & LEADERSHIP (63PDML) – LEVEL 8

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Hold a relevant Bachelor's degree at NQF Level 7 from the University of Namibia or any other recognised institution.
- Demonstrate competency in English communication in business at postgraduate level, as demonstrated by the fact that the undergraduate degree was done in the medium of English. If the undergraduate degree was not done in the medium of English, then the candidate will be required to show competency in the medium of English through

achieving at least Band 7 of the International English Language Testing System (IELTS), or an equivalent test.

POSTGRADUATE DIPLOMA IN MANAGEMENT & LEADERSHIP (HIGHER EDUCATION) (63PDML) – LEVEL 8

The purpose of this qualification is to enhance management and leadership capacity of higher education leaders. The minimum duration of the programme is 1 year. This qualification may provide entry into the Masters in Management, Leadership and Administration (Higher Education) programme, or any other Master's degree programmes. Holders of this qualification may also pursue further studies in higher education leadership and administration or related cognate area of learning. This programme equips students with the following skills: problem-solving, critical thinking and decision making, creativity and innovation, intercultural competence/communication, teamwork, social networking, collaboration, diversity management, agile leadership, business intelligence, financial management, and global citizenship in higher education organisations. Students who complete this qualification will be able to fill the following careers opportunities: head of institution, head of faculty, head of school, head of department, academic director, administrative director, and faculty manager and any other administration and management positions in public and private institutions in the education sector.

Admission requirements:

To be considered for admission to this programme, a prospective student must:

- Hold a relevant Bachelor's degree at NQF Level 7 from the University of Namibia or any other recognised institution.
- Demonstrate competency in English communication in business at postgraduate level, as demonstrated by the fact that the undergraduate degree was done in the medium of English. If the undergraduate degree was not done in the medium of English, then the candidate will be required to show competency in the medium of English through achieving at least Band 7 of the International English Language Testing System (IELTS), or an equivalent test.

Offering mode: Blended

Duration: 1 year

Campus: Main campus

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (63PDBA) – LEVEL 8

The purpose of this qualification is to provide participants with extensive knowledge and skills for leading and managing successfully in organisations. The minimum duration is 1 year. This qualification may provide entry into the Master of Business Administration programme, any other Master's degree programmes in business and commercial studies or related cognate areas of learning. This programme equips students with the following skills: problem-solving, critical thinking and decision making, creativity and innovation, intercultural competence/communication, teamwork, social networking, collaboration, diversity management, business intelligence, and global citizenship. Students who complete this programme will be able to fill the following careers: leadership in organisations, management in public institutions, management in private firms, officials in international agencies, and entrepreneurs who run start-ups that fill useful niches in the market.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Hold a relevant Bachelor's degree at NQF Level 7 from the University of Namibia or any other recognised institution.
- If the undergraduate degree was not done in the medium of English, then the candidate will be required to show competency in the medium of English through achieving at least Band 7 of the International English Language Testing System (IELTS), or an equivalent test.

MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT STRATEGY) (63MBAN)

With specialisations in Management Strategy; Entrepreneurship; Finance; Public Sector Management; Natural Resources Management; Information Management & Digital Intelligence; and Health Management, the purpose of this qualification is to develop graduates that are productive, competitive, entrepreneurial and capable of driving new start-ups, and private and public sector organisations towards a knowledge-based economy, economic growth, job creation and improved quality of life. The minimum duration is 2 years. Students who complete the MBA programme will be able to pursue further studies in Business Administration or a related cognate area of learning at NQF Level 10, for instance, DBA and

PhD in business administration or management. The programme equips students with the following skills: teamwork, social networking, collaboration, critical thinking, problem-solving, managing 21st business organisations efficiently, managing diversity, global management, and research. Students who complete the MBA programme will be able to pursue careers in the following areas: managerial positions in the private sector, senior administrative positions in the public sector, leadership in private and public organisations, leading start-up ventures, work in international agencies, and managers in non-governmental and international organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (ENTREPRENEURSHIP) (63MBAE)

With specialisations in Management Strategy; Entrepreneurship; Finance; Public Sector Management; Natural Resources Management; Information Management & Digital Intelligence; and Health Management, the purpose of this qualification is to develop graduates that are productive, competitive, entrepreneurial and capable of driving new start-ups, and private and public sector organisations towards a knowledge-based economy, economic growth, job creation and improved quality of life. The minimum duration is 2 years. Students who complete the MBA programme will be able to pursue further studies in Business Administration or a related cognate area of learning at NQF Level 10, for instance, DBA and PhD in business administration or management. The programme equips students with the following skills: teamwork, social networking, collaboration, critical thinking, problem-solving, managing 21st business organisations efficiently, managing diversity, global management, and research. Students who complete the MBA programme will be able to pursue careers in the following areas: managerial positions in the private sector, senior administrative positions in the public sector, leadership in private and public organisations, leading start-up ventures, work in international agencies, and managers in non-governmental and international organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (FINANCE) (63MBAF)

With specialisations in Management Strategy; Entrepreneurship; Finance; Public Sector Management; Natural Resources Management; Information Management & Digital Intelligence; and Health Management, the purpose of this qualification is to develop graduates that are productive, competitive, entrepreneurial and capable of driving new start-ups, and private and public sector organisations towards a knowledge-based economy, economic growth, job creation and improved quality of life. The minimum duration is 2 years. Students who complete the MBA programme will be able to pursue further studies in Business Administration or a related cognate area of learning at NQF Level 10, for instance, DBA and PhD in business administration or management. The programme equips students with the following skills: teamwork, social networking, collaboration, critical thinking, problem-solving, managing 21st business organisations efficiently, managing diversity, global management, and research. Students who complete the MBA programme will be able to pursue careers in the following areas: managerial positions in the private sector, senior administrative positions in the public sector, leadership in private and public organisations, leading start-up ventures, work in international agencies, and managers in non-governmental and international organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (PUBLIC SECTOR MANAGEMENT) (63MBPS)

With specialisations in Management Strategy; Entrepreneurship; Finance; Public Sector Management; Natural Resources Management; Information Management & Digital Intelligence; and Health Management, the purpose of this qualification is to develop graduates that are productive, competitive, entrepreneurial and capable of driving new start-ups, and private and public sector organisations towards a knowledge-based economy, economic growth, job creation and improved quality of life. The minimum duration is 2 years. Students who complete the MBA programme will be able to pursue further studies in Business Administration or a related cognate area of learning at NQF Level 10, for instance, DBA and PhD in business administration or management. The programme equips students with the following skills: teamwork, social networking, collaboration, critical thinking, problem-solving, managing 21st business organisations efficiently, managing diversity, global management, and research. Students who complete the MBA programme will be able to pursue careers in the following areas: managerial positions in the private sector, senior administrative positions in the public sector, leadership in private and public organisations, leading start-up ventures, work in international agencies, and managers in non-governmental and international organisations.

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (NATURAL RESOURCES MANAGEMENT) – (63MBNR)

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognized institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (INFORMATION MANAGEMENT & DIGITAL INTELLIGENCE) (63MBID)

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

MASTER OF BUSINESS ADMINISTRATION (HEALTH MANAGEMENT) (63MBHM)

Admission requirements

To be considered for admission to this programme, a prospective student must:

- Prospective students must have a Namibian National Qualifications Framework (NQF) Level 8 Bachelor (Honours) degree qualification or equivalent, from the University of Namibia or any other recognised institution, in the chosen field of study.
- Have a minimum of two years of experience in a supervisory or management position verifiable at enrolment application. Applicants are required to submit a reference letter from the employer that confirms their supervisory and managerial experience as part of the admission process.

DOCTOR OF BUSINESS ADMINISTRATION (63DBAD)

The purpose of this qualification is to produce graduates who are well grounded in modern management and leadership thinking and have acquired considerable competence in research that together qualify them to be elite entrepreneurs, consultants, leaders in the public sector, or in business organisations – including those with global reach. The minimum duration of the programme is 3 years. This is a terminal qualification at the highest NQF Level 10. The qualification equips students with the following skills: analytical and Problem-solving skills, critical thinking for Creativity and innovation, adaptability, resilience, systems thinking, ability to work under pressure and stick to deadlines, planning and research skills, professionalism and work ethics, effective leadership and management skills, and emotional intelligence for syndicate or teamwork. Career opportunities for this qualification include the following: leadership in organisations, management in public institutions, management in private firms, officials in international agencies, entrepreneurs, business analysts, and global consultancy.

Admission requirements

In order to be considered for admission to this programme prospective student must:

- Hold a Master's degree or an equivalent qualification at NQF Level 9 in a relevant discipline from a recognized institution.
- Provide evidence of competency in spoken and written English if the mode of instruction for previous qualifications was not in English.
- Provide evidence of a minimum experience of three (3) years in management positions

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