

FACULTY OF COMMERCE, MANAGEMENT & LAW

School of Law

Prospectus 2023



UNAM
UNIVERSITY OF NAMIBIA



The
ENGAGED@30
University
1992 - 2022

PROSPECTUS 2023

FACULTY OF COMMERCE MANAGEMENT AND LAW

SCHOOL OF LAW



NOTE

This Prospectus is only valid for 2023. 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 2022.

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 2023

This Prospectus must be read in conjunction with the *General Information and Regulations Prospectus 2023*

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SCHOOL OF LAW PREAMBLE

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*, that:

"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 of Law on 19 November 1991.

The year 1992 became the year of planning and 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. The JTC of the School of Law 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.

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 School 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.

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 School of Law offers the Master of Laws by research only in any area of law. The School 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. Accordingly, the

School no longer offers the B. Juris and LLB qualifications, as well as the two diploma qualifications namely the Diploma Paralegal Studies and the Diploma in Alternative Dispute Resolution (ADR).

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 online. So far, these additional modes for the study of Law at the UNAM School of Law have proved very popular.

As from 2023, a new transformed Bachelor of Laws and a generic Master of Laws programmes will be phased in, to complement the Master of Laws by Research and the Doctor of Philosophy in Law. 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.

Dr. NV Asheela-Shikalepo
Associate Dean: School of Law
B. Juris (UNAM); LLB (UNAM); LLM (UP); LLD (UP)

ACADEMIC CALENDAR 2023

FIRST SEMESTER:

12 January	University Opens
24 January	Academic staff resumes office duties
30 January	Lectures commence for CORE SEMESTER – New Curriculum Students) (Until 3 March)
15 February	Lectures commence for FIRST SEMESTER – Old Curriculum Students (Until 17 May)
06 March	Lectures commence for FIRST SEMESTER – New Curriculum Students (Until 7 June)
04 May	Long Week for students commence (Until 7 May)
08 May	Classes resume after long weekend
17 May	Lectures end for the FIRST SEMESTER – Old Curriculum Students
22 May	First opportunity examinations commence – Old Curriculum Students (Until 9 June)
7 June	Lectures end for the SEMESTER 1– New Curriculum Students
9 June	First opportunity examinations end – Old Curriculum Students
12 June	First opportunity examinations commence – New Curriculum Students (Until 23 June)
12 June	Second opportunity examinations commence – Old Curriculum Students (Until 27 June)
23 June	First opportunity examinations end – New Curriculum Students
26 June	Second opportunity examinations commence – New Curriculum Students (Until 5 July)
27 June	Second opportunity examinations end – Old Curriculum Students
05 July	Second opportunity examinations end – New Curriculum Students
07 July	End of first semester
10 July – 14 July	Mid-year Break

SECOND SEMESTER

19 July	Lectures commence for SECOND SEMESTER – Old curriculum Students (until 13 October)
24 July	Lectures commence for SECOND SEMESTER – New Curriculum Students (until 20 October)
04 September	Second semester BREAK starts for New Curriculum Students (Until 10 September)
06 September	Second semester BREAK starts for Old Curriculum Students (Until 10 September)
08 September	Institutional Holiday
11 September	Lectures resume after second semester break
13 October	Lectures end for SECOND SEMESTER – Old Curriculum Students
18 October	First opportunity examinations commence – Old Curriculum Students (Until 7 November)
20 October	Lectures end for SECOND SEMESTER – New Curriculum students
26 October	First opportunity examinations commence – New Curriculum Students (Until 10 November)
07 November	First Opportunity Examinations end – Old Curriculum Students
08 November	Second Opportunity Examinations commence – Old Curriculum Students (Until 24 November)
10 November	First Opportunity Examinations end – New Curriculum Students
13 November	Second opportunity examinations commence – New Curriculum Students (Until 24 November)
24 November	Second Opportunity Examinations end
01 December	End of SECOND SEMESTER
15 December	End of ACADEMIC YEAR
12 January 2024	University opens (2024 academic year)
24 January 2024	Academic staff resumes office duty

DUE DATES FOR THE 2023 ACADEMIC YEAR

(i) ACADEMIC CANCELLATIONS

12 April	Last date for change of offering types and examination centres – Distance Students
28 April	Last date for cancellation of first semester modules
12 September	Last date for change of offering types and examination centres – Distance Students
20 September	Last date for change of offering types and examination centres – Distance Students
29 September	– Last date for cancellation of second semester and year modules

(ii) FINANCE

06 February	Last day to cancel Core Semester modules with 100% credit – New Curriculum Students
16 February	Last day to cancel Core Semester modules with 50% credit – New Curriculum Students
01 March	Last day to cancel Semester 1 and year modules with 100% credit – Old Curriculum Students
29 March	Last day to cancel Semester 1 modules with 50% credit – Old Curriculum Students
17 April	Last day to cancel Semester 1 modules with 50% credit – New Curriculum Students
07 July	Last day to cancel Double modules with 50% credit – All Students
02 Aug	Last day to cancel Semester 2 modules with 100% credit – Old Curriculum Students
09 Aug	Last day to cancel Semester 2 modules with 100% credit – New Curriculum Students
01 September	Last day to cancel Second Semester modules with 50% credit – All Students

STRUCTURE AND PERSONNEL

OFFICE OF THE ASSOCIATE DEAN

☎ (+264 61) 206 3622 ☎ (+264 61) 206 3703 ✉ nasheela@unam.na 📮 Private Bag 13301, Windhoek, Namibia

OFFICE OF THE DEAN

Executive Dean: Prof. JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp) (+264-61-206 3434) (email: jmnyambe@unam.na)

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

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

Assistant Faculty Officer: Mrs. AA Husselmann: B ED (Hon) (UNAM)

Examination Officer: Ms. J Muhama:

Office Administrator: Vacant

Faculty Librarian: Dr. MUN Hamutumwa: PhD (Information Studies) Univ. of KwaZulu-Natal (South Africa); MSc (LIS) (Strathclyde, Scotland); BA (LIS) (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 or Assistant Faculty Officer

School of Law
University of Namibia
Private Bag 13301
Windhoek,
NAMIBIA

Telephone: (+264 61) 206 3998/206 3775

E-mail: dsampson@unam.na or ahusselmann@unam.na

ACADEMIC DEPARTMENTS

DEPARTMENT OF PRIVATE & COMMERCIAL LAW

☎ (+264 61) 206 3993 ☎ (+264 61) 206 3703 ✉ mnapapela@unam.na 📮 Private Bag 13301, Windhoek, Namibia

Head of Department:

Ms. MP Nakapela: LLM (Commercial Law) (UCT); B.Juris; LLB (UNAM) Legal Practitioner of the High Court of Namibia.

Full Professor:

Vacant

Full Professor:

Vacant

Senior Lecturers:

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

Dr T.V. Warikandwa: LLB, LLM, LLD (University of Fort Hare, South Africa).

Dr. A. Jorge: PhD (UCT), LLM (Stellenbosch), LLB (Rhodes), BA (UCT), BPhil (St Paul) (Doctor of Philosophy in Law), Master of Laws, Bachelor of Laws, Bachelor of Arts, Bachelor of Philosophy)

Ms. L Usebiu: LL M (University of Stellenbosch; LL B (UNAM) (UNAM), B. Juris; (UNAM)

Lecturers:

Mrs. AL Zender: LLM; LL B(UNAM), B. Juris (UNAM)

Mrs. IN Hamulungu: LLM (*cum laude*) (University of Pretoria); LLB (UNAM); Ed. Dip (Windhoek College of Education); Legal Practitioner of the High Court of Namibia.

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

DEPARTMENT OF PUBLIC AND PROCEDURAL LAW

☎ (+264 61) 206 3766

☎ (+264 61) 206 3703

✉ elibebe@unam.na

📮 Private Bag 13301, Windhoek, Namibia

Head of Department and Lecturer:

Mr. EL Libebe: LLM (University of Cape Town); LLB, B Juris (UNAM)

Senior Lecturers:

Dr. FS Nghiishilwa: Diploma in Management and Development Studies (UNIN -Zambia), LLB; LLM (Warwick University); PhD (UNAM)

Mr. P. Balhao: LL M (Intellectual Property Law) (Stellenbosch University); LLB (UNAM) B. Juris; (UNAM); Legal Practitioner of the High Court of Namibia.

Lecturers:

Dr. M.R Awarab: B Juris (UNAM); LLB (UNAM); LLM (Commercial Law) (University of Cape Town); LLD (Mercantile Law) (UNISA)

Dr. K.F Mundia: LLD (University of Pretoria); LL M (Jurisprudence) (University of Free State); LL B. B Juris; (University of Kwazulu- Natal); BA (Theology) Andrews University-Zimbabwe;

Dr. K Kariseb: LLD; LLM (*cum laude*) (University of Pretoria); LLB (UNAM); B Juris (UNAM).

Dr. C Harris: PhD (UNAM); LLM (UNAM); LLB Hons (UNAM); B.Juris (UNAM)

Mr. J Nakuta: LL M (Utrecht-Netherlands); LL B (UNISAHED (Unam); Ed Dip (Perseverance College of Education, R.S.A),

Ms. E Shakalela: LLM (Loyoly University Chicago School of Law); LLB, (UNAM), B Juris (UNAM)

Mr. EL Libebe: LLM (University of Cape Town); LLB, B Juris (UNAM)

Modules offered in the different programmes in the School of Law

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

Department Public & Procedural Law

Basic Principles of Legal Processes; Ombuds Law; Restorative Justice; Land and Environment Dispute Resolution; Internship; Introduction to Criminal Law and Procedure; Legal Processes, Constitutional and Administrative Law; Introduction to Human Rights; 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; Law of Associations; Jurisprudence; LLB Research Project; Legal Aid Clinic & Professional Ethics; Environmental Law; Comparative Law; International Humanitarian Law; Basic Principles of Legal Processes; Introduction to Criminal Law and Procedure; Foundations of Namibian Law; Legislative Drafting and Interpretation; Principles of Environmental Law; Administrative Justice; Legal Drafting; Legal Research and Development; Legal Research Project; Legal Aid Clinic and Case Management; Criminology and Crime Prevention

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 & Notarial Practice; Negotiation; Conflict Management and Dispute Resolution; Conciliation and Mediation; Arbitration; Family Mediation; Workplace Dispute Resolution; Basic Concepts of Commercial Law; Alternative Dispute Resolution; Introduction to Civil Procedure; Introduction to Law of Evidence; Legal Research, Writing and Interpretation; Family Law and Divorce; Basic Concepts of Labour Law; Wills & Estates; The Law of MVA Claims; Property Rights in Namibia; Competition Law; Law of Intellectual Property; Law of Persons and Marriage; Alternative Dispute Resolution; Employment Law; Land and Property Law; Banking Law and Payment Systems; Law of Business Entities; Bookkeeping for Legal Practitioners; Intellectual Property Law; International Trade 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 concerns, complaints and inquiries.***

SCHOOL CENTRES

JUSTICE TRAINING CENTRE (JTC)

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

Director: Dr. K.F Munda: LLD (University of Pretoria); LL M (Jurisprudence) (University of Free State); LL B. B Juris; (University of KwaZulu- Natal); BA (Theology) Andrews University-Zimbabwe;

Co-Ordinator: Vacant

Administrative Assistant: Vacant

LEGAL AID CLINIC

☎ (+264 61) 206 3893 ☎ (+264 61) 206 3703 ✉ ihamulungu@unam.na 📍 Private Bag 13301, Windhoek, Namibia

Lecture: Mrs. IN Hamulungu: LLM (*cum laude*) (University of Pretoria); LLB (UNAM); Ed. Dip (Windhoek College of Education); Legal Practitioner of the High Court of Namibia.

Administrative Assistant: Vacant

A. QUALIFICATIONS OFFERED BY THE SCHOOL OF LAW**A.1 CERTIFICATE PROGRAMMES**

The School may award the following certificates:

Specialized Certificate in Customary Law	16CCUL
Certificate in Criminal Justice, Constitutionalism and Human Rights (NOT OPEN FOR THE PUBLIC – OFFERED FOR EMPLOYEES OF LAW ENFORCEMENT AGENCIES)	16CCCH
Certificate in Parliamentary Practice and Conduct (NOT OPEN FOR THE PUBLIC – OFFERED EXCLUSIVELY FOR PARLIAMENTARIANS)	16CPPC

A.2 DIPLOMA PROGRAMMES

The Faculty offers the following diploma programme:

Diploma Alternative Dispute Resolution (Level 5)	16 DADR
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A.3 DEGREE PROGRAMMES

The Faculty offers the following undergraduate qualification:

Bachelor of Laws (LLB) Honours (Level 8)	16BLWS
Bachelor of Laws (LLB) Honours (Level 8)	64BLWS

A.4 POSTGRADUATE PROGRAMMES

The Faculty offers the following postgraduate qualifications:

Master of Laws (by Research only) (LL M) (Level 9)	16MLAW
Master of Laws (by Coursework) (Level 9)	64MLWS
Doctor of Philosophy in Law (PhD) (Level 10)	16DPLA

B. GENERAL REGULATIONS PERTAINING TO UNDERGRADUATE AND HIGHER DEGREE STUDIES IN THE SCHOOL

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

UNAM Evaluation Scale:

POINTS	GCE			IB		NSSC			CAMBRIDGE		NSC	HG	SG
	A-LEVEL	AS	O-LEVEL	H G	SG	AS	H	O	HIGCSE	IGCSE			
10	A			7									
9	B	A		6	7	A	1 80-100		1 80-100		7	A 80-100	
8	C	B		5	6	B	2 65-79	A* 90-100	2 65-79	A* 80-100	6	B 70-79	
7	D	C	A1	4	5	C	3 50-64	B 80-90	3 50-64	A 80-90	5	C 60-69	A 80-100
6	E	D	B2		4	D	4 35-49	C 70-79	4 35-49	B 70-79	4	D 50-59	B 70-79
5		E	C3		3	E		D 60-69		C 60-69	3	E 40-49	C 60-69
4			D4		2			D 50-59		D 50-59	2	F 30-39	D 50-59
3			E5					E 40-49		E 40-49			E 40-49

ABBREVIATIONS

GCE- GENERAL CERTIFICATE OF EDUCATION O-LEVEL- ORDINARY LEVEL

AS-LEVEL- ADVANCED SUBSIDIARY LEVEL

A LEVEL-ADVANCED LEVEL

IB- INTERNATIONAL BACCALAUREATE

HL- HIGHER LEVEL

SL-STANDARD LEVEL

NSSC-NAMIBIA SENIOR SECONDARY CERTIFICATE

AS-ADVANCED SUBSIDIARY

H-HIGHER LEVEL

O-ORDINARY LEVEL

CAMBRIDGE- CAMBRIDGE INTERNATIONAL EXAMINATIONS

HIGCSE-HIGHER INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION

IGSCE- INTERNATION GENERAL CERTIFICATE OF SECONDARY EDUCATION

SENIOR CERTIFICATE

NSC-NATIONAL SENIOR CERTIFICATE

HG- HIGHER GRADE

SG-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) Course s.

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 Course s 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 (16CCUL) – FULL TIME

C.1 ADMISSION

C.1.1 Admission to the Specialized 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 Specialized Certificate in Customary Law extends over a period of at least one (1) academic year.

C.2.2 The Specialized 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 Specialized Certificate in Customary Law is as follows:

Year	Course Name	Code	Course Type	NQF Level	Contact Hours	Credits
1	Internship and Internship Report	LJIR 4819	Semester 2	8	56	16
1	Specialized Certificate Research Paper	LJRP 4810	Semester 1 & 2	8	112	32
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 LL B Research Projects shall apply i.e.: 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.

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 LL B 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 Specialized 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:

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

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 utilize 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.

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 Conventions, 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.

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

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
 - 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.

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

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 extend 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:

Year	Course Name	Code	Course Type	NQF Level	Contact Hours/Weeks	Credits
1	English for Certificate Purposes	LCEC 1311	Semester 1 or 2	3	4/11	16
1	Constitutional Law	LJCS 1319	Semester 1 or 2	3	3/11	10
1	Administrative Law	LJAD 1319	Semester 1 or 2	3	3/11	10
1	Customary Law	LJCU 1319	Semester 1 or 2	3	3/11	10
1	Legislative Drafting	LPLD 1319	Semester 1 or 2	3	3/11	10
1	The Role of Parliament in a Constitutional Democracy	LPRP 1319	Semester 1 or 2	3	3/11	10
	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 Courses 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 utilize 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: LJCJ 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.

E.9.5 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
 - 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

E.9.6 Course Title: THE ROLE OF PARLIAMENT IN A CONSTITUTIONAL DEMOCRACY

Course Code: LPRP 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:

- 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:

Year	Course Name	Code	Course Type	NQF Level	Contact Hours/Weeks	Credits
1	English Communication and Study Skills	ULCE 3419	Semester 1	5	4/14	16
1	Basic Principles of Legal Processes	LJLP 2411	Semester 1	4	4/14	16
1	Negotiation	LCNG 2411	Semester 1	4	4/14	16
1	English for Academic Purposes	ULEA 3519	Semester 2	5	4/14	16
1	Computer Literacy	UCLC 3509	Semester 2	5	2/14	8
1	Conciliation & Mediation	LPMD 2412	Semester 2	4	4/14	16
1	Conflict Management and Dispute Resolution	LPCM 2410	Semester 1 &2	4	4/28	32
1	Contemporary Social Issues	UCSI 3580	Semester 1&2	5	2/14	8
TOTAL CREDITS FOR YEAR 1						128
2	Arbitration	LPAR 2511	Semester 1	5	4/14	16
2	Family Mediation	LPFM 2511	Semester 1	5	4/14	16
2	Ombuds Law	LJOM 2511	Semester 1	5	4/14	16
2	Restorative Justice	LJRJ 2512	Semester 2	5	4/14	16
2	Land & Environmental Dispute Resolution	LJLE 2512	Semester 2	5	4/14	16
2	Internship ¹	LJIN 2512	Semester 2	5	4/14	16
2	Workplace Dispute Resolution	LCWD 2510	Semester 1&2	5	4/28	32
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:

Courses	Pre-Requisites
ULEA 3519 English for Academic Purposes	ULCE 3419 English Communication and Study Skills

SECOND YEAR:

Courses	Pre-Requisites
LPFM 2511 Family Mediation LJOM 2511 Ombuds Law LJRJ 2511 Restorative Justice LJ LE 2512 Land & Environmental Dispute Resolution LCWD 2510 Workplace Dispute Resolution	LPMD 2412 LPMD 2412 LPMD 2412 LPMD 2412 LCNG 2411 and LPMD 2412

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 SCHOOL

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 LJLP 2411
NQF Level 4
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.9.3 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.9.4 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.9.5 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.9.6 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.9.7 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.9.8 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.9.9 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 and 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.9.10 Course Title: RESTORATIVE JUSTICE

Course Code: LJRJ 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.9.11 Course Title: LAND AND ENVIRONMENTAL DISPUTE RESOLUTION

Course Code: LJLE 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.

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

F.9.12 **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

G. BACHELOR OF LAWS HONOURS (16BLWS)– FULL TIME AND DISTANCE- PROGRAMME IS PHASED OUT AND NO INTAKE FOR 2023

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:

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

YEAR 2						
2	Customary Law I	LJCU 3601	Semester 1	6	2/14	8
2	Labour Law	LCLA 3651	Semester 1	6	4/14	16
2	Criminal Law I	LJCR 3691	Semester 1	6	4/14	12
2	Legal Interpretation & Drafting	LJLD 3602	Semester 2	6	2/14	8
2	Customary Law II	JCU 3602	Semester 2	6	2/14	8
2	Criminal Law II	LJCR 3692	Semester 2	6	4/14	12
2	Law of Contract	LCCT 3630	Semester 1 & 2	6	4/28	32
2	Law of Property	LPPR 3690	Semester 1&2	6	4/28	24
2	Administrative Law	LJAD 3660	Semester 1&2	6	2/14	16
Total credits Year 2						136

YEAR 3						
3	Human Rights Law	LJHR 3761	Semester 1	7	2/14	8
3	Criminal Procedure	LPCP 3771	Semester 1	7	4/14	16
3	Civil Procedure	LPCI 3771	Semester 1	7	4/14	16
3	Law of Evidence	LPEV 3771	Semester 1	7	4/14	16
3	Research Methodology	LPRM 3762	Semester 2	7	2/14	8
3	Law of Associations	LCAS 3772	Semester 2	7	4/14	16
3	Commercial Law	LCCM 3772	Semester 2	7	4/14	16
3	Accountancy for Lawyers	LC AC 3720	Semester 1&2	7	2/28	16
3	Public International Law	LJPU 3740	Semester 1 & 2	7	2/28	16
3	Law of Delict	LPDE 3720	Semester 1&2	7	2/28	16
Total credits Year 3						144

YEAR 4						
4	Law of Succession	LPSU 3861	Semester 1	8	2/14	8
4	International Economic Law	LCIE 3871	Semester 1	8	4/14	16
4	Tax Law	LCTX 3862	Semester 2	8	2/14	8
4	Company Law	LCCO 3860	Semester 1 & 2	8	2/28	16
4	Jurisprudence	LJJU 3860	Semester 1 & 2	8	2/28	16
4	LL B Research Project	LJRP 3870	Semester 1 & 2	8	4/28	16
4	Legal Aid Clinic & Professional Ethics	LPLC 3870	Semester 1&2	8	2/28	16

ELECTIVES (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 School will determine the electives on offer in 2023

4	Maritime Law	LCMA 3861	Semester 1	8	2/14	8
4	Comparative Law	LJCO 3861	Semester 1	8	2/14	8
4	Competition Law	LCCL 3861	Semester 1	8	2/14	8
4	Law of Intellectual Property	LPIP 3871	Semester 1	8	4/14	16
4	Environmental Law	LJEN 3861	Semester 1	8	2/14	8
4	Private International Law	LPPR 3870	Semester 1 & 2	8	2/28	16
4	Mining Law	LPML 3870	Semester 1&2	8	2/28	16
4	Law of Insolvency	LCIS 3842	Semester 2	8	2/14	8
	Negotiable Instruments	LCNI 3842		8		8

4			Semester 2		2/14	
4	Conveyancing & Notarial Practice	LPCN 3872	Semester 2	8	4/14	16
4	International Humanitarian Law	LJHL 3862	Semester 2	8	2/14	8
Total credits Year 4						128
TOTAL CREDITS FOR THE PROGRAMME						536

G.4 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 course 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:

Courses	Co-Requisites
LPFA 3532 Family Law	Law of Persons LPPE 3501

SECOND YEAR:

Courses	Co-Requisites
JCU 3602 Customary Law II LJCR 3672 Criminal Law II	Customary Law I - LJCU 3601 Criminal Law I - LJCR 3671

THIRD YEAR:

Courses	Pre-Requisites
LCCM 3772 Commercial Law	Law of Contract LCCT 3630

FOURTH YEAR:

Courses	Pre-Requisites
LPCN 3872 Conveyancing & Notarial Practice LPCN 3872 Negotiable Instruments LCIS 3842 Law of Insolvency LPIP 3871 Law of Intellectual Property LJHL 3862 International Humanitarian Law	Law of Property - LPPR3630 Law of Contract - LCCT3630 Law of Contract - LCCT3630 Law of Property - LPPR3630 Public International Law LJPU3740

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 LL B RESEARCH PROJECT REGULATIONS (JRP 3870)

G.9.1 INTRODUCTION

All LL B 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 LL B 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 organization. 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 School and each student must ensure that he/she signs against his/her name on the list provided by the School. The documents shall then be distributed to the lecturers concerned by the coordinator.

- 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 penalized.

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.8 MODULE DESCRIPTORS

1st YEAR

UNAM CORE COURSES:

G.8.1	Course Title:	ENGLISH FOR ACADEMIC PURPOSES
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Course Code: ULEA 3419

NQF level: 5

Contact hours: Four periods per week lectures – 14 weeks = 56 contact hours

Credits: 16

Pre-requisite: None

Module Content:

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.8.2 **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.

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.

G.8.3 **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

Course content: Understanding computer systems and technology: The problem-solving approach. Structure and components of a modern computer - processor, memory, hard drives, disk drives, interfaces. The Windows environment. Principles of information processing: word-processing, spreadsheets, presentations, databases. nature and use of software. Practical exercises: Use of MS Word, Excel, PowerPoint. Communication using email. Overview of Internet.

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

G.8.4 **Course Title: INTRODUCTION TO LAW**

Course code: 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 18th 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.5 **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. Legitimizing 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%) 1x 2 hour. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination.
The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.6 **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
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

Assessment Strategies: Continuous assessment (minimum of two tests and two assignments) (40%) Examination: (60%) 1x 3-hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.7 **Course Title: FAMILY LAW**

Course code: PFA 3532
NQF level: 5
Notional hours: 160

Contact hours: 4 lectures per week for 14 weeks= 56 contact hours
Credits: 16
Pre-requisite: Law of Persons (LPPE 3501)

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%) 1x 3-hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

2ND YEAR

G.8.8 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
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 assignments) (40%) Examination: (60%) 1x2 hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50% in the examination to pass, irrespective of the continuous assessment mark.

G.8.9 Course Title: CUSTOMARY LAW II

Course code: LJCU 3602
NQF level: 6
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks = 28 contact hours
Credits: 8
Pre-requisite: Customary Law I (LJCU 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.10 **Course Title:** **LABOUR LAW**

Course code: CLA 3651
NQF level: 6
Notional hours: 160
Contact hours: 4 lectures per week for 14 weeks= 56 contact hours
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 unsolved 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 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.11 **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
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 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.12 **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

Credits: 32
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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.13 **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
Credits: 32
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 paper will comprise of both problem and essay type questions. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.14 **Course Title:** **CRIMINAL LAW I**

Course code: JCR 3692
NQF level: 6
Notional hours: 120
Contact hours: 3 lectures per week for 14 weeks= 42 contact hours
Credits: 12
Pre-requisite: None

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; *Actus Reus, mens rea*, special factors that bear on *mens rea* 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: *Socius criminis*, 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.15 **Course Title:** **CRIMINAL LAW II**

Course code: JCR 3692
NQF level: 6
Notional hours: 120
Contact hours: 3 lectures per week for 14 weeks= 42 contact hours
Credits: 12
Pre-requisite: Criminal Law I (LJCR 3771)

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. *Crimen injuria* 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.16 **Course Title** **LEGAL INTERPRETATION AND DRAFTING**

Course code: JLD 3602
NQF level: 6
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

3RD YEAR

G.8.17 **Course Title:** **HUMAN RIGHTS LAW**

Course code: JHR 3761
NQF level: 7
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.18 **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
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 of 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.19 **Course Title:** **CIVIL PROCEDURE**

Course code: PCP 3771
NQF level: 7
Notional hours: 160
Contact hours: 4 lectures per week for 14 weeks= 56 contact hours
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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.20 **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
Credits: 16
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.21 **Course Title:** **PUBLIC INTERNATIONAL LAW**

Course code: JPU 3740
NQF level: 7
Notional hours: 160
Contact hours: 2 lectures per week for 28 weeks= 56 contact hours
Credits: 16
Pre-requisite: None

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 jurisdiction& Persons Apprehended in violation of international law; Jurisdiction by ad hoc International criminal tribunals and The International Criminal Court; Extradition under International Law; the Namibian extradition law; Immunity from Jurisdiction ; State Responsibility in International Law ; International Human Rights 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 School.

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

G.8.22 **Course Title:** **LAW OF DELICT**

Course code: LPDE 3720
NQF level: 7
Notional hours: 160
Contact hours: 2 lectures per week for 28 weeks= 56 contact hours
Credits: 16
Pre-requisite: None

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%) 1x 3-hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.23 Course Title: LAW OF EVIDENCE

Course code: PEV 3771
NQF level: 7
Notional hours: 160
Contact hours: 2 lectures per week for 28 weeks= 56 contact hours
Credits: 16
Pre-requisite: None

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 *allundeor* corroboration and other cautionary rules; Various presumptions: irrebutable 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 thereto; 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% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.24 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
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%) 1x 3-hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.25 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
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%) 1x 3-hour paper. The student must obtain at least 40 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.26 **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
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%)
1x 3 hour. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination.
The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

4TH YEAR

G.8.27 **Course Title:** **LAW OF SUCCESSION**

Course code: PSU 3861
NQF level: 8
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

Course Content: The course will *inter alia* cover the following issues:
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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.28 **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
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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.29 **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
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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.30 **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
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%. The final examination may be an open book examination.

G.8.31 **Course Title:** **LL B RESEARCH PROJECT**

Course code: JRP 3870
NQF level: 8
Notional hours: 160
Contact hours: 4 lectures per week for 28 weeks= 112 contact hours
Credits: 16
Pre-requisite: None

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 co-operation with the teaching staff of the School approves the supervisors of the individual students; The supervisors approve 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.

G.8.32 **Course Title:** **LEGAL AID CLINIC AND PROFESSIONAL ETHICS**

Course code: PLC 3870
NQF level: 8
Notional hours: 160
Contact hours: 2 lectures per week for 28 weeks= 56 contact hours
Credits: 16
Pre-requisite: None

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.

G.8.33 **Course Title:** **TAX LAW**

Course code: CTX 3862
NQF level: 8
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

4th YEAR LL B (ELECTIVES)

NOTE: Students 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 School will offer the following electives in the 2020 academic year:

G.8.34	Course Title:	MARITIME LAW
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Course code: CMA 3861
NQF level: 8
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.35	Course Title:	ENVIRONMENTAL LAW
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Course code: JEN 3861
NQF level: 8
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
Credits: 8
Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.36	Course Title:	PRIVATE INTERNATIONAL LAW
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Course code: PPR 3740
NQF level: 7
Notional hours: 160
Contact hours: 2 lectures per week for 28 weeks= 56 contact hours

Pre-requisite: None

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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.37 **Course Title:** **COMPARATIVE LAW**

Course code: JCO 3861
NQF level: 8
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 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.38 **Course Title:** **COMPETITION LAW**

Course code: CCL 3861
NQF level: 8
Notional hours: 80
Contact hours: 2 lectures per week for 14 weeks= 28 contact hours
NQF Credits: 8
Pre-requisite: None

Course Content: Some of the topics to be covered in this Course include Historical and Comparative Competition Law; Development of competition 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 2hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.39 **Course Title:** **LAW OF INTELLECTUAL PROPERTY**

Course code: PIP 3871
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 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.10.40 **Course Title:** **MINING LAW**

Course code: PML 3870
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 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.41 **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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.42 **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: None

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 Distributions. Rehabilitation; Offences: Winding up of Companies and closes corporation.

Assessment Strategies: Continuous assessments (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.8.43 **Course Title:** **INTERNATIONAL HUMANITARIAN LAW**

Course code: JHL 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 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 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 3-hour paper. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

G.8.44 **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 (LPPR 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. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. The student must obtain at least 50 % in the examination to pass, irrespective of the continuous assessment mark.

H. BACHELOR OF LAWS HONOURS (64BLWS) – FULL TIME AND PART-TIME

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 four years for full time students and a minimum of six years for part-time students.

H.1 Admission requirements

1. 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:

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

OR

2. 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

3. 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

4. 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

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

- (a) Should at least be 25 years old on the first day of the academic year in which admission is sought;
- (b) Have a Senior Secondary School Leaving Certificate;
- (c) Five years of relevant work experience relating to the proposed study programme; and
- (d) 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%.

H.2 DURATION OF STUDY

H.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.

H.2.2 A part-time student must complete the qualification within a minimum study period of six (6) years and maximum study period of eight (8) years.

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

H.3 CURRICULUM STRUCTURE

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

Module code	Module name	NQF Level	Credits	Contact hours per week (L / P / T)	(Co-requisites) / Pre-requisites	Compulsory (C) / Elective (E)
Year 1 Core Semester						
U3403FS	Skills Portfolio	N/A	-	N/A	None	C
U3583DD	Digital Literacy	5	8	2	None	C
U3583AL	Academic Literacy IB	5	8	2	None	C
U3420CN	National and Global Citizenship	4	2	2	None	C
U3520LP	Leadership Skills	5	2	2	None	C
L3540PL	Legal and Professional Ethics	5	4	4	None	C
Total Credits Core Semester						24

Year 1 Semester 1						
L3511BF	Foundations of Namibian Law	5	12	4	None	C
L3511BC	Constitutional Law	5	12	4	None	C
L3511PP	Law of Persons and Marriage	5	12	4	None	C
L3501BC	Criminal Law I	5	6	2	None	C
L3501PA	Alternative Dispute Resolution	5	6	2	None	C
Total Credits Semester 1						48

Year 1 Semester 2						
L3512PE	Employment Law	5	12	4	None	C
L3512PS	Law of Succession	5	12	4	None	C
L3512BA	African Indigenous Law	5	12	4	None	C
L3512BC	Criminal Law II	5	6	2	(L3501BC)	C
L3502BH	Human Rights Law	5	6	2	None	C
Total Credits Semester 2						48
Total credits YEAR 1						120

Module code	Module name	NQF Level	Credits	Contact hours per week (L / P / T)	(Co-requisites) / Pre-requisites	Compulsory (C) / Elective (E)
Year 2 Core Semester						
U3683AL	Academic Literacy II	6	8	2	None	C
U3420PJ	Project Management Skills	4	2	2	None	C
U3420TH	Entrepreneurial Skills	4	2	2	None	C
U3520TH	Introduction to Critical Thinking	5	2	2	None	C
U3420SE	Sustainability and Environmental Awareness	4	2	2	None	C
L3600RT	Trial Advocacy	6	8	2	None	C
Total Credits Core Semester						24
Year 2 Year Modules						
L3613PC	Law of Contract	6	14	2	L3511BF	C
L3613PP	Land and Property Law	6	14	2	None	C
L3613PD	Law of Delict	6	14	2	None	C
Total Credits Year Modules						42
Year 2 Semester 1						
L3611BL	Legislative Drafting and Interpretation	6	14	4	None	C
L3601PB	Banking Law and Payment Systems	6	7	2	None	C
L3601PM	Media and Communications Law	6	7	2	None	C
Total Credits Semester 1						28
Year 2 Semester 2						
L3602BE	Principles of Environmental Law	6	7	2	None	C
L3612CB	Law of Business Entities	6	14	4	L3611PC	C
L3602BC	Community Impact Project	6	8	2	None	C
Total Credits Semester 2						29
Total credits YEAR 2						123

Module code	Module name	NQF Level	Credits	Contact hours per week (L / P / T)	(Co-requisites) / Pre-requisites	Compulsory (C) / Elective (E)
Year 3 Core Semester						
W3700IC	Workplace Attachment	7	24	4	None	C
Total Credits Core Semester						24
Year 3 Year Modules						
L3713BA	Administrative Justice	7	16	2	None	C
L3713RC	Civil Procedure	7	16	2	None	C
L3713RE	Law of Evidence	7	16	2	None	C
L3713RC	Criminal Procedure	7	16	2	None	C
L3713BJ	Jurisprudence	7	16	2	None	C
Total Credits Year Modules						80
Year 3 Semester 1						
L3701CB	Bookkeeping for Legal Practitioners	7	8	2	None	C
Total Credits Semester 1						8
Year 3 Semester 2						
L3702PD	Legal Drafting	7	8	2	None	C
Total Credits Semester 2						88
Total credits YEAR 3						120

Module code	Module name	NQF Level	Credits	Contact hours per week (L / P / T)	(Co-requisites) / Pre-requisites	Compulsory (C) / Elective (E)
Year 4 Core Semester						
L3800BR	Legal Research and Development	8	14	4	None	C
L3800PD	Design Thinking	8	8	4	None	C
Total Credits Core Semester						22
Year 4 Year Modules						

L3813RR	Legal Research Project	8	16	2	(L3800BR)	C
L3813RL	Legal Aid Clinic and Case Management	8	20	2/3P	None	C
Total Credits Year Modules						36
Year 4 Semester 1						
L3811BI	Public International Law	8	18	4	None	C
L3801CI	Law of Insolvency	8	9	2	None	C
ELECTIVES (Student are only allowed to select one module equal to 9 credits)						
L3801PI	Intellectual Property Law	8	9	2	L3611PP	E
L3801PC	Competition Law	8	9	2	L3612CB	E
L3801BC	Criminology and Crime Prevention	8	9	2	L3512BC	E
Total Credits Semester 1						36
Year 4 Semester 2						
L3802PT	Tax Law	8	9	2	None	C
L3802BS	Law of the Sea	8	9	2	None	C
L3802CI	International Trade Law	8	9	2	None	C
ELECTIVES (Students to select one module equal to 9 credits)						
L3802BA	African Union Law	8	9	2	None	E
L3802BM	Mining Law	8	9	2	None	E
L3802PI	Private International Law	8	9	2	None	E
Total Credits for Semester 2						72
Total credits YEAR 4						130

H.4 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 course 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.

H.5 EXAMINATION REGULATIONS

See **General Information and Regulations Prospectus** for Special Regulations.

H.6 ACADEMIC ADVANEMENT RULES

A student advances to the subsequent academic year of study when the following conditions have been met:

Year 1 to Year 2: At least 90 credits of which at least 78 must be non-core

Year 2 to Year 3: At least 220 credits

Year 3 to Year 4: All first-year credits and at least 350 total credits

A student who fulfilled the re-admission regulations, but could not advance to the next year of registration must first register for all failed modules. Subject to pre-requisites, such a student may then add modules of the subsequent year, provided that the total number of registered credits does not exceed the prescribed number of credits of the failed year of registration by more than 20%.

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

To be re-admitted to the School of Law into the Bachelor of Laws Honours programme, a student must have successfully completed the following minimum number of credits as indicated below:

40 credits (of which 24 must be non-core) by the end of the first year of registration

120 credits (of which 120 must be non-core) by the end of the second year of registration

220 credits by the end of the third year of registration

330 credits by the end of the fourth year of registration

420 credits by the end of the fifth year of registration

The programme must be completed after a maximum of 6 years of registration

H.8 AWARDING OF THE DEGREE LLB (HONOURS)

This qualification will be awarded to candidates credited with a minimum of 493 credits and who have met the requirements of the compulsory and elective sections.

H.9 LLB RESEARCH PROJECT REGULATIONS

H.9.1 INTRODUCTION

All LL B 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 LL B 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.

H.9.2 SELECTION OF TOPICS

Subject to availability of supervisors, any area of law may be selected as a research topic.

H.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.

H.9.4 STAGES OF THE RESEARCH PROJECT

The writing of a research project is a yearlong process which requires self-discipline and organization. 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:

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

H.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:

H.9.5.1 GENERAL PROPOSAL

- H.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.
- H.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).
- H.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.
- H.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.
- H.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

- H.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.

H.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.

H.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

H.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.

H.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.

H.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

H.9.5.4 Research Projecty

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.

H.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

H.9.6 MARKING

H.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.

H.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.

H.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.

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

- H.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.
- H.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.
- H.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.
- H.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:

H.10 MODULE DESCRIPTION (See pages 62- 81)

H.10.1 Module Title: legal and professional Ethics

Course code:	L3540PC
NQF level:	5
Notional hours:	40
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	4
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	Core

Module Content: Introduction to adversarial system and the Namibian legal profession:
The origins and nature of Namibia's adversarial system; Stakeholders of the legal profession and ethical obligations;
Various legal and ethical theories; Fundamental qualities and virtues required of a legal practitioner in terms of the 'fit and proper person' standard; honesty and integrity, due diligence; judgment, objectivity; Tenacity,

Professionalism; **Introduction to ethical duties of legal practitioner:** legal practitioner duties to the court; legal practitioners duties to the court; and legal practitioners duties to the general public; Legal and Ethical considerations during client consultations; Attorney-client privilege; confidentiality and profession; recusal principle; obligations of legal practitioners towards the court, clients and general public.

Student Assessment Strategies: This course will be assessed with a 100% continuous assessment on the legal and professional skills competencies. The assessment activities will include mooted exercises, one test and one group or individual presentation by the students. The assessment portfolio will be internally moderated.

H.10.2 Module Title: FOUNDATIONS OF NAMIBIAN LAW

Course code: L3511BF
NQF level: 5
Notional hours: 120
Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 12
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: Core

Module Content: Basic introduction to substantive and procedural law in Namibia; sources of Namibian law; legal reasoning; the doctrine of legal precedent; classification of the law and fundamental legal concepts; analysis of cases and the use of legal authorities; meaning, nature and scope of law and legal theories, legal history in Namibia; 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); General introduction to government structure in Namibia; the stakeholders of the legal profession and the administration of justice; The sources of law in general and under the Namibian legal system and basic introduction to litigation (Civil and Criminal processes).

Student Assessment Strategies: This module will be assessed with a minimum of one test and one case observation exercise. These will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The

student must obtain at least 40% in the examination to pass. The examination papers and scripts will be internally moderated.

H.10.3 Module Title: CONSTITUTIONAL LAW

Course code: L3511BC
NQF level: 5
Notional hours: 120
Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 12
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: Historical development and drafting of the Namibian Constitution; The doctrine of constitutionalism; 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; State Organs; Independence of the judiciary; Principles of state policy; State succession; Constitutional entities; Enabling Provisions; Amendments of the Constitution.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one individual or group presentations which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass. The examination papers and scripts will be internally moderated.

H.10.4 Module Title: LAW OF PERSONS AND MARRIAGE

Course code:	L3511PP
NQF level:	5
Notional hours:	120
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	12
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: **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. Legitimizing 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; **An introduction to the concept of marriage;** 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.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one case study-based assessment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass. The examination papers and scripts will be internally moderated.

H.10.5 Module Title: LAW OF PERSONS AND MARRIAGE

Course code:	L3501BC
NQF level:	5
Notional hours:	60
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	6
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: The sources of criminal law; General objectives, nature and scope of criminal law; General principles of criminal liability: *Actus reus, 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 the Namibian Constitution on criminal liability; **Theories of punishment.**

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass. The examination papers and scripts will be internally moderated.

H.10.6 Module Title: ALTERNATIVE DISPUTE RESOLUTION

Course code:	L3501PA
NQF level:	5

Notional hours:	60
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	60
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: **Introduction to alternative dispute resolution (negotiation, mediation, conciliation and arbitration);** legislative framework for ADR in Namibia; terms of reference for arbitration or mediation; *ad hoc* and institutional arbitration; neutrality and impartiality; preparing for an ADR process; introduction to evidence in arbitration proceedings; establishing the basis for arbitration and other forms of alternative dispute resolution; opening processes for formal arbitration; formal arbitration hearings; completing formal arbitration hearings; mediation and other ADR processes; powers of the courts; the burden and standard of proof; written evidence and disclosure of documents; witnesses; expert witnesses; the arbitration award and the purpose of the award; structure and form of the award; publishing the award (and post-award proceedings); dealing with unsuccessful meetings.

Student Assessment Strategies: This course will be assessed with a minimum of one test and a case study on ADR proceedings and a seminar presentation which will contribute 100% to the final mark. The student must obtain at least 50% to pass the module. The assessment portfolio will be internally moderated.

H.10.7 Module Title: EMPLOYMENT LAW

Course code:	L3512PE
NQF level:	5
Notional hours:	120
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	12
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	2

Module Content: **Individual employment law;** definition of employer and employee; sources of Namibian employment law; dispute of rights and dispute interest, remuneration, normal working hours; contract of

employment; duties of the employee and duties of the employer); basic conditions of employment; remedies for breach of an employment contract; termination of contract of employment; benefits due upon termination;

Collective employment law; registration, rights and recognition of trade unions and employer's organizations); collective agreements; dispute resolution between employers or registered employer' organizations and employees or registered trade unions; industrial action: strikes and lockouts.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one group or individual presentation which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.8 Module Title: LAW OF SUCCESSION

Course code:	L3512PS
NQF level:	5
Notional hours:	120
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	12
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	2

Module Content: **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 and dative, administrators; **Intestate Succession;** partial and total intestacy; origin of intestate succession; general principles relating to intestacy; Order of succession on intestacy; Presumption

regarding sequence of death; **Testamentary Succession**; General principles applicable to Wills; Substitutes for Wills (*Donationes inter vivos*) and formalities thereof; Nominations; The relationship between customary law succession and common Law derived succession. The Wills Act 7 of 1953; Administration of estates Act 66 of 1965.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40 % in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.9 Module Title: AFRICAN INDIGENOUS LAW

Course code: L3512BA
NQF level: 5
Notional hours: 120
Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 12
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **Basic principles of African indigenous law**; history of the legal status of traditional communities and African indigenous law; relevant legal provisions dealing with traditional authority; reality, functioning and status of African indigenous law; indigenous family law, succession and inheritance law; indigenous land law; governing of natural resources; conflict of laws; models to accommodate traditional authorities and African indigenous laws in the overall political and governmental system; the need to develop African indigenous law and its developmental potential; human rights and African indigenous law; the factual situation of traditional communities in Namibia.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one group or individual traditional community-bound project which will contribute one hundred percent (100%) to the final mark. The assessment portfolio will be internally moderated.

H.10.10 Module Title: CRIMINAL LAW ii

Course code: L3502BC
NQF level: 5
Notional hours: 60
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 6
(Co-requisites)/Pre-requisite: (L3501BC)
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **General principles of specific criminal law offences; inchoate crime:** incitement, conspiracy and attempt; **crimes against the person:** murder, culpable homicide, rape, *crimen injuria* and assault; **crimes against property:** theft, robbery, arson and malicious damage to property, extortion and housebreaking; **crimes against the state and community:** treason (and cognate crimes), public violence, perjury, contempt of court, fraud, defeating or obstructing the course of justice and compounding; cybercrimes.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one group or individual presentation which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40 % in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.11 Module Title: HUMAN RIGHTS LAW

Course code: L3502BH

NQF level:	5
Notional hours:	60
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	6
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	2

Module Content: **History of human rights:** early developments; 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 marginalized 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.

Student Assessment Strategies: This course will be assessed with a minimum of one test. Students will also be required to attend and participate in a seminar and produce a report on the seminar. These will contribute forty percent (40%) to the final mark. The course will be examined with a two-hour open book final examination. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module, irrespective of the continuous assessment mark. The examination papers and scripts will be internally moderated

H.10.12 Module Title: TRIAL ADVOCACY

Course code:	L3600RT
NQF level:	6
Notional hours:	80
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	8
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory

Semester Offered: Core

Module Content: **Introduction to adversarial system and the Namibian court system:** The origins and nature of Namibia's adversarial system; the structure and nature of the Namibian lower and superior courts; Legal practitioners as officers of the court and stakeholders of the adversarial legal regime; **'Ethos' of the civil and criminal litigation process as envisaged in the Practice Directives; Rules of the lower and superior courts of Namibia;** Basic introduction to judicial case management system, e-justice system and basic the Practice Directives and Rules of the High Court as it applies to the trial advocacy; **The practice of trial advocacy in the court system:** client consultations, service; case planning, case management; oratory and advocacy skills as it relates to opening statements, examination-in-chief, cross-examination, re-examination and closing arguments and practical application of trial advocacy skills to scenarios, hypotheticals, moots and court simulation session exercises; **Court Etiquette and the legal profession:** Adherence to the Rules and Practice Directives of the Court; Dress code, punctuality; formal introduction and modes of address before judicial officers; behaviour and conduct in the court room; and general court terminology.

Student Assessment Strategies: This course will be assessed with a minimum of one test, one simulated practical exercise which can comprise of a practical moot court a court or an observation exercise in any of the courts in Namibia. These activities will contribute 100% to the final mark. The assessment activities' portfolio will be externally moderated.

H.10.13 Module Title: LAW OF CONTRACT

Course code:	L3613PC
NQF level:	6
Notional hours:	140
Contact hours:	2 hours per week for 2 semesters
Additional learning:	None
NQF Credits:	14

(Co-requisites)/Pre-requisite: L3511BF
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content: **The scope, nature and sources of law of contract;** the basis and essential of legal contracts; formation of 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; general principles applicable to breach of contracts; remedies for breach of contracts; the distinction between contractual and delictual damages.

Student Assessment Strategies: This course will be assessed with a minimum of two tests and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the year. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark. The examination papers and scripts will be externally moderated.

H.10.14 Module Title: Land and property law

Course code: L3613PP
NQF level: 6
Notional hours: 140
Contact hours: 2 hours per week for 2 semesters
Additional learning: None
NQF Credits: 14
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content: **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.

Student Assessment Strategies: This course will be assessed with a minimum of two tests and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the year. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark. The examination papers and scripts will be externally moderated.

H.10.15 Module Title: LAW OF DELICT

Course code: L3613PP
NQF level: 6
Notional hours: 140
Contact hours: 2 hours per week for 2 semesters
Additional learning: None
NQF Credits: 14
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content

General Principles; The nature and basis of delictual liability –Elements of general delictual liability – conduct or omission, wrongfulness, fault, causation, patrimonial loss; Defences to aquilian liability – contributory negligence; Specific delicts; Nuisance; Trespass; Defamation – elements of liability; defences to defamation actions; **Remedies: the Aquilian action and the actio injuria; action for pain and suffering;** defences to the actions.

Student Assessment Strategies

This course will be assessed with a minimum of two tests and one presentation with a write up of not more than 2000 words, which will contribute forty percent (40%) to the final mark. The course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark.

The student must obtain at least 40% in the examination to pass, irrespective of the continuous assessment mark. The examination papers and scripts will be externally moderated.

H.10.16 Module Title: LEGISLATIVE DRAFTING AND INTERPRETATION

Course code:	L3611BL
NQF level:	6
Notional hours:	140
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	14
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: **Communicating in legal language;** legal research and 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 and statutory interpretation; peremptory and directory provisions: guidelines.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass. The examination papers and scripts will be externally moderated.

H.10.17 Module Title: BANKING LAW AND PAYMENT SYSTEMS

Course code:	L3601PB
NQF level:	6
Notional hours:	70
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	7
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: **The role of banks in commerce; Nature and Sources of Banking Law; Bank regulations and legislation;** restrictions and guidelines in the banking industry; Transparency between banking institutions and the individuals and corporations; Study of the Banking Institutions Act, 1998 (Act No. 2 of 1998, as amended); The Authority to the Minister of Finance to regulate the ownership of banking institutions and their controlling companies; the Power to the Bank of Namibia to determine administrative fines to address issues of non-compliance with banking laws; the Financial Intelligence Act No 13 of 2012, (FIA), (and Issues related to money laundering); Financial Intelligence Centre (FIC); Bank-Customer relationship; Banking and Crypto-currencies and Bit-coin; **Payment Concept; Legal concept of Money; Payment systems;** Electronic Funds Transfers; Bank Guarantees.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one case review which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40 % in the examination to pass. The examination papers and scripts will be externally moderated.

H.10.18 Module Title: MEDIA AND COMMUNICATIONS LAW

Course code:	L3601PM
NQF level:	6
Notional hours:	70
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	7
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory

Semester Offered: 1

Module Content: **Freedom of expression;** sources of law: the common law, the operation of legislation and other administrative sources of law; **Governance;** spectrum management; content regulation and consumer protection; censorship, plagiarism, defamation, obscenity; **Offensive communications; Control of electronic content; Media ownership and control; Regulation of print media and electronic media; Access to information;** Disclosure of sources; Breach of confidence; Privacy issues including trespassing and nuisance law; Copyright and other intellectual property law; **Introduction to cyberspace;** security, data privacy; privacy and monitoring; cybercrime.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.19 Module Title: PRINCIPLES OF ENVIRONMENTAL LAW

Course code: L3602BE
NQF level: 6
Notional hours: 70
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 7
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **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 and its effects and impact on Namibia.

Student Assessment Strategies: This course will be assessed with a minimum of one home test and one case study which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least forty percent (40%) in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.20 Module Title: LAW OF BUSINESS ENTITIES

Course code: L3612CB
NQF level: 6
Notional hours: 140
Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 14
(Co-requisites)/Pre-requisite: L3611PC
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **Types of business entities;** Sole trader; partnership, general partnership, limited partnership; close corporations; trusts; companies; **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;** Corporate governance; 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.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must

obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.21 Module Title: COMMUNITY IMPACT PROJECT

Course code: L3602BC
NQF level: 6
Notional hours: 80
Contact hours: 2 hours per week for 1 semester
Additional learning: Expectation to go out in the nearby community
NQF Credits: 8
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: Children Rights; Civil Rights/Human Rights; Community Economic Development; Criminal Law; Domestic Violence; Elder Law; Environmental Law; Homelessness/Housing; Immigration/Asylum; Income Tax Assistance; Labour Law; Law Reform/Public Policy; Law Related Education/Street Law; Mediation; Prisoner's Issues.

Student Assessment Strategies: The course will be assessed solely on the report mentioned above and the presentation thereof. The continuous assessment will contribute 100% to the final mark. Assessment activities will be externally moderated.

H.10.22 Module Title: WORKPLACE ATTACHMENT

Course code: W3700IC
NQF level: 7
Notional hours: 240

Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 24
(Co-requisites)/Pre-requisite: None

Compulsory/Elective: Compulsory
Semester Offered: Core

Module Content: **Build on the theoretical understanding of law by practical experience;** involvement in day-to-day activities of their workplace attachment office

Student Assessment Strategies: As general rules, the criteria for assessments of the Workplace Attachment will involve the following:

- (a) assessment must encourage and reinforce learning;
- (b) assessment must enable robust and fair judgments about student performance;
- (c) assessment practices must be fair and equitable to students and give them the opportunity to demonstrate what they have learned; and
- (d) assessment must maintain academic standards.

In view of the above approaches to assessment, the Workplace Attachment module will generally apply the following guidelines in assessing the attachment performance. This will contribute 100% to the final mark:

Task	Weight	Learning Outcomes
Attachment Report	50%	1,2,3,5,7
Diary summaries	30%	1, 2, 3,4, 5,6
Other activities as may be prescribed by the course coordinator	20%	Specified by coordinator

The attachment diary summaries should reflect how the attachment is developing the students' legal skills, identify the applicable law in the particular tasks the student is doing and the effectiveness of the legal

processes' students are observing/interacting with during the attachment. The assessment activities in this module will be internally moderated.

H.10.23 Module Title: ADMINISTRATIVE JUSTICE

Course code: L3713BA
NQF level: 7
Notional hours: 160
Contact hours: 2 hours per week for 2 semesters
Additional learning: None
NQF Credits: 16
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content: The nature, scope and purpose of administrative law; theoretical underpinnings of administrative justice 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.

Student Assessment Strategies: This course will be assessed with a minimum of one test, one class presentation and one research essay of 3000 words on a topic selected by the lecturer, which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour open book final examination. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.24 Module Title: CIVIL PROCEDURE

Course code: L3711RC
NQF level: 7
Notional hours: 160
Contact hours: 2 hours per week for 2 semesters
Additional learning: None
NQF Credits: 16
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content: Civil procedure in the High Court and Lower Courts: Pre-trial issues, jurisdiction, causes of action, *locus standi* and prescription; the procedural stages of the law of civil procedure; specific components of the stages of the law; The principles of judicial case management; the application procedure in the High Courts and the Magistrates Courts; the action procedure in the High Court and the Magistrates Courts; costs and taxation thereof; and appeals and reviews.

Student Assessment Strategies: This course will be assessed with a minimum of two tests and one practical assessment (i.e. moot simulations, or drafting of one or more pleadings) which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.25 Module Title: LAW OF EVIDENCE

Course code: L3713RE

NQF level:	7
Notional hours:	160
Contact hours:	2 hours per week for 2 semesters
Additional learning:	None
NQF Credits:	16
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1 and 2

Module Content: 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 *allunde* or corroboration and other cautionary rules; Various presumptions: irrebuttable 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 thereto; Real and Documentary Evidence Facts of which evidence is unnecessary Judicial notice and formal admissions.

Student Assessment Strategies: During the course of the year, students will be required to write a research paper 3500 words and sit for a minimum of two tests. These will contribute 40% to the final mark. The Course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.26	Module Title:	CRIMINAL PROCEDURE
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Course code:	L3713RC
NQF level:	7
Notional hours:	160
Contact hours:	2 hours per week for 2 semesters
Additional learning:	None
NQF Credits:	16
(Co-requisites)/Pre-requisite:	None

Compulsory/Elective:	Compulsory
Semester Offered:	1 and 2

Module Content: Pre-trial process in a criminal arrest; 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; first appearance; bail applications; release on bail, warning or in custody of someone (juveniles); plea; **Trial;** procedural rules pertaining to evidence; Section 174 applications; **Post-trial;** Sentencing; Remedies of aggrieved accused.

Student Assessment Strategies: This course will be assessed with a minimum of one test, one assignment and one practical presentation which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.27	Module Title:	JURISPRUDENCE
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Course code:	L3713BJ
NQF level:	7
Notional hours:	160
Contact hours:	2 hours per week for 2 semesters
Additional learning:	None
NQF Credits:	16
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1 and 2

Module Content: 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.

Student Assessment Strategies: Students will be assessed with a minimum of two tests and one research paper of 5000 words on a topic of their choice. To mitigate against duplication, students must select their topics in consultation with the Lecturer. This continuous assessment will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the second semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.28 Module Title: BOOKKEEPING AND LEGAL PRACTITIONERS

Course code: L3701CB
NQF level: 7
Notional hours: 80
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 8
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: The nature and function of Accounting; 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, relevant provisions of the Financial Intelligence Act 13 of 2012; (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).

Student Assessment Strategies: This course will be assessed with a minimum of two tests which will contribute fifty percent (50%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. The candidate must obtain at least 50% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.29 Module Title: LEGAL DRAFTING

Course code: L3702RD
NQF level: 7
Notional hours: 80
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 8
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: Introduction to legal drafting; the principles of effective legal writing; the drafting process and presentation; the role of substantive law, acts, regulations and rules in drafting; drafting of basic legal documents, in particular memoranda, opinions, letters and emails; and drafting of basic pleadings for use in the Magistrates Court and the High Court in Namibia (motions and actions).

Student Assessment Strategies: This course will be assessed with a minimum of two tests which will contribute fifty percent (50%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. The candidate must obtain at least 50% in the examination to pass the module. The examination papers and scripts will be internally moderated.

H.10.30 Module Title: LEGAL RESEARCH AND DEVELOPMENT

Course code:	L3800BR
NQF level:	8
Notional hours:	140
Contact hours:	4 hours per week for 1 semester
Additional learning:	None
NQF Credits:	14
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	Core

Module Content: Research and development; How to start; Selecting a topic for research; Coping with writing anxiety and overcoming writer's block; The Process of writing; Thesis (question/premise); Title of Paper; Problem Statement; Theoretical Framework; Reviewing Literature; Organizing and Planning research; How to do Research; Plagiarism; First Draft; Tones and Styles; Body of Paper; Footnotes and Bibliography; Presentation; Revision and Proofreading.

Student Assessment Strategies: The students' skills and competencies will be assessed through class assessment activities and the research proposal produced at the end of the course. These will contribute 100% to the final mark. The student must obtain at least 50% to pass. The assessment activities will be externally moderated.

H.10.31 Module Title: DESIGN THINKING

Course code:	L3800PD
NQF level:	8
Notional hours:	80
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	8
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	Core

Module Content: Problem structuring methods: creative reasoning, innovative offering (i.e. a new legal ideas) based on creative reasoning, various problem structuring methods from different disciplines; **Design thinking dimensions:** cognitive (reference to creativity & exploratory issues), social (reference to stakeholder & process issues), strategic (reference to creating value and organizational strategy); Innovation, change and the future of law – including changes to legal services, in access to justice and in the legal system generally; Disruption, changing legal practice and the role of innovation; Technological impacts on the legal system and on lawyering – including artificial intelligence, blockchain, smart contracts, and cryptocurrencies; Innovation, design thinking and the application of user-focussed innovation; The role of interdisciplinary teams in achieving innovation in the legal sphere; The importance of user experience as the basis for legal design; The process of legal prototyping using a legal design methodology.

Student Assessment Strategies: The module will be evaluated using 100% continuous assessment consisting of at least 1 evidence-based portfolio categorized under sub-themes/activities. A minimum pass mark for the module is 50%.

H.10.32 Module Title: LEGAL RESEARCH PROJECT

Course code:	L3813RR
NQF level:	8
Notional hours:	160
Contact hours:	2 hours per week for 2 semesters
Additional learning:	None
NQF Credits:	16
(Co-requisites)/Pre-requisite:	L3800BR
Compulsory/Elective:	Compulsory
Semester Offered:	1 and 2

Module Content: Research methods; suitability of the research methods; stages of developing a research project; drafting; Presentation and Styles; Footnotes and Citations; Revision and Proofreading; Bibliography.

Student Assessment Strategies: The programme begins with an approved research proposal. The coordinator, in co-operation with the teaching staff of the Faculty allocates students to supervisors. The student engages in a back and forth exercise with the supervisor aimed at conducting research and developing a research paper of between 15 000 – 20 000 words. The final research paper must be handed in for grading at the end of October. This contributes 100% to the final mark. A sample of research papers will be externally moderated.

H.10.33 Module Title: LEGAL AID CLINIC AND CASE MANAGEMENT

Course code: L3813RL
NQF level: 8
Notional hours: 200
Contact hours: 2 hours per week + 3 hours practical per week
Additional learning: None
NQF Credits: 20
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: Introduction to Legal Aid Clinic Practice: Office and 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.

Student Assessment Strategies: This course will be assessed with clinical work on cases with clients and one test which will contribute one hundred percent (100%) to the final mark. The student must obtain at least fifty (50%) to pass the module. The portfolio assessments will be externally moderated. The 100% continuous assessment mark will be calculated as follows:

- Legal Aid Clinic practical sessions (60%);
- Presentations and report on cases by Firms (20%);
- Test on Theoretical Component (20%)
- The pass mark for the course is 50% and the student must obtain a minimum of 20% in the clinic participation to pass the course. The assessment activities will be externally moderated.

H.10.34 Module Title: PUBLIC INTERNATIONAL LAW

Course code: L3811BI
NQF level: 8
Notional hours: 180
Contact hours: 4 hours per week for 1 semester
Additional learning: None
NQF Credits: 18
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: 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; Territory acquisition; Jurisdictional of ICJ and Other International Tribunals, State Sovereignty; State jurisdiction and Persons Apprehended in violation of international law; Diplomatic and State immunity; Extradition under International Law and domestic law; State Responsibility in

International Law ; International Human Rights Law; International Refugee Law; The law of Treaties; The Use of Force by States, Collective Security and Prohibition or use of indiscriminate weapons and Peace-keeping missions.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a three-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.35 Module Title: LAW OF INSOLVENCY

Course code: L3801CI
NQF level: 8
Notional hours: 90
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 9
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: **Introduction to Insolvency Law;** The field of consumer insolvency law versus corporate insolvency; The nature and purpose of insolvency; **Alternatives to insolvency;** Sources of Insolvency Law; The Sequestration Order; **The Sequestration Process;** Provisional sequestration order; service of the rule nisi and the final sequestration order; **Impeachable Dispositions and Related Remedies;** Common law alienations; Statutory Dispositions; **Practical Appropriation of Proceeds and Contributions; Compositions; Rehabilitation; Vesting Orders.**

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.36 Module Title: INTELLECTUAL PROPERTY LAW

Course code: L3801PI
NQF level: 8
Notional hours: 90
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 9
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Elective
Semester Offered: 1

Module Content: **Meaning of intellectual property (IP) and its development; Categories of intellectual property;** Copyrights; Trademarks and names; Registered marks; Patents; Validity; Property rights and exploitation; Industrial Designs; Unlawful Competition (passing-off); **The international IP legal systems as it relates to patents, industrial designs, trademarks, copyrights, traditional knowledge, traditional cultural expressions and genetic resources, and geographical indicators;** Technology transfer; IP rights and the international transfer system; and economic development and reform of the patent system; Accruing rights and exploitation; Infringement of IP rights and remedies.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one portfolio which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.37 Module Title: COMPETITION LAW

Course code:	L3801PC
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Elective
Semester Offered:	1

Module Content: The Competition Act No. 2 of 2003; The role of competition in commerce; The concept and definition of competition; The historical development of the law of unlawful competition; Rights affected by unlawful competition; The development of statutory competition; The Competition Act: goals and scope of application; The administrative framework of the Competition Act; Practices and transactions governed by the Competition Act - Restrictive horizontal practices, Restrictive vertical practices, Abuse of Dominance, Mergers; Other Important Enforcement and Administrative Procedures - Corporate Leniency, Exemptions, Criminalization of Cartel Conduct, Market Inquiries and Private Damages Claim.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one case study analysis which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.38 Module Title: CRIMINOLOGY AND CRIME PREVENTION

Course code:	L3801BC
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	L3512BC – Criminal Law
Compulsory/Elective:	Elective
Semester Offered:	1

Module Content: Introduction to Criminology and Crime Prevention; nature, history and meaning of deviance; theories of crime; historical development of Namibia's criminal justice system; the structure and function of criminal justice agencies; theoretical perspectives on crime control; historical development of the penal system; aims of sentencing; incidence of crime in Namibia.

Student Assessment Strategies: This course will be assessed with a minimum of one test and case study-based assessment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.39 Module Title: TAX LAW

Course code:	L3802PT
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	2

Module Content: The basis of taxation; Structure of income tax; Jurisdiction to tax; The tax formula; The basic principles of taxation; Income tax; Taxation of individuals and partnerships; The process of taxation; Gross Income;

Exempt Income; **Deductions and capital allowances**; The General deduction formula; Specific deductions; Tax avoidance; Tax Evasion; Legal implications of Tax Avoidance and Tax Evasion; Taxation of Companies; **International Tax aspects**.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.40 Module Title: LAW OF THE SEA

Course code: L3802BS
NQF level: 8
Notional hours: 90
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 9
(Co-requisites)/Pre-requisite: L3811BI
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **The United Nations Convention on the Law of the Sea, 1982; Introduction to the historical development, evolution, nature and scope of the law of the Sea;** Sources of the law of the Sea; **Sovereign right of States to exploit natural resources at sea;** Freedom of the High Seas; Right of access of coastal and land-lock Rights; Responsibilities of flag States at Sea; Straits passage; **Rights, jurisdiction and duties of coastal States in internal waters, the exclusive economic zone, continental shelf, contiguous zone and archipelagic waters and beds;** Merchant ships and ships operated for commercial purposes at Sea; **State obligations and duties to conserve and manage living resources at Sea;** Deep Sea mining; Crimes, particularly piracy and terrorism at Sea; and Settlement of disputes arising from claims and crimes in international waters.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one case-study based assessment which will contribute fifty percent (50%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. The candidate must obtain at least 50% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.41 Module Title: INTERNATIONAL TRADE LAW

Course code: L3802CI
NQF level: 8
Notional hours: 90
Contact hours: 2 hours per week for 1 semester
Additional learning: None
NQF Credits: 9
(Co-requisites)/Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: **International Trade Law and the international economic system; Relationship of international law to international economic law;** The sources of international economic law; **Various international economic institutions;** Regional Economic Organizations; The GATT/ WTO regulatory framework; Tariffs, quotas and preferential trade agreements; Trade in services; Responsibilities of states for the treatment of aliens and foreign businesses; **International Investment law;** Settlement of investment disputes; International Sale and transportation of goods across national boundaries; Finance, Development and Aid; International Economic Law and Human Rights; Economic Sanctions; Digital Trade; International Taxation; Blue Economy.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one case-study based assessment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.42 Module Title: AFRICAN UNION LAW

Course code:	L3802BA
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Elective
Semester Offered:	2

Module Content: **Introduction to African Law and the African Union;** the historical evolution and development of the African Union; sources of African Union law; the structure and organs of the African Union; trade and regional integration in the African Union; unification and harmonization of African Union law in domestic legal systems; the peace and security architecture of the African Union; the human rights architecture of the African Union; the effects of supra-nationalism and globalization on crucial issues such as human rights, democratic reforms, territorial matters, disputes, and economic relations on the African continent from a legal perspective; and the African Union and its relationship with international organizations.

Student Assessment Strategies: This course will be assessed with a minimum of one test and case study-based assessment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass to pass the module. The examination papers and scripts will be externally moderated.

H.10.43 Module Title: MINING LAW

Course code:	L3802BM
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Elective
Semester Offered:	2

Module Content: **The development of minerals and petroleum resources of Namibia;** 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; and the Draft Petroleum Taxation Act, 2001.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one extractive industry-based case study assessment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40% in the examination to pass the module. The examination papers and scripts will be externally moderated.

H.10.44 Module Title: PRIVATE INTERNATIONAL LAW

Course code:	L3802PI
NQF level:	8
Notional hours:	90
Contact hours:	2 hours per week for 1 semester
Additional learning:	None
NQF Credits:	9
(Co-requisites)/Pre-requisite:	None
Compulsory/Elective:	Elective
Semester Offered:	2

Module Content: Classification of private international law within the legal system; the choice of law methodology and substance and procedure; conceptual problems in choice of law; nature, existence and proof of foreign law; Ascertainment of the content of foreign law and the exclusion in appropriate cases of the otherwise applicable law; *Forum non-convenience*, *lis alibi pendens* and forum selection agreements; domicile and choice of law; choice of law in family law; choice of law in cases involving legal obligations (i.e., contract, delict); Choice of law in cases involving property; choice of law in the law of succession; the authentication of Namibian public documents for use abroad; the recognition and enforcement of foreign judgments; and the recognition and enforcement of foreign arbitration awards.

Student Assessment Strategies: This course will be assessed with a minimum of one test and one assignment which will contribute forty percent (40%) to the final mark. The Course will be examined with a two-hour paper at the end of the semester. The examination mark will contribute sixty percent (60%) to the final mark. The student must obtain at least 40 % in the examination to pass the module. The examination papers and scripts will be externally moderated.

I. MASTER OF LAWS (BY RESEARCH) (LL M) 16MLAW

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.

I.1 DEGREES

The following Master of Laws degrees may be awarded by the School of Law:5

MASTER OF LAWS (BY RESEARCH ONLY) 16MLAW

I.2 ADMISSION

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

- 1.2.1 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
- 1.2.2 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

- 1.3.1 A full-time candidate shall complete the approved thesis for the degree within two (2) academic years; a part time candidate within three (3) academic years.
- 1.3.2 The School Higher Degrees Board may, in justified cases, recommend to the Higher Degrees Committee an extension of the duration of studies of a full-time candidate up to three (3) academic years and a part-time candidate up to four (4) academic years.

I.4 CURRICULUM COMPILATION

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

Year	Module Name	Code	Module Type	NQF Level	Contact Hours	Credits
1	Academic Writing for Post Graduate Students	UAE 5819	Semester 1 or 2	8	56	16
1	Masters Research Proposal (Law)	LMP 5100	Semester 1	9		
1	LL M Thesis	LTH 5900	Semester 1 & 2	9		240

I.5 MODULE DESCRIPTORS

I.5.1 Module Title: ACADEMIC WRITING FOR POST GRADUATE STUDENTS

Course code: UAE 5819
NQF level: 8
Contact hours: 4 hours per week and 1 practical session
NQF 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 LL M THESIS REGULATIONS

I.6.1 APPOINTMENT OF SUPERVISORS

- I.6.1.1 In accordance with the Higher Degrees Policy, the School Higher Degrees Board 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.6.1.2 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.
- I.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.
- I.6.1.4 In case there are grounds which, in the opinion of the School Higher Degrees Board, are sufficient and reasonable, the candidate may be permitted to submit the thesis at a date as may be determined by the University Higher Degrees Committee.

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 Higher Degrees Board through his/her respective supervisor and Head of Department.
- 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 Assessment and Graduation Board shall recommend to the Higher Degrees Committee 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 Higher Degrees 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 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.

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 Master of Laws degree.

See **Post-Graduate Studies Prospectus**

J MASTER OF LAWS (64MLWS)

The School of Law offers a Master of Laws degree.

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

J.1 DEGREES

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

MASTER OF LAWS 64MLWS

J.2 ADMISSION

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%).

Additional Selection Criteria

The additional selection criteria for admission on the programme will be based on several factors, including academic credentials and professional experience and a candidate's ability to enhance the academic and geographic diversity of the class.

Articulation Options

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).

J.3 DURATION OF STUDY

I.3.1 A full-time candidate shall complete the approved thesis for the degree within two (2) academic year and a part time candidate within three (3) academic years.

I.3.2 The School Higher Degrees Board may, in justified cases, recommend to the Higher Degrees Committee an extension of the duration of studies of a full-time candidate up to three (3) academic years and a part-time candidate up to four academic years.

J.4 CURRICULUM COMPILATION

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

Module Code	Module Name	NQF Level	Credits	Contact Hours per week (L/P/T)	(Co-requisites) / Pre-requisites	Compulsory (C) / Elective (E)
Year 1: Semester 1						
U6938LA	Academic Writing for Postgraduate Students	9	(9)	4	None	C
L6911PL	Land Reform	9	24	4	None	C
L6911BC	Advanced Criminal Law and Procedure	9	24	4	None	C
L6901CC	Consumer Law	9	12	2	None	C
Total Credits: Semester 1						60

Year 1: Semester 2						
L6912BC	Comparative Law	9	24	4	None	C
L6902BR	Legal Research Methodology	9	12	2	None	C

ELECTIVES (students to select one module with 24 credits)						
L6912BJ	Advanced Jurisprudence	9	24	4	None	E
L6912CC	Corporations Law	9	24	4	None	E
L6912PL	Labour Law Practice and Procedure	9	24	4	None	E
L6912CM	Maritime Law	9	24	4	None	E
Total Credits for Semester 2						60
Total Credits YEAR 1						120

Year 2: Semester 1						
L6913BT/L6913PT	LLM Thesis	9	60	4	L6902BR	C
Total Credits for Semester 1						60
Year 2: Semester 2						
L6913BT/L6913PT	LLM Thesis	9	60	4	L6902BR	C
Total Credits for Semester 2						60
Total Credits YEAR 2						120

J.4.1 Module Title: ADVANCED CRIMINAL LAW AND PROCEDURE

Course code:	L6911BC
NQF level:	9
Notional hours:	240
Contact hours:	4 hours per week for 1 semester
NQF Credits:	24
Pre-requisite:	None
Compulsory/Elective:	Compulsory
Semester Offered:	1

Module Content: Fundamental right to a fair trial: common law and international human rights; Police investigative powers; Serious and organised crime; The role of the prosecution and defence in criminal proceedings; Prosecutorial discretion and the duty of disclosure; The role of the victim in criminal proceedings; Magistrates Court and summary procedure; Higher Courts and trial on indictment; Abuse of process; Appeals and double jeopardy; Law of sentencing; Principles of sentencing and theoretical considerations; Diversion courts; Restorative and therapeutic justice: alternative approaches to dealing with offending.

Student Assessment Strategies: Continuous Assessment: minimum of one test and a case review which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.2 Module Title: CONSUMER LAW

Course code: L6901CC
NQF level: 9
Notional hours: 120
Contact hours: 2 hours per week for 1 semester
NQF Credits: 12
Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1

Module Content: Consumer protection; market welfare and regulation; general and specific regulation of market practices; discriminatory practices, unconscionable conduct, misleading and deceptive conduct; franchising; unfair contract terms; unjust contracts;

harassment and coercion; consumer guarantees for goods and services; product liability; product safety; consumer protection in the courts; e-commerce, remedies and sanctions; **Consumer credit regulation;** responsible lending; interest rate caps; over-indebtedness.

Student Assessment Strategies: Continuous Assessment: minimum of one test and a portfolio which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.3 Module Title: COMPARATIVE LAW

Course code: L6912BC
NQF level: 9
Notional hours: 240
Contact hours: 4 hours per week for 1 semester
NQF Credits: 24
Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: Comparative use of law for policy and law reform purposes; A theoretical introduction to comparative law; its nature, purpose and contemporary significance in legal practice; Classification of Legal Systems, including international tribunals and judicial-cross pollination within those systems and tribunals; Comparative Law Techniques and the use of same for policy formulation, law reform, litigation and generally legal drafting; **Contemporary approaches and theories to law;** African approaches to law, Feminist perspectives to law, Third World Approaches to law, Populism and the New World Order, Transformative Constitutionalism; **Comparative Legal Research.**

Student Assessment Strategies: Continuous Assessment: minimum of one test and one book review (2000 words) which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.4 Module Title: LEGAL RESEARCH METHODOLOGY

Course code: L6902BR
NQF level: 9
Notional hours: 120
Contact hours: 2 hours per week for 1 semester
NQF Credits: 12
Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 2

Module Content: The fundamentals of research; The techniques and methods of research and how to present the results of research in a scholarly manner; Definition and objectives of research-type of research, various steps in research process; **Developing research questions/hypothesis-choice of a problem;** Literature review, critical analysis, reading materials, reviewing, critical interpretation; Research purposes; Ethics in research; Structure and components of research report: layout of research report, writing of research report, referencing in legal writing; **Research proposal.**

Student Assessment Strategies: Continuous Assessment: minimum of one proposal seminar presentation and a written research proposal. These will contribute one hundred percent (100%) to the final mark.

J.4.5 Module Title: ADVANCED JURISPRUDENCE

Course code: L6912BJ
NQF level: 9
Notional hours: 240
Contact hours: 4 hours per week for 1 semester
NQF Credits: 24
Pre-requisite: None
Compulsory/Elective: Elective
Semester Offered: 2

Module Content: Jurisprudence and its role in the contemporary legal system; Positivism (Nature and origins, John Austin and the command theory, Kelsen and the pure theory of law, HLA Hart – law as a system of rules); The rebirth of natural law (Law and morality – the Hart-Fuller debate, Hart HLA 'Positivism and the separation of law and morals, John Rawls – the concept of justice, Theory of Justice; Transitional justice; Justice in the lives of three great human beings; Ronald Dworkin; African jurisprudence and legal thinking (Understanding the concept of *Ubuntu*); The idea of rights and duties; Legal realism; Critical Legal Studies; Islamic jurisprudence and legal thinking; Impact of the legal philosophies studied on Namibian case law.

Student Assessment Strategies: Continuous Assessment: minimum of one short written response to a set of readings and one book review (2000 words) which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination.

Examination: The module will be examined with a 24-hour take home examination at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.6 Module Title: CORPORATIONS LAW

Course code: L6912CC
NQF level: 9
Notional hours: 240
Contact hours: 4 hours per week for 1 semester
NQF Credits: 24
Pre-requisite: None
Compulsory/Elective: Elective
Semester Offered: 2

Module Content: The Close Corporations Act, 26 of 1988; law of close corporations; **The Companies Act, 28 of 2004;** the concept of a company; theories pertaining to companies, their representation and consequences; conversions; share capital; repurchases; shares and debentures; alteration of shareholders' rights and schemes of arrangement; raising share capital; membership; majority rule versus minority protection; transfer and dealing; uncertified shares; insider trading; mergers and acquisitions; dividends; corporate governance; judicial management; dissolution and deregistration of companies; the regulation of financial markets; and where appropriate, the proposed law reform relating to these areas.

Student Assessment Strategies: Continuous Assessment: minimum of one test and a portfolio which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.7 Module Title: LABOUR LAW PRACTICE AND PROCEDURE

Course code: L6912PL
NQF level: 9
Notional hours: 240
Contact hours: 4 hours per week for 1 semester
NQF Credits: 24
Pre-requisite: None
Compulsory/Elective: Elective
Semester Offered: 2

Module Content: **Individual labour law;** Employment contract; Unfair labour practices; Unfair dismissal; Retrenchments; Employment and labour disputes; **Collective labour law;** International perspectives and the Namibian Constitution; Freedom of association and the duty to collective bargaining; Strikes and lockouts; Unfair discrimination and affirmative action; **International labour law;** International instruments (ILO and EU); Employment equity; Termination of contracts of employment; Collective bargaining and strikes; **Procedural aspects of dispute resolution in Namibia;** Processing of labour disputes: Forums; Conciliation; Statutory Arbitration; Private Arbitration; **Litigation in the Labour Court;** Review of Arbitrations; Appeals.

Student Assessment Strategies: Continuous Assessment: minimum of one test and a case review which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination.

Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.8 Module Title: MARITIME LAW

Course code: L6912CM
NQF level: 9
Notional hours: 240
Contact hours: 4 hours per week for 1 semester
NQF Credits: 24
Pre-requisite: None
Compulsory/Elective: Elective
Semester Offered: 2

Module Content: **Nature, origin and sources of admiralty jurisdiction and its place in Namibia;** Historical background of admiralty jurisdiction and practice in Namibia; **Maritime claims and enforcement;** Claims under the Colonial Courts Admiralty Act of 1890; Enforcement of maritime claims; **Types of actions;** Distinction between arrests and attachment; **Maritime Liens;** theory and origin of maritime liens; elements of a maritime lien; **Carriage of Goods by Sea;** the business of carriage of goods by sea; Documents used when carrying goods by sea; Choosing the type of charter; Charter parties; Charter party as a contract of carriage; **Bills of Lading;** Bill of lading as evidence of a contract of carriage; Bill of lading as a contract of carriage; Electronic bills of lading; Relationship between the charter, bill of lading and other documents; **Salvage;** Definition and history of salvage; Salvage and collisions; Nature and elements required for a salvage claim; Collisions and collision regulation; Recovery of loss collision damage; Apportionment of Liability; **Commercial control of the vessel;** **Exception clauses/limitation of liability/international conventions.**

Student Assessment Strategies: Continuous Assessment: minimum of one research paper and one test which will contribute fifty percent (50%) to the final mark. A student must obtain 40% for the continuous assessment exercise to be admitted to the final examination. Examination: The module will be examined with 1 x 3-hour paper at the end of the semester. The examination mark will contribute fifty percent (50%) to the final mark. A student must obtain a minimum of 40% in the final examination to pass the module.

J.4.9 Module Title: LLM THESIS

Course code: L6913BT/L6913PT
NQF level: 9
Notional hours: 1200
Contact hours: 4 hours per week for 1 semester
NQF Credits: 120

Pre-requisite: None
Compulsory/Elective: Compulsory
Semester Offered: 1 and 2

Module Content: Students who have successfully completed the coursework shall undertake research in the areas of their specialization based on research proposals approved by their supervisors, the Faculty Postgraduate Studies Committee and the University Postgraduate Studies Committee requirements.

Student Assessment Strategies: Candidates must submit the completed thesis in the prescribed format. The examination method for the thesis shall be conducted by at least two examiners, one of whom must be external to the University, appointed in accordance with the rules and regulations of the University.

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**.

The following module is compulsory for all PhD candidates:

K.1 MODULE DESCRIPTORS

K.1.1 Module Title: ACADEMIC WRITING FOR POST GRADUATE STUDENTS

Course code:	UAE 6819
NQF level:	8
Contact hours:	4 hours per week and 1 practical session
NQF Credits:	16
Pre-requisite:	Must be a postgraduate student

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.

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.

See **Post-Graduate Studies Prospectus**

L JUSTICE TRAINING CENTRE (JTC)

L.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.

L.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)

L.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 LL B degree or an approved degree supplemented by a bridging course will be eligible to enroll 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.

L.4 CURRICULUM

L.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).

L.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.

L.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)

L.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.

L.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.

M. ADVICE, INFORMATION AND GENERAL REGULATIONS

M. 1 ATTENDANCE OF LECTURES

See **General Information and Regulations Prospectus**

M. 2 ATTENDANCE OF SEMINARS/TUTORIALS

See **General Information and Regulations Prospectus**

M. 3 FULL-TIME and DISTANCE/ONLINE STUDIES

The Faculty 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 17h30)
- Bachelor of Laws (Honours) - Full-time and Online Mode

M. 4 FULL-TIME AND PART-TIME STUDIES

The Faculty 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)

M.5 GENERAL INFORMATION

See **General Information and Regulations Prospectus**

M.6 REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

PREAMBLE

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

M.7 POSTGRADUATE TRAINING PROGRAMMES AT UNAM

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

M.7.1 Postgraduate Diploma Programmes

- 1) UNAM makes provision for Postgraduate Diploma programmes in selected fields as approved by Senate.
- 2) Postgraduate Diploma programmes offer specialized 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.

M.7.2 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.

M.7.3 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.

M.7.4 Approval of Postgraduate Programmes

All programmes should be considered by the UNAM Higher Degrees Committee to ensure that they adhere to the UNAM Higher Degrees Policy and standards of quality, before these programmes are recommended by the Academic Committee (AC) to Senate for approval.

M.8 REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE APPLICATIONS

M.8.1 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.**

M.8.2 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.

M.8.3 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).

M.8.4 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.

M.9 APPLICATION PROCEDURES FOR POSTGRADUATE STUDIES

M.9.1 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.

M.9.2 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.

M.9.3 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.

M.9.4 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.

M.10 REGULATIONS AND GUIDELINES GOVERNING REGISTRATION OF ADMITTED STUDENTS

M.10.1 REGISTRATION FOR MASTER'S/DOCTORAL BY THESIS/DISSERTATION ONLY

M.10.1.1 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.

M.10.2 REGISTRATION FOR MASTER'S/DOCTORAL PROGRAMMES BY COURSEWORK

M.10.2.1 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.

M.10.3 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 Higher Degrees Board. The Higher Degrees Board makes one of three recommendations:

1. Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRS, to the UNAM Higher Degrees Committee 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 Higher Degrees Committee.
3. Grants an extension period of three (3) months for re-submission after which the School Higher Degrees Board 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 CRS, to the UNAM Higher Degrees Committee for noting and issuing of the Research Permission Letter by the Director: Centre of Research Services;
 - 3.2 Rejects the research proposal and recommends de-registration of the student to the UNAM Higher Degrees Committee;
 - 3.3 Recommends registration at a lower level for a PhD candidate (Master's by Thesis only).

M.11 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.

M.12 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.

M.13 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.

M.14 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).

M.14.1 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.

M.14.2 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.

M.14.3 ABSENCE DUE TO ILLNESS & OTHER REASONS

1. 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.
2. 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.

M.15 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:

Grade	Interpretation	% Equivalence
A	Distinction	80 and above
B	Very Good	70 – 79
C	Good	60 - 69
D	Satisfactory	50 - 59
E	Fail	49 and below

- 3) Before a 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.

M.16 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.

M.17 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.

M.18 GUIDELINES ON THE RESEARCH SUPERVISION OF POSTGRADUATE STUDENTS

M.18.1 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.

M.18.2 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 Higher Degrees Committee through the Head of the relevant Department and the School Higher Degrees 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 School Higher Degrees Board 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 Higher Degrees Committee.
 - (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.;
 - (e) 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;
 - (f) 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 Higher Degrees Committee on recommendation of the School Higher Degrees Board.
- 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) there are personal clashes and conflicts between the two;
 - (c) the student refuses to follow the supervisor's advice;
 - (d) a change will enhance the progress of the student the case should be reported in writing to the Head of the relevant Department by either the supervisor or the student. The Head of Department has the responsibility to hear both sides of the case (that is, from the supervisor and the student) with a written report and recommendation to the FPGSC for possible action. The Higher Degrees Committee will study the report and take action or make a recommendation (where applicable) to the Higher Degrees Board.
- 17) Staff members from research institutions will be allowed to supervise ten (10) students; the main supervision will be counted as 1 and co-supervision as 0.5 students, respectively. To ensure adequate supervision, a single staff member shall not supervise more than five (5) postgraduate students at any given time. Staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned.

M.19 REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS FOR EXAMINATION

M.19.1 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 Higher Degrees Committee, 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.

M.19.2 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.
- 7) 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.

M.20.1 EXAMINATION OF MASTER'S THESES 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 consistence 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 of Research Services 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 of Research Services will forward the reports to the relevant Faculty Coordinator who will be responsible for distributing the reports to the supervisor.
- 4) Once the relevant Faculty Coordinator 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 ($\geq 50\%$)
- b) PASSES subject to MAJOR corrections ($\geq 50\%$)
- 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 Higher Degrees Committee 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 Higher Degrees Committee, through the School Higher Degrees Board. 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 Higher Degrees Committee.
- 17) **All examination reports**, including any reports that recommended a fail must be submitted by the faculty Coordinator to the UNAM Higher Degrees Committee for recommendation to AC.
- 18) A postgraduate student, who disagrees with the results of the examination as approved by AC, may appeal to the Faculty Coordinator within two weeks after the release of the results giving reasons and evidence to support the appeal.

M.20.2 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.

M.20.3 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 Higher Degrees Committee 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 CRS** on recommendation of the relevant Faculty Coordinator.
- 7) The main supervisor must provide the relevant Faculty Coordinator 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 AAGC 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 AAGC through the UNAM Higher Degrees Committee on the student's performance.
 - (b) The Chairperson of the panel shall also submit to the UNAM Higher Degrees Committee a **comprehensive report** (Annex 13) signed off by the viva voce panelists. 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.

M.20.4 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.

M.20.5 PRESENTING STUDENTS FOR GRADUATION

The Faculty Officer: Postgraduate Studies will only submit the names of students for graduation approval by AAGC on recommendation of the UNAM Higher Degrees Committee 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.

M. 20.6 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 AAGC on recommendation of the UNAM Higher Degrees Committee.
- 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.

M.21 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).

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. 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 the School/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. Students should use refereed/verifiable sources of information.

Research proposals submitted for consideration by the Higher Degrees Board 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 School PGSC recommends the research proposal to the UNAM Higher Degrees Committee 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.

Broad Guidelines on Mini Thesis/Thesis/Dissertation Manuscript Preparation

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:**
 - o 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.

ANNEX 1A:

SUPERVISION UNDERSTANDING BETWEEN GRADUATE STUDENT AND SUPERVISOR

CENTRE FOR RESEARCH SERVICES

This **supervision understanding agreement** between

Name of student:

Student number:

Faculty:

School.....

Department:

and (on behalf of UNAM)

Name of supervisor:

Department:

And (if applicable)

Name of co- supervisor:

Department:

Regarding post-graduate research for the degree of:

Research topic:

.....
.....
.....

By signing this document, both student and supervisor(s) acknowledge their understanding and commitment to the general expectations and responsibilities regarding the supervision of the thesis/dissertation as contained in the UNAM Higher Degrees Policy and Regulations.

.....

Name of Student

Signature

Date

.....

Name of Student

Signature

Date

.....

Name of co-supervisor (where applicable) Signature

Date

.....

Name of Department HoD

Signature

Date

ANNEX 1 B:

WILLINGNESS ON CONTINUING SUPERVISION OF STUDENT

(After Retirement or Resignation of Supervisor)

CENTRE FOR RESEARCH SERVICES

I, am willing to continue supervising student (name of student and student number) after my retirement/resignation.

For the degree of:

Research topic:

.....
.....
.....
.....

.....
Name of Supervisor **Signature** **Date**

.....
Name of Department HoD **Signature** **Date**

ANNEX 2:

CHECKLIST FOR APPROVAL OF RESEARCH PROPOSALS

(to be completed by the HoD)

CENTRE FOR RESEARCH SERVICES

Faculty: School.....

Department:

Higher Degrees Programme Student is enrolled in:

.....

Name of Student:

Student number:

Title of Study:

.....

Instructions: Tick (√) YES or NO in the space provided to indicate whether particular actions and tasks were undertaken. In addition, indicate the dates when the actions or tasks were undertaken.

NATURE OF ACTION TAKEN	RESPONSE CHOICES		DATE ACTION WAS TAKEN
1 The student is registered at UNAM for the current academic year	YES	NO	
2 The research proposal has been prepared under the guidance of a supervisor or supervisors.	YES	NO	
3 The student successfully completed seminar at department level	YES	NO	
4 The research proposal has been considered and recommended at departmental level.	YES	NO	
5 Research proposal has been considered and approved by the SHDB with the following RESOLUTION NUMBER:	Approved		
6 Where extension was granted and the proposal resubmitted, the research proposal has been reconsidered by the SHDB the following resolution was taken: RESOLUTION NUMBER:	Rejected		
	Approved		
7 The research proposal has been submitted to the School Board for noting	YES	NO	

.....

Name of HoD Signature Date

.....

Name of Main Supervisor Signature of Main Supervisor Date

.....

Name of Co-Supervisor Signature of Co-Supervisor Date

.....

.....

.....

Name of Faculty PG Coordinator

Signature

Date

ANNEX 3A:**PROGRESS REPORT****(to be completed by student):****CENTRE FOR RESEARCH SERVICES**

Semester.....20.....

Student Name:

Student Number:

Higher Degrees Programme Student is enrolled in:

Student Contact Details Tel and Email Address:

Mode of study: Full Time/Part Time:

Academic year of first registration:

Research Title:

Supervisor's Name:

PROGRESS TO DATE:

a) On a scale of 1 to 5 (with 1 being poor and 5 excellent), indicate your progress according to your plan of study. If you rate 1-2, please provide details on a separate page.	1	2	3	4	5
b) Please indicate the frequency of your face-to-face academic consultation this semester with your supervisor 0 1-3 4-6 >6	0	1-3	4-6	>6	
c) Please indicate the frequency of other forms of academic communication with your supervisor (never, less frequent, more frequent) Telephone e-mail social media	Telephone				
	e-mail				
	Virtual				
d) Since your last/previous progress report, have you progressed from one stage to another stage with your thesis/dissertation?	YES		NO		
If no, please elaborate					
e) At what stage of your thesis/dissertation are you now? Tick the stage	Topic & Proposal stage				
	Ethical clearance				
	Literature search				
	Methodology				
	Data Collection				
	Analysis & Write up				
	Submit intent to submit thesis/dissertation				
f) i. Are there any other problems/issues that you would like to draw to the attention of the Faculty/Centre for Research Services?	YES		NO		
ii. If yes, have you discussed these problems with your supervisor or Head of Department?	YES		NO		
iii. Has the problem been resolved?	YES		NO		

iv. Do you require any further intervention to address these issue(s)? If yes, please provide details on a separate page	YES	NO
Please elaborate your responses in (f) here		

Comments:

..... Signature Date

Name of student

..... Signature Date

Name of Departmental HOD

..... Signature Date

Name of Faculty PG Coordinator

NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

(To be completed by student)

CENTRE FOR RESERCH SERVICES

Date

The Chairperson

School Higher Degrees Board

NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

I, (Name) _____ (Student no : _____) hereby
notify the Postgraduate Studies Committee of my intention to submit my thesis / dissertation on
_____ (date) for examination. I attach the abstract of my thesis/dissertation.

The title of my thesis/dissertation is:

.....
.....
.....

.....

Name of Student

Signature

Date

.....

Name of Supervisor (Main/Co-)

Signature

Date

.....

Name of HOD

Signature

Date

.....

Name of Faculty PG Coordinator

Signature

Date

ANNEX 4B:

REQUEST FOR APPOINTMENT OF EXAMINERS
(to be completed by Independent Chair if Master's by Research or PhD and by HoD if Master's by Coursework)
CENTRE FOR RESEARCH SERVICES

Student Number:		
Surname and Initials:		
Department		
School		
Faculty		
Degree (Masters/PhD)		
Title of thesis/dissertation:		
Main Supervisor		Affiliation:
Co-Supervisor		Affiliation:
Co-Supervisor		Affiliation:
Co-Supervisor		Affiliation:
External Examiner		Affiliation:
External Examiner		Affiliation:
External Examiner		Affiliation:
Internal Examiner		Affiliation:

I hereby declare that there is no conflict of interest in the nomination of the abovementioned examiners.

.....
Name of Independent Chair/HoD **Signature** **Date**

Recommended by SHDB on **Resolution no:**

.....

Name of Faculty PG Coordinator

.....

Signature

.....

Date

ANNEX 4C:

**APPROVAL OF THESIS/DISSERTATION FOR EXAMINATION
(to be completed by supervisor)
CENTRE FOR RESEARCH SERVICES**

Student Number:		
Surname and Initials:		
Department		
School		
Faculty		
Degree (Masters/PhD)		
Title of Thesis/Dissertation:		
CRITERIA	YES	NO
Notice of Intent submitted		
Examiners Approved		
Thesis prepared under guidance of supervisor (s)		
Thesis/Dissertation ready for examination		
Remarks		

I hereby declare that the thesis/dissertation is ready for examination.

.....
Name of Supervisor (Main/Co-) **Signature** **Date**

.....
Name of HOD **Signature** **Date**

.....
Name of Faculty PG Coordinator **Signature** **Date**

ANNEX 5A:**RECOMMENDED FORMAT OF SUMMARIZE CURRICULUM VITAE****CENTRE FOR RESEARCH SERVICES**

The abridged CV should not be more than three-page long

Title:		Initials:
Surname:		
Name/s:		
Academic or equivalent institution to which affiliated:	Past:	Present:
Present Academic Rank	Professor	
Work and employment experiences	Past:	Present:
Physical Contact Details (Courier Delivery Address):		
Telephone numbers	Office:	Cell:
Email address/		
Academic Qualifications and Year Obtained/Institution	Qualification/s & Year/s Obtained	
Area/s of Expertise/Specialisation	Primary	Secondary
Record of publications in the last 10 years		
ARTICLES IN PEERED REVIEWED JOURNALS/PROCEEDINGS (top 10 recent)		
Title & Authors: Journal/Proceedings Name		
NATIONAL AND INTERNATIONAL CONFERENCES (top 10 recent)		
Title & Authors & Conference		
CONTRIBUTION IN BOOKS, CHAPTERS IN BOOKS ECT. (top 10 recent)		
Title & Authors, Book & ISBN		
LIST OF KEY RESEARCH PROJECTS UNDERTAKEN OR COORDINATED FOR THE LAST 10 YEARS, (Top 5 most recent)		
RECORD OF POSTGRADUATE STUDENT SUPERVISION FOR THE LAST 10 YEARS, STARTING WITH THE MOST RECENT:		
Title or Student Role Main/Co Supervisor		

EXAMINER OF POST GRADUATE STUDIES
Title/Student & M/PhD

OTHER ACADEMIC RELATED EXPERIENCES/ACHIEVEMENTS

WILLINGNESS TO SERVE AS AN EXAMINER AND DECLARATION OF POSSIBLE CONFLICT

OF INTEREST

CENTRE FOR POSTGRADUATE STUDIES

I, am willing to serve as examiner for student
..... and hereby declare the following possible areas of conflict of interest regarding the
examination of the thesis/dissertation titled:

.....
.....
.....

POSSIBLE AREA OF CONFLICT	DETAILS
Family (e.g. cousin, in-law)	
Other Personal relationship (e.g. friend)	
Professional (e.g. colleague, research collaborator, co-author)	
Others	
None	

.....
Name of Examiner **Signature** **Date**

APPROVAL OF EXAMINATION REPORTS/GRADUATION

CENTRE FOR RESEARCH SERVICES

(to be completed by the PG Faculty Coordinator) Faculty:

School:

Department:

Degree registered for:

Name of Student:

Student Number:

Title of thesis/dissertation:

.....
.....
.....

Name(s) of supervisor (s)

Date when the thesis/dissertation was received from student:

Date when the thesis/dissertation was sent to examiners:

Examiner 1..... Examiner 2.....

Examiner 3.....

Date when comments on the thesis/dissertation were received from examiners:

Examiner 1..... Examiner 2.....

Examiner 3.....

Date when examination feedback sent to student:

Date when table of corrections received from student:

Supervisor(s) signed the table of corrections to verify that the student made the revisions according to examiners' comments. Yes..... No.....

Date signed:

Proof of Publication (s) or Letter of acceptance submitted: Yes..... No.....

Number of publications: Published Accepted

SHDB Resolution no:

.....

Name of Faculty PG Coordinator

Signature

Date

.....

.....

.....

Name of HoD

Signature

Date

CHECKLIST FOR SUBMITTING FINAL BOUND THESIS/DISSERTATION

CENTRE FOR RESEARCH SERVICES

(to be completed by the student) Faculty:

School:

Department:

Degree registered for:

Name of Student:

Student Number:

Title of thesis/dissertation:

.....

.....

Name(s) of supervisor (s)

Abstract Yes No	YES	NO
Right Colour Binding	YES	NO
Correct Graduation Date	YES	NO
Soft Copy Pdf	YES	NO
General Correct Formatting	YES	NO
Declaration Signed	YES	NO
Ethical Clearance Certificate	YES	NO
Research Permission Letter	YES	NO

.....

Name of Student Signature Date

All conditions pertaining to the submission of thesis/dissertation have been met.

.....

.....

.....

Name of Coordinator: PRSS Signature Date

ANNEX 7:

TEMPLATE OF EXAMINER APPOINTMENT LETTER:

CENTRE FOR RESEARCH SERVICES

Date

Examiner Physical Address.....

Telephone.....

E-mail.....

Dear Prof/Dr XXX Examination of Thesis/Dissertation: Mr./Ms. XXX I am pleased to inform you that you have been appointed as an examiner for the above-mentioned student. The manuscript is enclosed herewith. Attached, also find the guidelines for the compilation of the report and the relevant forms to be filled in. Please return the comprehensive report and completed forms in electronic format within 4 weeks (Masters)/ 6 weeks (PhD) from the date of receipt of the manuscript to the Postgraduate Faculty Coordinator (xxxx@unam.na).

Please acknowledge receipt of the manuscript. Should you be unable to complete the examination by the indicated time frame, given your other commitments, kindly inform me accordingly.

Best regards,

.....

Name and Surname

Postgraduate Faculty Coordinator

Faculty of xxxxxxxx

University of Namibia

ANNEX 8

**MARK ALLOCATION OF MASTER'S THESIS
CENTRE FOR RESEARCH SERVICES**

Name of Student:

Student Number:

Thesis Title:

.....

.....

.....

Assessment Criteria	Allocated mark	Maximum mark
Title: (appropriateness, clear and informative)		2
Abstract: (concise, outlines aim of study, methodology, findings and conclusions)		4
Introduction: background/orientation of study (sufficient and relevant)		3
Introduction: problem statement (clear and logical progression from literature to aims of the study)		3
Introduction: objectives/hypothesis/research questions (well formulated and relevant to the problem statement)		3
Literature review: (relevant, recent, critical, comprehensive and logically/theoretical integrated)		10
Research methods: (clear, detailed, informative, appropriate and supported by literature)		10
Results: Data collected (adequate and relevant)		7
Results: Data analysis (appropriate, relevant to aims and objectives/hypotheses/research questions)		10
Results: Data presented (technical aspects, appropriate, concise, informative and clear)		7
Discussions: Critical, comprehensive, logically integrated, linked to literature, acknowledgment and discussion of limitations, significance and implications of the findings		25
Conclusion and recommendations: clear, concise and supported by data, findings must relate/respond to the objectives/hypotheses/research questions. Recommendations must be linked to the findings		5
Contribution to knowledge: originality and relevance to subject area		3
References: Appropriate format, consistency between in-text citation and reference list		5
Language and technicalities: clear and legible language use and format		3
TOTAL		100

.....
Name of Examiner.....
Signature.....
Date

ANNEX 9A:

**SUMMARY OF EXAMINATION RESULTS (MASTER THESIS)
CENTRE FOR RESEARCH SERVICES**

Name of student:

Thesis title:

.....

.....

Faculty:

	EXAMINERS RECOMMENDATIONS	(X)
1.	Thesis PASSES subject to NO corrections Mark allocated: (≥ 50%)	
2.	Thesis PASSES subject to MINOR corrections Mark allocated: (≥ 50%)	
3.	Thesis PASSES subject to MAJOR corrections as indicated in the report Mark allocated: (≥ 50%)	
3.	Thesis MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify): (No mark to be allocated)	
	3.1 Additional literature review	
	3.2 Additional data collection	
	3.3 Additional data analysis	
	3.4 Thesis re-write	
	3.5 Other (specify in Main Report)	
4.	Thesis FAILED (reasons specified in Main Report). Mark allocated: (≤ 50%)	

.....
Name of Examiner

.....
Signature

.....
Date

Interpretation of the grading scale:

% Equivalence	Interpretation
80 and above	Distinction
70 – 79	Very Good
60 – 69	Good
50 – 59	Satisfactory
49 and below	Fail

ANNEX 9B:

SUMMARY OF RE- EXAMINATION RESULTS (MASTER THESIS)

Name of student:

Thesis title:

.....

.....

Faculty:

	EXAMINERS RECOMMENDATIONS	(X)
1.	Thesis PASSES subject to NO corrections Mark allocated: (≥ 50%)	
	Thesis PASSES subject to MINOR corrections Mark allocated: (≥ 50%)	
2.	Thesis PASSES subject to MAJOR corrections as indicated in the report Mark allocated: (≥ 50%)	
3.	Thesis MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify): (No mark to be allocated)	
	3.1 Additional literature review	
	3.2 Additional data collection	
	3.3 Additional data analysis	
	3.4 Thesis re-write	
	3.5 Other (specify in Main Report)	
4.	Thesis FAILED (reasons specified in Main Report). Mark allocated: (≤ 50%)	

.....

.....

.....

Name of Examiner

Signature

Date

Interpretation of the grading scale:

% Equivalence	Interpretation
80 and above	Distinction
70 – 79	Very Good
60 – 69	Good
50 – 59	Satisfactory
49 and below	Fail

SUMMARY OF EXAMINATION RESULTS FOR DOCTORAL DISSERTATION

CENTRE FOR RESEARCH SERVICES

Name of Student:

Student Number:

Title:

.....

.....

Department:

School:

Faculty.....

	EXAMINERS RECOMMENDATIONS	(X)
1.	Dissertation PASSES subject to MINOR corrections	
2.	Dissertation PASSES subject to MAJOR corrections as indicated in the report	
3.	Dissertation MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify):	
	3.1 Additional literature review	
	3.2 Additional data collection	
	3.3 Additional data analysis	
	3.4 Dissertation re-write	
	3.5 Other (specify in Main Report)	
4.	Dissertation FAILED (reasons specified in Main Report).	

.....

.....

.....

Name of Examiner

Signature

Date

VIVA VOCE EXAMINATION RESULTS FORM

(No mark should be allocated – only PASS/FAIL)

CENTRE FOR RESEARCH SERVICES

(to be attached to the detailed report by the Viva Voce Chairperson)

Name of Student:

Degree registered for:

Thesis/Dissertation Title:

.....

.....

Date:

No.	EXAMINERS' RECOMMENDATION	(X)
1.	PASS	
1.1	Student PASSES and no additional adjustments are required.	
1.2	Student PASSES SUBJECT TO minor corrections and revisions	
2.	FAIL	
2.1	Student FAILS, but should be given another chance of defending the thesis/dissertation after rectifying the identified weaknesses	
2.2	Student FAILS OUTRIGHT	

Name*	Designation	Affiliation	Signature
	Chairperson		
	External Examiner		
	External Examiner		
	External/Internal Examiner		
	Main supervisor		
	Co-supervisor		

	Co-supervisor		
	Other		

- The VIVA VOCE Panel Chairperson should prepare a more detailed report according to Regulations under Viva Voce Examinations.
- In case of disagreement, each panellist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 1.3. 2.1 or 2.2) s/he prefers.

TEMPLATE FOR VIVA VOCE CHAIRPERSON REPORT

Name of Student:

Degree registered for:

Thesis/Dissertation Title:

.....

.....

Date of Viva Voce examination :

1. Panel members in attendance
2. Challenges faced with the examination (e.g. logistical arrangements)
3. Summary of the presentation by the student
4. Summary of the discussions during the examination
5. Strong and/or weak points identified during the presentation and discussions
6. Specific recommendations to the student where applicable

We hereby declare that this report is a true reflection of the Viva Voce examination:

Name*	Designation	Affiliation	Signature
	Chairperson		
	External Examiner		
	External Examiner		
	External/Internal Examiner		
	Main supervisor		
	Co-supervisor		
	Co-supervisor		
	Other		

External panelists who are unable to sign off the report must acknowledge approval of the report via e-mail

ANNEX 13A:

A MINI THESIS/THESIS/DISSERTATION COVER PAGE

CENTRE FOR RESEARCH SERVICES

EVALUATION OF SELECTED NAMIBIAN MEDICINAL PLANTS FOR ANTI-HIV PROPERTIES

NAME OF STUDENT

MONTH AND YEAR OF GRADUATION

RESEARCH PROPOSAL/SUMMARY/MINI THESIS/THESIS/DISSERTATION TITLE PAGE

CENTRE FOR RESEARCH SERVICES

EVALUATION OF SELECTED NAMIBIAN MEDICINAL PLANTS FOR ANTI-HIV PROPERTIES

A RESEARCH PROPOSAL/ A MINI THESIS/THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE (SPECIFIC DEGREE NAME IN FULL)/DOCTOR OF PHILOSOPHY IN SCIENCE (BIOLOGICAL SCIENCES)

OF

THE UNIVERSITY OF NAMIBIA

BY

.....

(NAME OF STUDENT)

.....

(STUDENT NUMBER)

.....

MONTH AND YEAR OF GRADUATION

MAIN SUPERVISOR: Name (Affiliation).....

CO-SUPERVISOR(S): Name (Affiliation).....

NB: INDICATE **IN FULFILMENT** WHEN THERE IS **NO COURSEWORK** AND IN **PARTIAL FULFILMENT** WHEN THERE IS **COURSEWORK**

ANNEX 14

BREAK IN STUDIES
(TO BE COMPLETED BY THE STUDENT)
CENTRE FOR RESEARCH SERVICES

TO: CHAIRPERSON,
SCHOOL HIGHER DEGREES BOARD

DATE

NAME OF STUDENT:

STUDENT NUMBER:

DEPARTMENT:

SCHOOL:

FACULTY.....

HIGHER DEGREES PROGRAMME STUDENT IS ENROLLED IN:
.....

STUDENT CONTACT DETAILS TEL AND EMAIL ADDRESS:
.....

MODE OF STUDY: FULL TIME/PART TIME:

ACADEMIC YEAR OF FIRST REGISTRATION.....

REASONS FOR BREAK IN STUDIES.....

BREAK IN STUDIES

ACADEMIC YEAR.....

.....
NAME OF STUDENT	SIGNATURE	DATE

.....
NAME OF SUPERVISOR	SIGNATURE	DATE

.....
NAME OF HOD	SIGNATURE	DATE

.....
FACULTY PG COORDINATOR	SIGNATURE	DATE

.....
FACULTY OFFICER

.....
SIGNATURE

.....
DATE

TEMPLATE FOR RESEARCH PERMISSION LETTER
CENTRE FOR RESEARCH SERVICES

Student Name
Student number
Programme
Approved Research Title

TO WHOM IT MAY CONCERN

I hereby confirm that the above-mentioned student is registered at the University of Namibia for the programme indicated. The proposed study met all the requirements as stipulated in the University Policy and Regulations and has been approved by the relevant committees.

The proposal adheres to ethical principles as per attached Ethical Clearance Certificate. Permission is hereby granted to carry out the research as described in the approved proposal.

Best Regards

.....

Name: xxxxx

Date

Director: Postgraduate Research Support Services

Tel: +264 61 2063275

E-mail:xxxxx@unam.n

Prospectus 2023