

FACULTY OF COMMERCE, MANAGEMENT & LAW  
**School of Business Management,  
Governance & Economics**



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SCHOOL PROSPECTUS 2023

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SCHOOL OF BUSINESS MANAGEMENT, GOVERNANCE

AND

ECONOMICS



**UNAM**  
UNIVERSITY OF NAMIBIA

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NOTE

This School Prospectus is valid for 2023 only. Regulations and curricula may be amended. General regulations and information appear in the UNAM General Information and Regulations Yearbook.

Although the information contained in this School Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions that may occur. The University retains the right to amend any regulation or condition without prior notice.

(a) The information is correct up to 31 October 2023

The fact that particulars of a specific course or field of study have been included in this School Prospectus does not necessarily mean that such course or field of study will be offered in 2023 or any consecutive year.

This School Prospectus must be read in conjunction with the General Information and Regulations Yearbook.

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#### SCHOOL MISSION

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To provide academic, professional and applied research driven education in the disciplines of management, governance and economics, with a focus on narrowing the knowledge and development gaps in the public and private sectors by continuously engaging relevant stakeholders to ensure translational knowledge and research output.

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#### SCHOOL VISION

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To be a custodian in providing targeted training through academic programmes aimed at filling industry specific gaps in the fields of management, governance and economics, while serving as a leading unit in scholarly research as well as community service that contributes to social and economic development locally, regionally and internationally by the year 2030.

*The objectives of the School are to:*

- promote excellence in teaching and research;
- inculcate a critical disposition and an ability for creative problem-solving;
- educate and train high level human resources in support of sustainable development and community service;
- produce responsible citizens with a healthy respect for human dignity.

The School is offering Certificates, Diploma's and Bachelor's degree programmes at undergraduate level and some programmes at post-graduate level.

Some Postgraduate programmes are offered solely by the School and some are in collaboration with other Universities.

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ACADEMIC CALENDER-UNAM CORE DATES 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) GENERAL

Last day for application of retention of continuous assessment (CA) mark.....	14 Jan
Last day for application for exemption(s) Senior Students.....	14 Jan
Last day for Late Registration All Senior Students ( <i>Late fee payable</i> ).....	12 Feb
Last day for application of exemption(s) First year Students.....	04 Mar
Last day for approval of module(s) and qualification changes.....	12 Feb
Last day for recommendation of retention of continuous assessment mark and Promotion Exams by Faculties .....	17 Jan
Last day for approval of retention of continuous assessment mark and Promotion Exam by the Examinations Office .....	24 Jan
Promotion Examination .....	07 Feb
Last day for approval of exemption(s) – All Students.....	11 Mar
Last day for students to submit Theses and Dissertations for examinations... (Spring Graduations 2022)	29 Apr
Last day for Appeals (Semester 1 modules (Regular/Supplementary/Special Exams of June 2019) .....	02 Aug
Last day to submit outstanding documentation .....	31 Aug
Last day to cancel enrolment .....	18 Sep
Last day for students to submit Theses and Dissertations for examinations (Autumn Graduations 2023)	28 Oct

(ii) CANCELLATIONS

Semester 1 modules

Last day to cancel Semester 1 modules .....13 May

Semester 2 modules

Last day to cancel Semester 2 modules ..... 07 Oct

Double modules (A double module normally extends over one academic year)

Last day to cancel Double modules ..... 07 Oct

(iii) FINANCE

Semester 1 modules

Last day to cancel semester 1 and double modules with 100 % credit ..... 18 Mar

Last day to cancel with 50 % credit ..... 30 April

Semester 2 modules

Last day to cancel with 100 % credit ..... 12 Aug

Last day to cancel with 50 % credit ..... 31 Aug

Double modules (a double module normally extends over one academic year)

Last day to cancel with 50 % credit ..... 24 Jun

## A. PERSONNEL

### A.1 OFFICE OF THE EXECUTIVE DEAN

- Executive Dean: Prof JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)  
☐ (+264-61-2063434) (email: [jmnyambe@unam.na](mailto:jmnyambe@unam.na))
- Associate Dean: Prof E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)  
☐ (+264-61-2063757) (email: [ekaakunga@unam.na](mailto:ekaakunga@unam.na))
- Faculty Officer: Ms O Nelago: BETD (WCE); NDip in HR Management; B. of HR Management (Polytechnic of Namibia); LLB (Honours) (UNAM)  
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- Assistant Faculty Officer: Ms G. Van Wyk : B. Public Management (NUST), Business Administration(Hons)(SBS), Master in Management (STADIO)  
☐(+ 264-61-206-3318) (email: [gvanwyk@unam.na](mailto:gvanwyk@unam.na))
- Student Support Officer: Ms A Murere:  
☐(+264 61 206 3729) (email: [amurere@unam.na](mailto:amurere@unam.na))
- Faculty Manager: Mr MA Olivier: HED (Sec) (UNAM) B Ed, PG (UNAM), MBA (Maastricht, Netherlands) Ed. S (Higher Education Specialist) (Jackson State, US); M.Ed (Educational Administration) (Jackson State, US);  
☐ (+ 264-61- 206-3794) (email: [volivier@unam.na](mailto:volivier@unam.na))
- Examination Officer: Ms S Nehoja: B. Lifelong Learning and Com. Dev. (Hons) (UNAM)  
☐(+ 264-61-206-3715) Office Location UNAM Foundation, Ground Floor, D-Block (e-mail: [emuhepa@unam.na](mailto:emuhepa@unam.na))
- Office Administrator: Ms. SE Itoolwa: Cert in Banking and Finance (IOB); Dip in Adult Ed and Com Dev (UNAM); BBA (UNAM); Postgrad Dip in BA (NBS); MBA-Management Strategy (NBS) ☐ (+ 264-61-206-4662) Office Location X - Block, Ground Floor, (e-mail: [sitoolwa@unam.na](mailto:sitoolwa@unam.na))
- Postgraduate Studies Coordinator: Ms. B Tjikotoke B.Tech (NUST); Postgrad Dip in BA (NBS); MBA: MS (NBS)☐ (+264-61-206-3111)  
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General enquiries regarding the Faculty of Commerce, Management and Law and the qualifications offered by the Faculty must be directed to:

Assistant Faculty officer

Ms G. Van Wyk

Private Bag 13301, Windhoek, Namibia

☐(+ 264-61-206-3318) (email: [gvanwyk@unam.na](mailto:gvanwyk@unam.na))

Matters regarding specific modules or programme information must be addressed to the relevant HEAD OF DEPARTMENT

## A.2 ACADEMIC PERSONNEL

### DEPARTMENT OF ECONOMICS

Head of Department: Mr. OM Samahiya

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Professor:	Prof E Ziramba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Pret)
Professor:	Vacant
Associate Professor:	Prof. E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)
Associate Professor:	Prof. JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)
Senior Lecturer	Vacant
Senior Lecturer:	Dr A Mukong: BSc Econ (Buea), MA Econ (Makerere), PhD Econ (UCT)
Senior Lecturer:	Dr C. Dzingirai: B.Com Econ and M.Com Econ (Midlands State University), MSc. Banking & Financial Services (NUST, Zim), PhD Econ. (Wits)
Senior Lecturer:	Dr E.N Tingum: BSc. Econ., Postgraduate Diploma ("Maitrise"), MSc. Econ., (University of Dschang, Cameroon), PhD Econ., (University of Dar es Salam, Tanzania)
Lecturer:	Dr RT Chifamba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Göteborg),
Lecturer:	Dr J de Beer: B Com Cum Laude, M.Com Econ Cum Laude, and PhD (UFS)
Lecturer:	Ms J Mumangeni: B. Econ (UNAM), MA Econ (UB)
Lecturer:	Mr OM Samahiya: B. Econ and MSc Econ (UNAM) – <i>Staff Development Fellow</i>
Lecturer:	Dr. SA Kalumbu: B Econ Hons, MSc Econ and PhD Econ (UNAM)
Lecturer:	Mr Valdemar Undji: B. Econ Hons and MSc Econ (UNAM) On secondment from the Bank of Namibia
Lecturer:	Dr P. Mushendami: B Econ and MSc Econ (UNAM), MSc Fin Econ (London), PhD (Durham)
Lecturer:	Dr B. Zaaruka: B Econ (UNAM), MSc Econ (Addis Ababa), PhD (Wits)

### DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

Head of Department: Dr. B F Maseke

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Associate Professor:	Vacant
Senior Lecturer:	Dr B F Maseke: B.Ed -Accounting and Management Science (UNAM) Advance Dip in Management (Southern Business School) Certificate in HR practices (UNISA) SA, MBA (MANCOSA) SA and PhD (NBS UNAM)
Senior Lecturer:	Dr E. Amadhila: BBA Hons and M A (UNAM), PhD-Dev. Finance (Stell).
Senior Lecturer:	Ms FT Kandjeo: B-Tech Marketing Mgt (Polytechnic of Namibia); MIB (Polytechnic of Namibia); MDP (Stell),
Lecturer:	Dr M Tjueza: Dip Dev Admin (South Devon College, UK), B-Tech-HND Public Admin (Brighton, UK), PGDip. HR Development (Curtin), MBA (Edithowan), PhD (Zim)
Lecturer:	Ms J //Haubas: HPEC, UNAM, Snr Dip in Education CACC-Zimbabwe, MSc. Strategic HRM (Glamorgan)
Lecturer:	Mr NP Uzera: B. Econ and PDip in Bus Admin (UNAM), MPhil in Mathematical Finance (UCT)
Lecturer:	Ms A Mutorwa: B Econ (UNAM), Masters in Banking and Finance (Wales)
Lecturer:	Ms V. Unengu: BBA, PGDip in Bus Admin and MBA (UNAM)
Lecturer:	Dr. BN Namweya: ND in Commerce (Technikon Namibia), B. Econ (UNAM), MBA in General and Strategic Mgt (MSM), Ph D Public Admin. (UNAM) – <i>Staff Development Fellow</i>
Lecturer:	Ms P Mushendami: MA (Financial Mgt, North Umbria)

DEPARTMENT OF PUBLIC MANAGEMENT AND POLITICAL STUDIES

Head of Department: Ms E Thomas

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Email: [ethomas@unam.na](mailto:ethomas@unam.na)

Associate Professor: Prof L Blaauw: B.A. (UNAM), B.A. Hons , M A and PhD (Rhodes )  
Associate Professor: Prof C A Keyter: B.Admin, B.Admin (Hons), M Admin and PhD Public and Dev Mgt (Stell)  
Professor: Prof I Liebenberg: B.A Political Science (Stell), B.A (Hons) (Stell), M.A Political Science (Stell), M.A Dev. Studies (UWC), PhD (UNISA)  
Senior Lecturer: Dr SB Lwendo: B-Admin. and M Admin (UNAM), (PhD (North-West)  
Senior Lecturer: Mr R Marenga: BA and MPA (UNAM)  
Senior Lecturer: Dr J Amupanda: B. A. (UNAM); B. A. Political Science (Hons) (Stell); B.A Hons History (UNISA); M. A. Political Sci (Stell) Ph.D Political Science (UNAM)  
Lecturer: Mr P Kaapama: N Dip. Pub Admin (Polytechnic of Namibia), MSc. Dev Admin (Bristol)  
Lecturer: Mr M Sikanda: B. Admin. (UNAM); MPA (UB)- *Staff Development Fellow*  
Lecturer: Ms EK Thomas: BA, MA (Public Policy and Admin) (ISS, The Hague and UNAM), HEDip (UNAM)  
Lecturer: Mr KH Namakando: MA -Public Policy and Admin (ISS, The Hague and UNAM)  
Lecturer: Mr R Tyitende, B Admin (Hons) and MPA (UNAM) *Staff Development Fellow*  
Lecturer: Ms. C Herselman: B.A. Hons International Studies and M.A. International Relations (Stell)  
Lecturer: Ms RM Nawases: B.A Hons -Media and Industrial Psychology- (UNAM); Master of law - International Relations (CNUU, China)

SOUTHERN CAMPUS

FACULTY OF COMMERCE, MANAGEMENT AND LAW

LOCATION: KEETMANSHOOP, Gordon street, Kronlein

Head of Department: Dr. B. F. Maseke

☐ (+264-61) 2063127 ☐ (+264-61)2063914 Email: [bmaseke@unam.na](mailto:bmaseke@unam.na)

Assistant Faculty Officer: Mr Kandjou, Abel Nandjaveru:☐ (+264-63) 220 2038 ☐ (+264-63) 63 222211 ☐ akandjou@unam.na

PROGRAMMES OFFERED AT CAMPUS

Bachelor of Business Administration (Honours) (62CBBA/62CBAX) 3 YEARS FM / PT

Diploma in Business Administration (62CDBA/62DBAX) 3 YEARS FM / PT

ACADEMIC STAFF

Senior Lecturer: Mr E Odero: B. Acc., Postgraduate certificate in Labour Law and MSc. Acc & Finance (UNAM)

Lecturer: Mr J Ngozu: Mr J Ngozu: BBA Hons, (East London), LLM International Commercial Law (Sterling)

Lecturer: Ms Tulonga M Shaalukeni: B. Acc Hons and M Sc in Acc & Finance (UNAM)

Lecturer: Mr SW Denk: B Tech Hons Marketing (Polytechnic of Namibia), MIB (NUST),

Lecturer: Ms MK Nangolo: B Econ Hons and MBA (UNAM)

RUNDU CAMPUS

FACULTY OF COMMERCE, MANAGEMENT AND LAW

Head of Department: Dr. BF Maseke

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[Coordinator Ms. P W Msiska ☐ \(+264-66\)255564\\_pmsiska@unam.na](mailto:Coordinator%20Ms.%20P%20W%20Msiska%20(+264-66)255564_pmsiska@unam.na)

Assistant Faculty Officer: Ms Nikosia R Kamwi:☐ (+264-66) 2686074/2686002 ☐ (+264-66)255564 ☐ [nrkamwi@unam.na](mailto:nrkamwi@unam.na)

PROGRAMMES OFFERED AT CAMPUS

Bachelor of Business Administration (Honours) (62CBBA/62CBAX)	3 YEARS	FM / PT
Diploma in Business Administration (62CDBA/62DBAX)	3 YEARS	FM / PT

ACADEMIC STAFF

Lecturer: Dr G Kavei: Dip-Manager Development (Damelin), PGDip-HRMgt, MSc-HR Dev and PhD- Dev Policy and Mgt (Manchester).Lecturer: Ms PW Msiska: B Econ (UNAM), MIB (London Metropolitan);

Lecturer: Mr E Augustinus: MSc in Acc, (De La Salle y, Manila,Phil).

Lecturer: Mr B Kerima: M.Com Acc& bus statistics (Udaipur, India, CPA) (Associate), Kenya.

Lecturer: Mr L Chibahwile: BBA (UNAM), MBA – Finance (Bangalore, India)

Lecturer: Ms K. T. Mbambo: MBA (HRM – Marketing), (Punjab Tech University)

Lecturer: Ms S Mundjenge: B. Accounting (UNAM), MSc International Economics (East Ukrainian National University)

Lecturer: Dr. C Shafuda: Doctor of Philosophy in Economics (North-Eastern Hill University, India)

B. QUALIFICATIONS OFFERED BY THE SCHOOL

The School may award the following certificates, diploma and degrees:

B.1 Undergraduate Programmes

<u>QUALIFICATION</u>	<u>QUALIFICATION-CODING</u>	<u>MINIMUM DURATION</u>
Diploma in Entrepreneurship and New Venture [not offered in 2023]	(12DNVM) Revised	2 YEARS PM
Diploma in Business Administration	(62CDBA) Revised	3 YEARS PM
Bachelor of Economics (Honours)	(62BECO) Revised	3 YEARS FM
Bachelor of Business Administration (Honours)	(62CBBA) Revised	3 YEARS FM/DISTANCE
Bachelor of Public Management (Honours)	(62BPAM) Revised	3 YEARS FM
Bachelor of Arts in Political Science (Honours)	(62BPOL) Revised	3 YEARS FM

B.2 Postgraduate Programmes

<u>Qualification Code</u>	<u>Qualification Name</u>	<u>Study Period</u>
12MPST	Master of Arts in Political Studies (taught programme)	2 YEARS
12MPSR	Master of Arts in Political Studies (by Thesis only)	2 YEARS
12MPAN	Master of Public Administration (taught programme)	2 YEARS
12MPAR	Master of Public Administration (by Thesis only)	2 YEARS
12MSEC	Master of Science in Economics	2 YEARS
12DPST	Doctor of Philosophy in Political Studies	3 YEARS
12DPAN	Doctor of Philosophy in Public Administration	3 YEARS
12DMAN	Doctor of Philosophy in Management Science	3 YEARS

A. HIGHER DEGREE PROGRAMMES

UNAM shall offer programmes leading to the following higher degree qualifications:

A.1 **Master's** Degree Programmes

There shall be three categories of Masters as follows:

- A.1.1 Category 1: Research Masters degrees (Master of Philosophy (MPhil) in a specialised area: The MPhil, or 'Master of Philosophy', is a higher degree research Masters. Instead of completing taught units and assessments, an MPhil consists entirely of an independent research project. Unlike Master's by coursework which has taught modules, the MPhil is a pure research degree and is based entirely on the completion of an independent thesis. An MPhil does not involve any teaching – the entire qualification is made up of an independent research project. However, support modules may be added although they may not contribute towards the credits required to obtain the qualification. All 240 credits must be allocated to a thesis, including an oral examination (viva voce). Alternatively, at least 200 credits must be covered by thesis in addition to 40 credits in research methodology. As an advanced research qualification, an MPhil will usually have extra admissions requirements, i.e. it will also require a candidate to have strong research background, and to put forward a concept note for admission purposes that shall be developed into a full research proposal. This will define the candidate's intended project and / or state how he/she intends to tackle it. Both MSc / MA and MPhil programmes are excellent preparation for a PhD; however, an MPhil is much closer to a PhD than a typical MSc or MA degree.
- A.1.2 Category 2: Masters by Coursework (i.e. MSc, MA): Masters by Coursework usually aim to prepare students for the next stage in their careers, whether that is further academic or professional study, or entering or progressing within employment of different kinds. An MSc or MA is primarily a taught Master's degree, with lecturer-led lessons, seminars and laboratory work. It has substantially taught elements with a research element leading to a mini thesis. At least 50% (120) of the credits must be allocated to a thesis.
- A.1.3 Category 3: Professional or practice-based Masters degrees (i.e. MBA, LLM): Professional or practice-based Masters degrees usually aim to enable graduates to qualify for entry into a profession, or to provide development opportunities related to particular professions or employment settings. It has substantial taught elements with a research element leading to a mini thesis. At least 25% (60) of the credits must be allocated to a thesis or project.

Students admitted to Master's degree programmes enrol on either a full time or part time basis. Master's degree programmes have a minimum of two years' duration for full-time students and three years for part-time students; and a maximum of four years for full time students and a maximum of five years for part-time students, unless otherwise stipulated by programme specific regulations.



## A.2 Doctoral Programmes

There shall be two categories of doctorates as follows:

- A.2.1 Category 1: Doctor of Philosophy (PhD)
- A.2.1.1 PhD by Dissertation: A PhD by dissertation is based largely on a supervised research project. A PhD candidate is required to make an original contribution to the body of knowledge by conducting an independent research project; leading to a dissertation. The dissertation must be defended through a viva voce examination. All 100% of the credits must be allocated to the dissertation.
- A.2.1.2 Doctorate (PhD) by Publication: A doctorate by publication is normally awarded on the basis of a dissertation containing a series of published work that demonstrates independence, significance and originality, typically in the form of research articles published in internationally indexed, accredited and peer-reviewed outlets as recognised by the respective discipline. Publication requirements are spelt out in section G.2. The dissertation must still read as a cohesive whole and therefore despite the articles being published as stand-alone pieces, they must also relate to each other and focus on the approved research topic. The published works are to be presented as a dissertation where such works form different chapters. The dissertation must be defended through a viva voce examination. All 100% of the credits must be allocated to the dissertation.
- A.2.2 Category 2: Professional or practice-based doctorates (i.e. Doctor of [subject name]; i.e., Doctor of Education (EdD); Doctor of Business Administration (DBA); Doctor of Engineering (EngD): A professional or practice-based doctorate has substantial taught elements with a research element. At least 33% of the credits must be allocated to the dissertation. It provides an opportunity for individuals to situate professional knowledge developed over time in a theoretical academic framework.
- A.2.3 The duration of a doctoral programme is a minimum of three years for full-time studies and four years for part-time studies; and a maximum of five years for full time studies and maximum of six years for part-time studies.
- A.2.4 Doctoral study opportunities at UNAM are offered where the Departments have the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.

*NB: Section A.1 – A.2 to be read in conjunction with the Programme Development Policy.*

## B. APPLICATIONS FOR HIGHER DEGREES

### B.1 Eligibility for Admission to Higher Degree Programmes

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 (when required) as indicated. Competition for places in some

programmes is generally high, and the minimum requirements given may not be sufficient to be admitted. Due to this, applicants may be requested to undergo further screening processes. Admission requirements for each higher degree qualification shall be explained in the relevant Faculty prospectus. Prospective students must satisfy Faculty specific requirements as indicated in the admission requirements of the relevant programme.

## B.2 Application Process

- B.2.1 Applications for higher degree programmes should be made on a University application form, which is available online or on request from the Student Records Section: Office of the Registrar, and can also be downloaded from the UNAM webpage: <http://www.unam.edu.na>.
- B.2.2 Before completing the application form, applicants must familiarise themselves with all aspects pertaining to higher degree studies as set out in this document.
- B.2.3 Applicants must also acquaint themselves with the different modes of the programmes offered (e.g. taught programmes or by thesis/dissertation only, fulltime or part time).
- B.2.4 Applicants must ensure that all relevant documentations are submitted with the application form. The receipt of the application and feedback on the status of the application shall be communicated to the applicant by the University.
- B.2.5 All applicants for Masters by Research and Doctoral programmes must submit a concept note (see ANNEX 20) together with the application form.
- B.2.6 The completed application forms shall be processed and forwarded by the Student Records Section to the relevant Faculty for admission consideration.
- B.2.7 UNAM shall admit students in accordance with the specific admission criteria for the programme as approved by Senate.
- B.2.8 Prospective higher degree applicants with foreign qualifications must submit NQA certificate of evaluation of qualifications at registration.

## B.3 Admission of Students

- B.3.1 Admission of students to higher degree programmes is based on departmental requirements and general University regulations.
- B.3.2 Admission of students to higher degree programmes shall be done at Admission and Examination Board.
- B.3.3 For Masters by Research and Doctoral programmes, the Department reviews the submitted concept note and identifies potential supervisor(s) and recommends the applicant for admission through the Admission and Examination Board, taking into account the applicant's fulfilment of the minimum admission requirements, availability of supervisors and space. As such, Departments shall not recommend students for higher degrees' admission if they do not have the capacity to supervise. The University encourages co-supervision with academic staff members from within the University or other universities as well as industry where specialised knowledge is required, but the main supervisor should be based at UNAM.
- B.3.4 A provisional admission letter indicating further conditions to be met as applicable shall be issued to a prospective student by the University.
- B.3.5 Admission for students enrolling for research based higher degrees shall be done twice a year. That means students shall be able to register at the beginning of an academic year (i.e. January/February) or mid-year (i.e. June/July). This does not apply to those students enrolling for Masters by Coursework.

## B.4 Study Permit Requirements

- B.4.1 According to the *Immigration Control Act of 19 August 1993*, all international students (SADC and Non-SADC) must be in possession of a valid Study Permit and Visa before entering Namibia. As such, all international students shall be required to present valid study permit and visa at registration.
- B.4.2 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/High Commission/Consular in any country or Ministry of Home Affairs and Immigration's website.
- B.4.3 Students with permanent Namibian Residence, Refugees/Asylum Seekers status and Diplomatic representatives are exempted from applying for a Study Permit and Visa, on condition that they provide the relevant and valid documentation to the University of Namibia.
- B.4.4 Study Permits, Work Permits and Tourist Visas are not interchangeable, therefore, candidates in possession of a work permit or tourist visa shall need to apply for a study permit if offered provisional admission to the University of Namibia.

## C. REGISTRATION OF ADMITTED STUDENTS

### C.1 General Registration Regulations

- C.1.1 All students enrolled for higher degrees are expected to adhere to the due dates for registration as approved annually.
- C.1.2 Students who are registered in programmes involving coursework shall be required to enrol for core and elective (optional) modules, as prescribed in the relevant Faculty Prospectus.
- C.1.3 All students enrolled for higher degrees shall be required to register for all compulsory modules as determined from time to time.
- C.1.4 All students enrolled for higher degrees shall be required to register every year for the duration of the specific programme, unless approval has been granted for an academic break in studies.
- C.1.5 Continuing students enrolled for higher degrees are required to submit proof of registration to their supervisor within a week after registration. This is to keep the supervisor informed on the registration status of the student for each academic year. Students will also be informed of this as part of student orientation.
- C.1.6 Students who fail to register for any academic year shall be required to apply for readmission to continue with the same programme, except in the case of an approved academic break-in-study (ANNEX 14).
- C.1.7 In exceptional cases, a student registered with another University may be allowed to transfer to the University of Namibia, subject to written approval of the supervisor(s) and the relevant higher degree studies governing bodies from both institutions, at a stage not further than proposal development. Registration is subject to the availability of suitable supervisor (s) and all relevant processes and regulations of the University of Namibia.
- C.1.8 In exceptional cases, a student registered with the University of Namibia may be allowed to transfer to another University, subject to written approval of the supervisor(s) and the relevant higher degree studies governing bodies from both Universities, at a stage not further than proposal development.
- C.1.9 No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate or in line with Joint Qualifications and Double Degrees' Policy or on approved exchange programme. Likewise, no student registered at the University of Namibia shall be permitted to enrol as a student at another University at the same time without the special permission of Senate or in line with Joint Qualifications and Double Degrees' policy.
- C.1.10 Faculties with approval of Senate, may restrict the number of candidates who may be permitted to register for a particular higher degree, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who shall be permitted to register.
- C.1.11 Students admitted for Masters by research/doctoral programmes may be required to enrol in selected modules, which shall help them to bridge any gaps in their earlier training or expose them to new developments in their study disciplines, as may be advised by the supervisor.

## D. SUPERVISION OF HIGHER DEGREE STUDENTS

### D.1 Appointment of Supervisors

- D.1.1 Every student enrolling for a higher degree programme shall be assigned a main supervisor, and where applicable, one co-supervisor based on the review of the concept note.
- D.1.2 Where more than one co-supervisors are necessary, a motivation shall be provided, especially **where the student's research topic is multidisciplinary in nature**, or where there is a need for additional expert supervision in the same discipline, or where the student's higher degree programme involves sandwich arrangements.
- D.1.3 For Masters by Research/doctoral programmes, supervisors shall be identified prior to admission by the Department for recommendation by Admission and Examination Board to the SHDB for approval, within three (3) weeks after registration (see point B 3.3)
- D.1.4 For Masters by coursework, provisional allocation of supervisor(s) shall be done at the end of the first academic year by the Department through the Admissions and Examination Board and approved at the SHDB in the following academic year, within three (3) weeks after registration. On exceptional bases, a formal submission from the Department may be clearly motivated to the SHDB to approve supervisor (s) earlier.
- D.1.6 Supervisors shall be appointed from suitably qualified UNAM staff or affiliates; and where there is a need to appoint an external supervisor, the main supervisor should be a UNAM staff or affiliated member.
- D.1.7 The main supervisor for Masters 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.
- D.1.8 In exceptional cases, a supervisor with a Master's degree or equivalent and with specialized skills shall be considered to supervise Master's students as a co-supervisor subject to approval by the SHDB.
- D.1.9 Supervision load shall be linked to the job description and performance agreement of an academic staff.
- D.2 Responsibilities of Supervisors
- Main Supervisor
- D.2.1 The main supervisor shall carry the primary responsibility for supervision.
- D.2.2 The main supervisor must have relevant expertise and a thorough understanding of the University's Higher Degrees Policy, Procedures and Regulations, in order to effectively guide the student towards attaining the stipulated standards.
- D.2.3 The main supervisor has the responsibility of ensuring that their students make progress in their studies. Where there are challenges affecting the student's research progress, these shall be communicated to the relevant leadership structures within the Faculty and could be escalated to the Centre for Research Services: Postgraduate Research Support Services Unit through the Head of the Department and Faculty Postgraduate Coordinator.
- D.2.4 The main supervisor should understand that:
- a) The Master's thesis research programme is designed as a training course, whereby it is intended that the student will:
    - i. be exposed, acquire and apply fundamentals of research,
    - ii. acquire certain new techniques, methods and analysis of research,
    - iii. learn how to present the results of research in a scholarly manner, and
    - iv. make significant contributions to knowledge.
  - b) Masters students require close and careful supervision because they usually have minimal research experience, especially during the early stages of their theses (when learning about research methodology, experimental research design and research techniques), and when preparing the initial drafts of their theses.
- D.2.5 The main supervisor of a Doctoral student should recognise that the student, in most cases, will have acquired some research experience when they were Master's degree students. What is expected of the Doctoral student is, thus, qualitatively and quantitatively more than outlined above for Master's degree students. The Doctoral student is expected to:
- a) make a distinct and original contribution to the body of knowledge, of fact and/or theory;
  - b) produce a considerable amount of original work;
  - c) undertake a more critical and extensive review of the relevant literature than in the case for a Master's student, and
  - d) exercise considerable initiative and independence in conducting research.
- D.2.6 After approval of a research proposal, the doctoral student 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 student in the right direction.
- D.2.7 During the initial phase, the main supervisor has the responsibility of assisting their students in the design and formulation of appropriate research projects.
- D.2.8 The main supervisor 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.
- D.2.9 The main supervisor has the responsibility of monitoring the student's research progress throughout the research period:
- a) Both the supervisor and the student must submit compulsory reports on the progress of the student to the Head of Department (HoD) at the end of each semester (ANNEX 3A and 3B) for review and assessment;
  - b) The HoD shall do a quick review, assess and flag progress reports with potential risks or concerns and where possible resolve them at the Department level. If necessary, the reports may be

- presented to the SHDB to discuss the risk reports and take the necessary steps to resolve problems (where necessary). All completed Annexes are then forwarded to the Faculty Postgraduate Coordinator for record keeping;
- c) Where the HoD is the main supervisor, the Associate Dean of School should sign the progress report.
  - d) A summary report of all progress reports received and recommendations from the SHDB on challenges identified and actions taken must be tabled at HDegC meeting for noting.
- D.2.10 The main 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 procedures and regulations.
- D.2.11 The main supervisor and student should have regular meetings to discuss progress and challenges affecting the research project process.
- D.2.12 Although the writing of the thesis/dissertation is the responsibility of the student, it is the supervisor's role to ensure that the standards set by the University are always adhered to. The main supervisor should:
- a) allocate time slots for supervision and be accessible to the student, especially, during the critical stages of research proposal development and thesis/dissertation writing;
  - b) discuss the drafts of the thesis/ dissertation with the student throughout the academic 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;
  - d) at the conclusion of the work, read the entire thesis/dissertation, and advise whether or not it is in a form suitable for submission to examiners;
  - e) not necessarily be responsible for personally editing language usage in the thesis or correcting typographical errors. He/she should, however, point out language and typographical errors.
  - f) Co-publish with the student
- D.2.13 Should the main supervisor be away from the University for more than three consecutive months, the co-supervisor will act as the main. Where a student has no co-supervisor, an acting supervisor must be appointed by SHDB on recommendation of the Department.
- D.2.14 Where the main supervisor retires or resigns from the University, he/she shall cease from supervising any student(s) under his/her charge, unless there is a signed understanding for the continued supervision of the student(s) as per ANNEX 1B.
- D.2.15 If, in the course of the **student's** research, a situation develops whereby:
- i. there is a breakdown in communication between the student and the supervisor;
  - ii. there are personal clashes and conflicts between the two;
  - iii. the student refuses to follow the **supervisor's** advice;
  - iv. or a change of supervisor is required to enhance the progress of the student; the case should be reported in writing to the Head of the relevant Department (or Associate Dean of School in case the HoD is the supervisor) 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), resolve or/and recommend to the SHDB for appropriate action through the Faculty Postgraduate Coordinator.
- D.2.16 The main supervisor remains the main contact person between the student and co-supervisor and takes final responsibility for the communication, feedback and administrative issues related to the student.
- D.2.17 The main or co-supervisor shall be expected to attend the Departmental research proposal presentation seminar when his or her student is presenting.
- D.2.18 The main or co-supervisor shall be expected to be on stand-by when his or her **student's** research proposal is under consideration at the SHDB.

• Co-supervisor (s)

- D.2.19 If a co-supervisor has been appointed, he or she shall be expected to play an active role in the **candidate's** supervision.
- D.2.20 The co-supervisor (s) shall be an expert (s) in an aspect of the field of the proposed thesis or dissertation.
- D.2.21 The co-supervisor shall provide academic support and specialist expertise in co-operation with the main supervisor.
- D.2.22 If a School/Department/Unit regards it advisable, for example, because of insufficient supervisory experience at the level of the particular qualification or require particular expertise, an internal (co-) supervisor may be appointed.
- D.2.23 The main supervisor and co-supervisor shall liaise regularly about the **candidate's work**.
- D.2.24 The main supervisor and co-supervisor shall agree on their respective roles and responsibilities and the mode of communication with the student. This arrangement shall be communicated to the student at the start of the research supervision process.

D.3 Remuneration of Supervisors

- D.3.1 All supervisors (Main and Co-) will be remunerated upon approval of the graduation of the student by the Higher Degrees Committee, according to the tariffs determined by the University (ANNEX 16).
- D.3.2 Supervisors shall be required to attach completed and signed progress reports, ANNEX 1A and ANNEX 6A for each claim of a student supervised.
- D.3.3 Remuneration of supervisors shall be determined from time to time as required.

D.3.4. All claims must be submitted for processing within 6 months after the student is approved for graduation. Claims submitted after specified time frame may not be considered for payment.

D.4 Responsibilities of a student enrolled for higher degree programmes

A higher degree student shall:

- D.4.1 Act as a responsible member of the **institution's** academic community in a professional and mature manner.
- D.4.2 Adhere to the **university's** policies and regulations in terms of health and safety, intellectual property rights, unfair practice and ethical research guidelines.
- D.4.3 Attend coursework, lectures, examination (where applicable), seminars, and research proposal presentations, among others.
- D.4.4 Commit to their courses of study, conducting, communicating and defending their proposed research plans and outcomes.
- D.4.5 Prepare research reports, thesis/dissertation, manuscripts and publications and provide progress reports as required.
- D.4.6 Develop, in consultation with the supervisor (s), an agreed work schedule.
- D.4.7 Attend skills development workshops and seminars as offered by the Centre for Research Services: Postgraduate Research Support Services.
- D.4.8 Communicate research findings to the academic community, either orally and/or in written form as may be required.
- D.4.9 Prepare and submit a thesis/dissertation for examination, together with an anti-plagiarism report.
- D.4.10 Present the research findings before a panel of examiners (through viva voce) to qualify for degree award, as required.
- D.4.11 Submit the final and bound thesis/dissertation after approval for graduation.

E. APPROVAL OF RESEARCH PROPOSALS

- E.1 Approval of research proposals for higher degree students shall be done at the SHDB.
- E.2 The research proposal should be prepared according to the prescribed format (SECTION O).
- E.3 Higher degree students are required to first present their proposals at a research proposal defense organised by the Department, for scientific merit assessment. The HoD may, co-opt members from other Departments based on required area of specialisation.
- E.4 The HoD shall submit recommended research proposals for consideration and approval by the SHDB.
- E.5 Students enrolled for **Master's** by research and PhD students shall within six (6) months of signing the

- understanding with the approved supervisor (ANNEX 1A), submit the research proposal accompanied by all supporting documents (e.g. informed consent form, interview guide or any relevant research instrument) to HoD for approval at the SHDB.
- E.6 Students enrolled for **Master's** by coursework shall within three (3) months of signing the understanding with the approved supervisor (ANNEX 1A), submit the research proposal accompanied by all supporting documents and signed by the student and supervisor (e.g. informed consent form, interview guide or any relevant research instrument) to the HoD for approval at the SHDB.
- E.7 Students whose research proposals are referred back by the SHDB shall be required to present them again after all corrections are attended to. The re-submitted research proposal shall be accompanied by a table of corrections, signed by student and supervisor.
- E.8 Upon approval of the research proposal by the SHDB, the student guided by supervisor shall submit the approved proposal for ethical clearance to the Decentralised Ethics Committee.
- E.9 The Head: Postgraduate Research Support Services shall immediately issue the research permission letter (ANNEX 16), after the student has obtained and presented the ethical clearance certificate.
- F. SUBMISSION OF THESES AND DISSERTATIONS FOR EXAMINATION
- F.1 Notice of Intent to submit Thesis/Dissertation for Examination and Approval of Examiners
- F.1.1 Approval of examiners for higher degree thesis or dissertation shall be done at HDegC level.
- F.1.2 At least three (3) months prior (in the case of **Master's** thesis) or at least four (4) months (in case of PhD dissertation) to the scheduled date for the submission of the thesis/ dissertation, the respective higher degree students shall, through their supervisors and HoD, submit a written notice, declaring their intention to submit their theses/dissertations for examination (ANNEX 4A). This is in order to allow sufficient time to organise the approval of examiners (ANNEX 4B) before the thesis/dissertation is actually ready for examination.
- F.1.3 Students who submit a notice of intent within a shorter period than specified in (F.1.2) above should note that the examination of thesis/dissertation might be delayed.
- F.1.4 For **Masters' by Course Work who do a mini thesis: upon receipt of the notice** of intent from the student (ANNEX 4A), the Head of the Department shall complete and submit ANNEX 4B together with the abridged CV's (ANNEX 5A) of not more than 3 pages for internal and external examiners identified by the Department, to the SHDB for consideration and recommendation to HDegC for approval. Heads of Departments shall guard against any potential conflict of interest (ANNEX 5B) in the identification of examiners.
- F.1.5 For MPhil and PhD thesis/dissertation, upon receipt of the notice of intent from the student (ANNEX 4A), the Faculty Postgraduate Coordinator shall alert the Executive Dean (ED) to facilitate the appointment of an Independent Chair (IC) in consultation with the HoD. The IC shall be a senior academic, at least at the rank of Associate Professor for Doctoral students and Senior lecturer/researcher for **Master's** students. The IC will be responsible for sourcing suitable examiners of thesis/dissertation and possibly chair the viva voce.
- F.1.6 The HoD may recommend 4-6 possible names of examiners to the Independent Chair, who may or may not support/select from the list; and may source from elsewhere.
- F.1.7 Supervisors are not allowed to recommend examiners for their students, but can propose a pool of potential examiners for consideration.
- F.1.8 The IC shall complete, sign and submit ANNEX 4B together with the abridged CV's (ANNEX 5A) of not more than 3 pages for internal and external examiners as per his/her recommendation, to the SHDB through the department submission for consideration and recommendation to HDegC for approval.
- F.1.9 The IC shall be a senior academic, not necessarily a subject area expert, and may be appointed from UNAM or other Universities.
- F.1.10 at least two examiners recommended by the SHDB and approved by the HDegC shall examine **every Master's thesis submitted. 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. In the case where no internal staff members are available/no expertise or the pool of internal examiners is too limited for examination, motivation for external examiners must be provided.
- F.1.11 In the case of doctoral dissertations, at least three examiners shall be appointed, of whom two 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. In the case where no internal staff members are available/no expertise or the pool of internal examiners is too limited for examination, motivation for external examiners must be provided.

- F.1.12 Internal and external examiners shall be approved and appointed on the basis of their expertise, independent from appointment of external moderators already approved for modules in the specific programme.
- F.1.13 External examiners of a particular thesis/dissertation may not be appointed from the same institution.
- F.1.14 The examiner shall 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, all examiners must declare any direct conflict of interest (ANNEX 5B).
- F.1.15 An examiner for Masters/Doctoral students 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.
- F.1.16 Examiners of Thesis/Doctoral dissertation appointed from academic fraternity, including UNAM should be at Senior Lecturer/Senior Researcher level or above.
- F. 1.17 Examiners of Thesis/Doctoral dissertation appointed outside the academic fraternity, should provide evidence of expertise relevant to the research.
- F.1. 18 When the thesis/dissertation is ready to be submitted for examination, students with approval of the main supervisor (ANNEX 4C) shall submit a soft copy in Word version or other editable version to the relevant Faculty Postgraduate Coordinator, who will prepare the letters of appointment for their respective Faculties.
- F.1.19 All theses and dissertations must be submitted together with a similarity report generated, with support from CILT, by a software as specified by the University, with a similarity level of 15% or below for Master and PhDs.
- F.1.20 All theses and dissertations ready for examination must be submitted before or by 31 October of the previous year to be considered for graduation in April/May and before or by 30 April to be considered for September graduation.
- F.1.21 Students submitting the thesis or dissertation for examination after the dates 31 October and/or 30 April are most likely to delay their examination and graduation process.
- F.1.22 For students who submit their theses/dissertations for examination before or by 31 October, the following shall apply:
- (i) If, upon evaluation of Thesis/Dissertation, examiners recommend a pass with no corrections, a student is NOT required to register, provided that all subsequent requirements are fulfilled for the student to graduate.
  - (ii) If, upon evaluation of Thesis/Dissertation, examiners recommend a pass either with MINOR or MAJOR corrections, a student is NOT required to register, provided that all corrections are effected to the satisfaction of supervisor in time to be approved for graduation.
  - (iii) If a student fails to make the corrections by the end of the academic year, such a student will be required to register for the next academic year and pay both registration fees and 25% tuition fees.
  - (iv) A student whose examination reports require a resubmission or arbitration must register and pay full (100%) tuition fees.
  - (vi) All students whose theses/dissertations were submitted for examination on time and are awaiting their examination results shall not be required to register until their examination results are back from the examiners and any of the above conditions prevail.
- F.1.23 A student whose thesis/dissertation was submitted between the 1 November and 31 January, will be required to register and pay 25% of tuition fees.
- F.1.24 A student whose thesis/dissertation was submitted after 31 January, will be required to register and pay 100% tuition fees.



- F.1.25 Registered students who submit their theses/dissertations for examination before or by 30 April shall be considered for September graduation provided all subsequent requirements are fulfilled for the student to graduate.
- F.1.26 Students with NO re-admission status must appeal for re-admission for the subsequent academic year before submitting theses/dissertation for examination.
- F.1.27 It is the duty of Faculty to ensure timeous dispatch of theses/dissertations and timeous receipt thereof. Faculties have to implement appropriate measures to ensure such timeliness. Late receipt of reports cannot serve as penalty to students to pay further registration or tuition fees. Examiners shall complete examination in the following periods:
- a) All Master's thesis = 4 weeks;
  - b) Doctoral dissertation = 6 weeks.

## G. EXAMINATION OF SUBMITTED THESES/DISSERTATIONS

### G.1 Examination of **Master's** Theses and Dissertations

- G.1.1 Each examiner shall be required to examine the thesis or dissertation in detail and submit his/her comprehensive assessment under the following headings:
- i. Appropriateness of the Thesis/Dissertation Title: Comment on the appropriateness of the title as it relates to the content of the thesis or dissertation.
  - ii. Introduction: Comment on the validity of the research problem, the extent to which the questions/objectives/hypotheses address the identified research problem and the justification for the study.
  - iii. Completeness of the Literature Review: Comment on the ability of the student to describe other **researchers' 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 research questions, objectives and hypotheses guided the study, where applicable. The examiners should comment on the **candidate's familiarity** with the literature. Comment on conceptual or theoretical framework used in the study, in terms of relevance and appropriateness to the study, where applicable.
  - iv. Research Methods: Comment on the appropriateness of the research methods (research design and instruments, where relevant) employed in the study. Comment on ethical considerations should be included, if deemed fit.
  - v. Presentation of the Results: Comment on the manner in which the results and findings of the study are presented. Where applicable, 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?
  - vi. Discussions and Conclusions: Has the student sufficiently discussed and indicated how his/her results compare with those of others, as cited in the literature? Are they logically interpreted and supported by data? If there are weaknesses in the thesis/ dissertation, what are the shortcomings? Are conclusions clearly presented?
  - vii. Recommendations: Are the recommendations formulated addressing what was reported in the thesis/dissertation, in terms of relevance and appropriateness? Will the recommendations lead to addition of new knowledge to the current study?
  - viii. Language and Technicalities: Comment on general formatting and structure of the research report. Is the language used clear and concise? Are there major typographical errors? Is a language editing needed? (Where applicable).
  - ix. Originality and Contribution to Knowledge: From the thesis/dissertation, is his/her contribution to new knowledge clearly articulated and demonstrated? In the case of Doctoral dissertations, is there evidence of sufficient originality? If it is a PhD dissertation examination, the academic work must demonstrate a clear sense of originality, novelty and significance contribution to knowledge. In the case of a Master's thesis, examiners comment on the significant contribution to the field of study. Further comment on research writing and scholarly writing skills, in terms of application of research knowledge.
  - x. References: Are all the references cited in the text recorded on the reference list (and vice versa)? Are recent references used? Are the references used appropriate to the study? Is there consistency in the style of referencing used?
  - xi. Summary: The examiner should present a summary indicating whether s/he recommends the thesis

or dissertation for a higher degree award. In the case of Master's thesis, marks should be allocated by following guidelines in ANNEX 8 & ANNEX 9A and ANNEX 9B, and fully complete the summary form for dissertation, ANNEX 10.

- G.1.2 In addition, an examiner of a PhD by Publication shall take into consideration the following aspects:
- i. Papers are published by a discipline-specific reputable, high impact or indexed outlet requiring full peer review of contributions;
  - ii. The publications are linked to create a cohesive argument;
  - iii. The introductory chapter critically places the published work in the context of the appropriate field of study and provides an overview of the thesis topic as a whole clarifying the need for the research;
  - iv. The conclusion chapter summarises the work and the contribution of the research as a whole;
  - v. The number of publications included as part of the thesis submission shall vary by discipline, however, a minimum of three papers are required;
  - vi. Candidates for the degree of PhD by Publication shall be required to meet the same standards for award as candidates for the PhD by Dissertation.
- G.1.3 All examination reports from examiners shall be submitted to the Faculty Postgraduate Coordinator as specified in letter of appointment (ANNEX 7), within a stipulated timeframe from the date of receipt of the documents. If examination feedback is not received within the stipulated examination period, an extension of a maximum 2 weeks may be granted to the examiner after which new examiner(s) may be appointed if no feedback is received.
- G.1.4 The Faculty Postgraduate Coordinator shall immediately (within a day or two) forward the anonymised reports to the relevant Supervisor of examined thesis/dissertation who shall be responsible for distributing the reports to the student. The Faculty Postgraduate Coordinator must ensure that the names and affiliation of examiner (s) as well as the allocated marks are removed from the examination reports before sharing with the supervisors. Supervisors must also ensure that no examiner details and examination marks are shared with students before the results are discussed and approved by the relevant higher degrees committee, and formally released by the University.
- G.1.5 The supervisor shall share the anonymous reports with the student to make the indicated corrections. Where the reports contain conflicting recommendations, the supervisor shall guide the student in addressing them.
- G.1.6 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 to the satisfaction of the supervisor. Student must present the thesis or dissertation for inspection by the Postgraduate Research Support Services Coordinator before submitting final and bound copies for records keeping.
- G.1.7 Upon evaluation of the Masters' thesis, the examiner shall recommend one of the following:
- a) PASSES (>=50%) subject to NO corrections
  - b) PASSES (>=50%) subject to MINOR corrections
  - c) PASSES (>=50%) subject to MAJOR corrections
  - d) RE-SUBMIT FOR RE-EXAMINATION (no mark allocated)
  - e) FAIL (< 50%)
- G.1.8 A thesis re-submitted for re-examination shall be re-examined by the same examiner and awarded a maximum pass mark of 50%. When a thesis is submitted for re-examination, the examiner should indicate whether the student has satisfactorily addressed the identified shortcomings in the first submission.
- G.1.9 Upon evaluation of the PhD dissertation, the examiner shall recommend one of the following:
- a) PASSES subject to NO corrections
  - b) PASSES with MINOR corrections
  - c) PASSES subject to MAJOR corrections
  - d) RE-SUBMIT FOR RE-EXAMINATION
  - e) FAIL
- G.1.10 No marks (only pass or fail) should be allocated for Doctoral dissertation.
- G.1.11 A dissertation re-submitted for re-examination shall be re-examined by the same examiner.
- G.1.12 A thesis/dissertation shall not be examined more than two times.

- G.1.13 Where a Master's thesis is recommended for re-submission, it must be re-submitted within 6 months, unless otherwise motivated, failure to submit the corrected version the student shall be deemed to have failed the thesis.
- G.1.14 Where a Doctoral dissertation is recommended for re-submission, it must be re-submitted within 12 months, unless otherwise motivated; failure to submit the corrected version the student shall be deemed to have failed the dissertation.
- G.1.15 In cases where an examiner is not available to re-examine a resubmitted thesis/dissertation, the Department submits a new CV recommending a new examiner to HDegC for approval through SHDB.
- G.1.16 In cases where the examiners of the thesis/dissertation disagree in their recommendations:
- a) Where one examiner fails and other passes the Master's thesis, an arbiter is recommended through SHDB and approved by the HDegC to examine the thesis.
  - b) Where two examiners pass and one fails the PhD dissertation, the Department proposes an independent external examiner to serve as arbiter on the dissertation to the HDegC for approval through SHDB.
  - c) Where two examiners fail a PhD dissertation and only one passes it, the student is deemed to have failed the dissertation.
- G.1.17 A copy of the first and unmarked version of the thesis or dissertation submitted for examination shall be sent to the arbiter.
- G.1.18 For both thesis and dissertation, the assessment of the arbiter shall be final.
- G.1.19 Where the difference in the pass marks allocated for a thesis by the internal and external examiner, is 20% or more, the Head of Department must set up a departmental committee (excluding the supervisor and internal examiner) to assess the case (that is, using the examiners reports) and recommend a mark for the thesis and provide a motivation on the decision to the SHDB. Where the HoD is the supervisor or the examiner, the Associate Dean shall appoint an independent person to set up a committee and recommend a mark for the thesis and provide a motivation for the decision to the SHDB. Averaging the examiners marks is not allowed, and full motivation is required where this is the outcome.
- G.1.20 After corrections from examiners are affected, and viva voce conducted (where applicable), all examination reports, including any reports that recommended a fail or pass must be submitted by the HoD to the SHDB for recommendation to HDegC for approval.
- G.2 Publication from a Thesis/Dissertation
- G.2.1 Publications are only valid if published during the study period addressing the approved research topic. Publications should not have been used in another research degree and should not have been published prior to the date of enrolment for higher degree studies at UNAM.
- G.2.2 PhD by Dissertation students whose enrolment is based largely on a supervised research project are required to have a minimum of two (2) peer reviewed articles in internationally indexed, accredited journal; accepted for publication or published, with the student as main author and supervisor/s as co-author (s) before graduation.
- G.2.3 A PhD by Publication shall consist of at least three (3) published peer reviewed articles in internationally indexed and accredited journals as stand-alone chapters, with the student as main author and supervisor(s) as co-author (s), before graduation.
- G.2.4 Masters by Research students are required to have at least one (1) peer reviewed article accepted for publication or published in internationally indexed and accredited outlets with the student as main author and supervisor(s) as co-author (s), before graduation.
- G.2.5 Master's' by Coursework students are encouraged to present a paper at a conference before graduation.
- G.2.6 A list of publications and conference presentations by the student, that was part of their study, should be listed in the thesis/dissertation immediately after the abstract.
- G.2.7 Information on the list of internationally indexed and accredited outlets per discipline shall be provided by the UNAM Library research support services.

- G.2.8 All articles published by a student shall be uploaded to the UNAM repository.
- G.3 Viva Voce Examination for Students Registered by Research or Dissertation
- G.3.1 In addition to writing a thesis or dissertation, higher degree students who are registered for Masters by research and all Doctoral students, shall appear for a viva voce examination, to defend the submitted work before a panel of examiners.
- G.3.2 The viva voce shall be chaired by the Independent Chair who recommended examiners of the thesis/dissertation or any other duly appointed Chairperson.
- G.3.3 The Centre for Research Services through Postgraduate Research Support Services Unit is responsible for administering the viva voce examinations for doctoral students while the respective Faculties/Schools/Departments are responsible for administering the viva voce examinations for Masters students.
- G.3.4 The viva voce examination shall take place only after the Department through the Supervisor(s) is satisfied that the thesis or dissertation submitted by the student is considered by the examiners as a PASS; corrections are effected and table of corrections is prepared and signed by supervisor(s) and student.
- G.3.5 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 are permitted to ask questions.
- G.3.6 The viva voce panel shall consist of the Chairperson and examiners of the thesis or dissertation. The Postgraduate Faculty Coordinator shall be in attendance.
- G.3.7 Supervisors of thesis/dissertation are required to attend the viva voce of their students, but do not form part of the panel.
- G.3.8 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/researcher for **Master's** students) and shall not be one of the supervisors or examiners.
- G.3.9 The main supervisor must provide the relevant Faculty PG Coordinator with an electronic copy of the corrected thesis or dissertation, who shall distribute it, **together with copies of the examiners'** reports, table of corrections and viva voce examination regulations to the panel members, at least, one week before the date of the viva voce examination.
- G.3.10 All members of the viva voce panel must, therefore, acquaint themselves with the rules and regulations of the higher degree viva voce examination process.
- G.3.11 The functions of the viva voce panel shall be:
- a) to ascertain that:
    - i. the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the student,
    - ii. the shortcomings identified during the examination process have been addressed,
    - iii. the broader subject area in which the study is based is fully grasped by the student,
    - iv. any weaknesses in the thesis/dissertation can be adequately clarified by the student and
  - b) to make a definite recommendation to HDegC through the SHDB, as to whether the student be deemed to have passed or failed the thesis/dissertation (ANNEX 11).
- G.3.12 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 reaching a final verdict on the viva voce examination.
- G.3.13 At the end of the viva voce, the panel shall sign a viva voce Examination Results Form (ANNEX 11) making a specific recommendation to HDegC through the SHDB on the **student's** performance.
- G.3.14 The Chairperson of the panel shall also submit to the HoD comprehensive report (ANNEX 12) signed off by the viva voce panelists, this should be done within one week of the viva voce examination. The report shall 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.

G.3.15 The duration of the viva voce shall normally not exceed two hours for Masters and three hours for PhD. The presentation for viva voce shall follow a template as given in ANNEX 24.

G.3.16 The recommended outcome of the viva- voce shall be approved as part of the examination results by HDegC.

#### H. APPROVAL OF EXAMINATION REPORTS AND GRADUATION

H.1 Examination reports and award of higher degrees shall be approved by the HDegC, upon discussion and recommendation by the SHDB

H.2 The submission to SHDB as prepared by the Faculty Postgraduate Coordinators shall include the following documents

H.2.1 Updated academic records (reflecting the eligibility of student for graduation).

H.2.2 All signed examination reports and marks/results (including **arbiter's** examination report, where applicable).

H.2.3 Composite mark calculated as the total mark of average from the coursework and average from the thesis divided by two (2)

H.2.4. Table of Corrections, signed by student and supervisor

H.2.5 Completed checklist (ANNEX 6A) confirming, amongst others, that corrections have been effected after receipt of examiners reports and viva voce examinations.

H.2.6 Evidence of a published or accepted articles or/and conference presentation.

H.3 Submissions for approval of graduation to the HDegC shall consist of a summarized table showing:

H.3.1 Name of the student

H.3.2 Student number

H.3.3 Status of registration

H.3.4 Academic programmes

H.3.5 Financial status

H.3.6 Date when thesis/dissertation received from student

H.3.7 Date when thesis/dissertation sent for examination

H.3.8 Dates when examination reports received from examiners

H.3.9 Date when examination feedback sent to student

H.3.10 Date when signed table of corrections received

H.3.11 **Examiner's** marks and composite mark

H.3.12 SHDB resolution number

H.3.13 Proof of publication or conference presentation (ANNEX 23).

H.4 The Faculty Postgraduate Coordinator shall submit the list of approved higher degree students' final mark to School Examination Officers to be entered into the system.

H.5 Upon approval by HDegC, Faculty Postgraduate Coordinator shall further compile a list of higher degree students for graduation, to be submitted to the Registrar's Office through the Executive Dean.

#### I. REMUNERATION OF EXAMINERS

I.1 All examiners shall be remunerated upon receipt of the examination report compiled using the examination guidelines, according to the tariffs determined by the University.

I.2. Remuneration for the examination of resubmitted thesis/dissertation will be 50% of the approved examination tariffs (ANNEX 16, ANNEX 17 and ANNEX 18).

J. SUBMISSION OF FINAL BOUND THESES/DISSERTATIONS

J.1 After all the corrections as recommended by the examiners (including those from the viva voce, where applicable) have been made to the satisfaction of the supervisor(s), and examination marks approved by HDegC, a spiral ring bound copy shall be submitted to Postgraduate Research Support Services Coordinator for inspection.

J.2 Upon satisfaction with ready-to-bind-copy, student shall be required to bind and submit one fully bound copy of the thesis or dissertation to the Postgraduate Research Support Services Coordinator (CRS), with ANNEX 6B, before graduation. A completed and signed checklist (ANNEX 6B) shall be submitted together with lists of approved students for graduation to the Office of the Registrar

J.3 Final electronic version of the thesis or dissertation compiled as a single document in PDF format shall be submitted to Postgraduate Research Support Services Coordinator and subsequently to the Library to be uploaded and registered in the UNAM repository, before graduation.

K. HIGHER DEGREE FEES

K.1 All students registered for higher degrees shall pay the prescribed fees as approved by the University Council on recommendation of appropriate Committees of UNAM (Refer to Student Fees prospectus).

K.2. Requests for tuition fees waiver shall be processed through proper channels, as required per ANNEX 22

L. COLLABORATIVE HIGHER DEGREE PROGRAMMES

L.1 Through collaborative arrangements, higher degree students may undertake part of their studies with other institutions of higher learning that the University is collaborating with, as per Joint Qualifications and Double Degrees Policy.

L.2 Registration of students on collaborative programmes shall be guided by the particular Memorandum of Understanding/Agreement.

L.3 The implementation of collaborative programmes should adhere to terms and conditions stipulated in the Memorandum of Understanding/Agreement.

L.4 Students registered for higher degrees may go on a student exchange programme provided that the programme is aligned to their field of studies and that there is a signed agreement between the institutions as per University exchange programme regulations.

M. BREAK-IN-STUDIES, LEAVE OF ABSENCE AND RE-ADMISSION

• Break in Studies

M.1 Students who are unable to register for a specific year are expected to apply before or by 31 October for a break in studies for the subsequent academic year, to the SHDB through the Postgraduate Faculty Coordinator, for a maximum period of one academic year. Reasonable justifications for a break-in-studies should be provided (see ANNEX 14A Break in Studies Form).

M.2 Students who are unable to register for a specific semester are expected to apply for a break in studies for the subsequent semester year, to the SHDB through the Postgraduate Faculty Coordinator, for a maximum period of one semester. Reasonable justifications for a break-in-studies should be provided (see ANNEX 14A Break in Studies Form).

M.3. The Postgraduate Faculty Coordinator compiles a list of approved students for a break-in-studies and submit to the relevant Faculty Officer, to be captured on the system.

M.4 When a student is on an approved break-in-studies, the year of non-registration shall not count as part of the duration of the study.

M.5 To resume their studies after a break-in-studies, students must complete and submit ANNEX 14B (Resumption of Studies Form) to the Postgraduate Faculty Coordinator, by the 31 October to re-activate their registration for the subsequent academic year.

M.6 When a student is on an approved break-in-studies, no academic services, such as supervision of thesis/dissertation should be provided.

M.7 A student is only permitted to apply for a break-in-studies two times for the duration of the specific registered program.

- Leave of Absence

M.7 Students experiencing challenges during their studies are encouraged to apply for leave of absence. Failure to do so, may evoke a no-readmissions result where maximum study periods are exceeded.

M.8 Leave of absence shall be granted as per guidelines provided by the Office of Registrar.

M.9. Leave of absence shall not be granted for a period equivalent to a full academic year.

M.10 Students who are unable to attend classes/tests or any other academic activities for extended period of time for any reason including maternity, death of a relative, sickness or hospitalisation, must complete leave of absence form (obtainable from the Office of the Registrar), and supply the necessary documentation to the relevant academic HoD.

M.11 The leave of absence form must be commented on and signed by all lecturer (s)/ supervisor (s) concerned.

M.12 Final approval for leave of absence rests with the relevant HoD.

M.13 It shall be the responsibility of the student to make up for missed academic activities.

M.14. Academic services, such as consultation and supervision shall be provided during their leave of absence, when required.

- Re-Admission of Registered Students

M.15 Students who have exceeded their prescribed number of years shall not be allowed to continue with their studies unless they apply and are approved for re-admission (ANNEX 19B).

#### N. TEACHING AT THE HIGHER DEGREES LEVEL

N.1 To teach modules at the masters and doctoral programme levels, a member of staff is required to have a doctoral degree or equivalent in the discipline of the higher degree programme being offered.

N.2 Members of staff without PhD or equivalent qualifications but with specialised expertise or experience may co-teach with members of staff holding doctoral degrees.

#### O. WRITING OF RESEARCH PROPOSALS

##### O.1 Outline of the Proposal

All research proposals must be prepared according to the following layout:

O.1.1 Title of the proposed study (refer to ANNEX 13B 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.

##### O.1.2 Introduction

Students should provide a concise, precise and clear introduction to the study

##### O.1.2.1 Background of the Study

Students should provide a general overview and relevant background of the research problem.

#### O.1.2.2 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.

#### O.1.2.3 Objectives of the Study/Research Questions

Based on the statement of the problem, students should state either objectives/research questions/hypotheses of their studies. They should do this unambiguously.

#### O.1.2.4 Hypotheses of the Study (as applicable)

Where applicable, for example in some branches of the Natural Sciences, students should formulate unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.

#### O.1.2.5 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.

#### O.1.2.6 Limitations of the Study

Students should indicate the logistical, resource and methodological limitations of their studies and indicate the possible impact of such limitations.

#### O.1.2.7 Delimitation of the study

Students should indicate the specific scope of the study, providing the rationale for such delimitation, as applicable.

### O.2 Literature Review

Students should prepare critical, up to date, relevant, comprehensive, 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, the need for further research, unanswered questions, and disagreements in literature. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains to be investigated.

#### O.2.1 Theoretical or Conceptual Framework

Where applicable to the discipline, students should indicate a clear theoretical, philosophical underpinnings or conceptual framework guiding their studies with literature support, according to the **discipline's** requirements. When necessary, a student can select more than one framework, however, the selection must be well motivated with literature support.

### O.3 Research Methods

#### O.3.1 Research Design

Students should provide clear statements on 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 different research designs.

##### a) Population

Students should, where applicable, specify the population to which they would like to confine their research/studies, with empirical sources.

##### b) Study setting

Students should provide the physical, social or experimental context within which the study or research is conducted, as applicable.

#### O.3.2 Sample

Students should clearly explain how they intend to draw samples from the target populations, as applicable. They should specify how they intend to appropriately use sampling techniques to draw research samples, if applicable according to the **discipline's** requirements. Merely describing what these sampling techniques are, is inadequate. Student must also state the sample size and sampling technique (s) with clear rationale on selected techniques.

#### O.3.3 Research Instruments/Data Collection

Research instruments, as applicable and measures that would be used to collect data should be clearly provided under this section. Students should also indicate whether a new or already existing instrument (s) will be used, addressing implications for a pilot study and cross-cultural applicability, if applicable.



#### O.3.4 Procedure

The steps to be followed and manner in which data would be collected should be explained here, as applicable. How research instruments would be used to collect data should be specified in this section, as applicable according to the discipline's requirements.

#### O.3.5 Data Analysis

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

#### O. 4 Reliability and Validity

Students should provide steps taken to ensure the reliability and validity of the research findings, with literature support.

#### O. 5 Research Ethics

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

#### O.6 References

Students should use the referencing format approved by respective Faculties/Departments. Where there is no prescribed referencing format by Faculty/Department, the *American Psychological Association (APA)* becomes the default. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists. Unless critical or a seminal work in the area of research/discipline, primary and secondary sources of information cited shall not be more than 10 years old. Students should use refereed/verifiable sources of information.

#### O.7 Size and Formatting of Research Proposals

O.7.1 Research proposals submitted for consideration at the department shall capture the above information in a clear and concise manner and not exceed the maximum page number stated below:

- a) Masters by coursework (mini thesis) shall not exceed 8 pages
- b) Masters by research shall not exceed 10 pages.
- c) Doctoral Degree shall not exceed 15 pages.

O.7.2 In all cases the research proposal should be Times New Roman, font size 12, double-spaced and on one side of the paper.

O.8 Budget (where applicable): Provide basic figures and support information on financial implications of the study.

#### P. WRITING A THESIS/DISSERTATION MANUSCRIPT

##### P.1 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 (2.0.) and on one side of the paper. Discipline specific font styles and format may apply.

##### P.2 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.

##### P.3 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.

P.4 Title page

The title page must be organised according to (ANNEX 13A and 13B)

P.5 Components of the preliminary pages (Each starting on a separate page)

P.5.1 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 neither contain headings nor paragraphs. The line spacing of the abstract should be 1.5.

P.5.2 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, where applicable. Any publication from the thesis/dissertation must show the University of Namibia as the **student's** affiliation.

P.5.2 Table of Contents

The table of contents shall be generated with a minimum level of three subheadings and up to a maximum of 5 subheadings level, when applicable.

P.5.3 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.

P.5.4 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.

P.5.5 List of Abbreviations and/or Acronyms

Acronyms and non-standard abbreviations should be listed alphabetically in bold; the definitions should not be bolded.

P.5.6 Acknowledgements

The document shall also contain an Acknowledgements section, in which a student expresses appreciation and gratitude to all the people and institutions, which rendered help in the course of the study.

P.5.7 Dedication

If the candidate wishes to dedicate the document to any person or entity, the dedication should be concisely written, and should appear in the preliminaries.

P.5.8 Declarations

The document shall contain the various declarations as outlined in (ANNEX 21). The declaration should be dated and signed by the student.

P.5.9 Body of the Thesis/Dissertation

P.5.9.1 Masters Theses should broadly follow the outline in the proposal. 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 dot per image (dpi) or higher).

P.5.9.1 Presentation of Results:

- a) Data should be presented in a clear, concise and informative manner.
- b) A variety of forms may be used to present data, however the same data must not be presented in more than one form (e.g. tables and figures)

P.5.9.2 Discussions:

- a) Should not merely be a description of the findings (tables and figures) in words, but a critical analysis and synthesis of the results.
- b) Should demonstrate insight and understanding of the findings.

- c) Results and findings must be discussed in context and linked to literature and the stated research purpose.
- d) The discussion must address the objectives/hypotheses and/or questions of the study

P.5.9.3 Conclusions:

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

P.5.9.4 Recommendations

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

P.5.9.5 References

Should follow the Department/Faculty specific referencing style.

P.5.8.6 Appendices

Should be numbered sequentially and can include the following:

- a) Ethical Clearance Certificate
- b) Research Permission Letter
- c) Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.
- d) Data Collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
- e) Any other relevant data such as supplementary information, raw data etc.

P.6 Doctoral Dissertations should follow a stand-alone chapter 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).

P.6.1 Introduction Chapter (Chapter 1)

This chapter must introduce the study and provide a comprehensive overview of the research problem, and broadly follow the guideline as indicated in Section O.1., above.

P.6.2 Literature Review (Chapter 2)

P.6.2.1 This chapter must provide a comprehensive literature review and broadly follow the guidelines as indicated in Section O.2. above.

P.6.2.2 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.

P.6.2.3 The literature should focus on recent developments in the area of study.

P.6.3 Proceed using the Standard Guidelines for thesis/dissertation, as indicated in Section O.3 above for any subsequent chapters.

P.6.4 Concluding Chapter

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

P.6.5 Appendices

Should be numbered sequentially and can include the following:

P.6.5.1 Ethical Clearance Certificate;

P.6.5.2 Research Permission Letter;

P.6.5.3 Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.

P.6.5.4 Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.

P.6.5.5 Any other relevant data such as supplementary information, raw data etc.

P.6.6 Doctorate by Publication: PhD by Publication shall consist of an introduction chapter that critically summarises the published work in the context of the appropriate field of study, and provides an overview of the thesis topic as a whole and clarifying the need for the research; at least three (3) published articles as standalone chapters as well as the conclusion chapter that summarises the work and the contribution of the research as a whole.

P.6.6.1 Guidelines for stand-alone article chapters shall be as per journal specified format and shall comprise of, but not limited to, the Title, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusion, and References.

P.6.6.2 Appendices shall be presented as specified in P.6.5.

P.6.7 Language

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

P.7 Length of Theses/Dissertations

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

P.7.1 **Master's** theses for coursework programmes (Mini Theses):

The recommended length of Mini theses for coursework programmes is as follows:

- a) Mini Theses with less than 100 credits: a minimum of 15,000 words and a maximum of 22,000 words (not exceeding 90 pages).
- b) Mini Theses between 100–140 credits: a minimum of 18,000 words and a maximum of 30,000 words (not exceeding 120 pages).
- c) Mini Theses above 140 credits: a minimum of 30,000 words and a maximum of 37,000 words (not exceeding 150 pages).

P.7.2 **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).

P.7.3 Doctoral Dissertations:

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

P.8 Binding of Theses/Dissertations

P.8.1 Students should ensure that when binding the theses/dissertations, the spine shall contain the name of the student, the degree for which it was submitted, and the year of degree award (graduation year).

P.8.2 The colour of the cover for Master's theses shall be red and that for Doctoral Dissertations shall be black.

P.8.3 Refer to ANNEX 13A and ANNEX 13B for approved text on the Thesis/Dissertation cover.

Q. MATTERS OF DISPUTES AND RESOLUTION

Q.1.1. All matters of disputes shall be submitted through the relevant channels of communications, within a reasonable time.

Q1.2 In the event that a dispute arises between two or more of the parties involved a particular higher degrees study, namely the student and one or more supervisors, and they are unable to resolve the dispute they should approach the Head of Department (HoD) to resolve the matter.

Q.1.3. If the matter is not resolved and after exhausting the departmental processes, any of the aggrieved parties may approach the Associate Dean (AD) responsible for school higher degrees studies to resolve the dispute.

Q.1.4. If the Associate Dean is unable to resolve the dispute, then the next office is the Executive Dean of the Faculty to take steps to resolve the dispute.

Q.1.5. In the event of a dispute related to the outcome of the higher degrees, and that such a dispute is not resolved at the Faculty level, the case shall be referred to the Chairperson of the HDegC for the final consideration and resolution.

ANNEX 1A: SUPERVISION UNDERSTANDING BETWEEN STUDENT AND SUPERVISOR

CENTRE FOR RESEARCH SERVICES

This supervision understanding 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.

..... Student	..... Signature	..... Date	.....Name of
..... Supervisor	..... Signature	..... Date	.....Name of
..... supervisor (where applicable)	..... Signature	..... Date	.....Name of co-
..... Department HoD	..... Signature	..... Date	.....Name of

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
	YES	NO	
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		
	Rejected		
	Extended		
6 Where extension was granted and the proposal re- submitted, the research proposal has been considered by the SHDB the following resolution was taken: RESOLUTION NUMBER: .....	Approved		
	Rejected		
7 The research proposal has been submitted to the School Board for noting	YES	NO	

.....  
 Name of HoD

.....  
 Signature

.....  
 Date

.....  
 Main Supervisor

.....  
 Signature of Main Supervisor

.....Name of  
 Date

.....  
 Supervisor

.....  
 Signature of Co-Supervisor

.....Name of Co-  
 Date

.....  
 Faculty PG Coordinator

.....  
 Signature

.....Name of  
 Date



ANNEX 3A: PROGRESS REPORT

(to be completed by student):  
 CENTRE FOR RESEARCH SERVICES  
**Semester.....20.....**

Student Name: .....

Student Number: ..... Faculty: .....

School: .....

Department: .....

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. 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				
	Email				
	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:

.....

Name of Student

.....

Signature

.....

Date

.....

Name of Department HOD

.....

Signature

.....

Date

.....

Name of Faculty PG Coordinator

.....

Signature

.....

Date

ANNEX 3B: PROGRESS REPORT

(to be completed by each supervisor: main and co-supervisor)CENTRE FOR RESEARCH SERVICES

**Semester.....20.....**

Student Name: .....

Student Number: ..... Faculty: .....

School: .....

Department: .....

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 student's progress according to your plan. 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 student 0 1-3 4-6 >6	0	1-3	4-6	≥6	
c) Please indicate frequency of other forms of communication with your student (never, less frequent, more frequent) Telephone e-mail social media	Telephone				
	e-mail				
	Virtual				
d) Since last/previous report has the student progressed with thesis/dissertation from one stage to another? If No, please elaborate	YES			NO	
e) At what stage of the thesis/dissertation is your student 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 student 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)?	YES			NO	

Please elaborate your responses in (f) here		
---	--	--

Comments:

..... Name of Student	..... Signature	..... Date
--------------------------	--------------------	---------------

..... Name of Department HOD	..... Signature	..... Date
---------------------------------	--------------------	---------------

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

ANNEX 4A:NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION  
(to be completed by student)  
CENTRE FOR RESEARCH SERVICES

Date .....

The Chairperson  
School Higher Degrees Board

NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

I, (Name)\_\_\_\_\_ (Student no: \_\_\_\_\_) hereby notify the School Higher Degrees Board 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)	..... Signature	..... Date
..... Name of HoD	..... Signature	..... Date
..... 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	..... 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:
Current Academic Rank		
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 recent):		
RECORD OF POSTGRADUATE STUDENT SUPERVISION FOR THE LAST 10 YEARS: (top 5 recent)		
Title or Student Role Main/Co Supervisor		
EXAMINATION OF POSTGRADUATE THESIS/DISSERTATION		
Title/Student & M/PhD		
OTHER ACADEMIC RELATED EXPERIENCES/ACHIEVEMENTS		



ANNEX 5B:WILLINGNESS TO SERVE AS EXAMINER AND DECLARATION OF CONFLICT OF INTEREST

(to be completed by examiner)

CENTRE FOR RESEARCH SERVICES

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

ANNEX 6A: 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

ANNEX 6B: 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
Right Colour Binding	Yes	No
Correct Graduation Date	Yes	No
Soft Copy Pdf	Yes	No
Declaration Signed	Yes	No
General Correct Formatting	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 (xxxxx@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

xxxxxxx

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 aims 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, logical and conceptually/theoretically 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		5
References: Appropriate format, consistency between in-text citation and reference list		3
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: .....

Student Number: .....

Thesis Title:  
.....  
.....  
.....

Department: .....

School: .....

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%)	
4	Thesis MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify): (NO MARK TO BE ALLOCATED)	
	4.1 Additional literature review	
	4.2 Additional data collection	
	4.3 Additional data analysis	
	4.4 Thesis re-write	
	4.5 Other (specify in Main Report)	
5.	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)  
 CENTRE FOR RESEARCH SERVICES

Name of Student: .....

Student Number: .....

Thesis Title:  
 .....  
 .....  
 .....

Department: .....

School: .....

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%	
4	Thesis MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify): (NO MARK TO BE ALLOCATED)	
	4.1 Additional literature review	
	4.2 Additional data collection	
	4.3 Additional data analysis	
	4.4 Thesis re-write	
	4.5 Other (specify in Main Report)	
5.	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 10 SUMMARY OF EXAMINATION RESULTS FOR DOCTORAL DISSERTATION  
CENTRE FOR RESEARCH SERVICES

Name of Student: .....

Student Number: .....

Thesis Title:  
.....  
.....  
.....

Department: .....

School: .....

Faculty.....

	EXAMINERS RECOMMENDATIONS	(X)
1	Dissertation PASSES subject to NO corrections	
2	Dissertation PASSES subject to MINOR corrections	
3.	Dissertation PASSES subject to MAJOR corrections as indicated in the report	
4.	Dissertation MUST BE RE-SUBMITTED FOR RE-EXAMINATION after one or more of the following (specify):	
	4.1 Additional literature review	
	4.2 Additional data collection	
	4.3 Additional data analysis	
	4.4 Dissertation re-write	
	4.5 Other (specify in Main Report)	
5.	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: .....

<b>EXAMINERS' RECOMMENDATION</b>			(X)
1. PASS			
1.1 Student PASSES and NO additional adjustments are required.			
1.2 Student PASSES subject to MINOR corrections and revisions.			
1.3. Student PASSES subject to MAJOR 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			
Name and Surname	Designation	Affiliation	Signature
Chairperson			
External Examiner			
External Examiner			
External Examiner			
Internal Examiner			

- 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.

ANNEX 12: TEMPLATE FOR VIVA VOCE CHAIRPERSON REPORT  
CENTRE FOR RESEARCH SERVICES

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 Examiner			
Internal Examiner			

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

ANNEX 13A: 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

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

.....  
(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
--------------------------	--------------------	---------------

ANNEX 15 TEMPLATE OF 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

Head: Postgraduate Research Support Services Tel: xxxxx

E-mail: xxxxx@unam.na

.....

Date

**A. PhD EXAMINATION AND SUPERVISION**

Service Provider	Examination	Supervision
Internal	N\$ 2,500	N\$ 4,000
External	N\$ 5,000	N\$ 10,000

**B. MASTER EXAMINATION AND SUPERVISION**

Service Provider	Examination	Supervision
Internal	N\$ 2,000	N\$ 2,000
External	N\$ 2,500	N\$ 5,000

**C. PhD RE-EXAMINATION**

Service Provider	Re-Examination
Internal	N\$ 1,250
External	N\$ 2,500

**D. MASTER RE-EXAMINATION**

Service Provider	Examination
Internal	N\$ 1,000
External	N\$ 1,250

ANNEX 17: POSTGRADUATE CLAIM FORM FOR EXAMINATION/SUPERVISION:

CENTRE FOR RESEARCH SERVICES

SECTION A		PERSONAL DETAILS	
NAME OF CLAIMANT & TITLE (Prof/Dr/Mr/Mrs/Ms)			
STAFF NUMBER (UNAM STAFF ONLY)			
RESIDENTIAL/PHYSICAL ADDRESS (NB)ERF: STREET NAME: TOWN/CITY:			
SECTION B		DETAILS OF SERVICE PROVIDED	
NAME OF STUDENT			
FACULTY			
TITLE OF THESIS/DISSERTATION			
DEGREE (PhD / Masters)			
SERVICE (Examination/Re-Examination/Supervision)			
AMOUNT CLAIMED		N\$	
SECTION C		FULL BANK DETAILS	
BANK & COUNTRY (NB)			
BRANCH NAME			
BRANCH CODE			
TYPE OF ACCOUNT			
ACCOUNT NUMBER			
FULL NAME AND SURNAME OF ACCOUNT HOLDER			
BANK PHYSICAL ADDRESS			
IBAN NUMBER (INTERNATIONAL BANK ACCOUNT NUMBER)			
SWIFT CODE (required for foreign banking)			
SECTION D		CLAIMANT SIGNATURE AND DATE	
SIGNATURE _____		DATE: _____	
SECTION E		OFFICIAL VERIFICATION	
OFFICE	SIGNATURE	DATE	
Checked by HOD: Department			
Checked by Head: Postgraduate Research Support Services			
Approval by Director: Centre for Research Services			
Finance Department:			

\*ALL CLAIMS MUST BE ACCOMPANIED BY RELEVANT EVIDENCE ON THE SERVICE CLAIMED FOR:

Examiner: Detailed examination report and related support documents

Supervisor: Bi-annual progress reports for the duration of the study or proof of approval for graduation

Note: Claimants outside Namibia and South Africa, must please attach a copy of ID or Passport Please note there is NO payment for chairing or participating in a viva voce examination panel.



ANNEX 18: REQUEST TO LOAD NEW VENDORS

(to be completed by service provider):

CENTRE FOR RESEARCH SERVICES  
Payment for Examiner/Supervisor Fees

Full Name:	
Name of Bank:	
Account Number:	
Account Type:	
Branch Name and Code:	
Swift Code:	
Contact Number	
Email Address	

*I, the undersigned hereby confirm that the above as provided by me is correct. Should any of the details change at any point, I am responsible to provide the new Banking details to that effect.*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of HOD: \_\_\_\_\_

Date: \_\_\_\_\_

Signature (RID Operations): \_\_\_\_\_

Date: \_\_\_\_\_

NB: Please attached the documents:

- ID/Passport copy
- Proof of Bank confirmation letter

ANNEX 19A: APPLICATION FOR RE-ADMISSION AS A HIGHER DEGREES STUDENT  
CENTRE FOR RESEARCH SERVICES

Academic Year Applied for: 

--	--	--	--

First Year of Registration in the current Programme 

--	--	--	--

Name: _____											
Student number:											

Telephone Number	
Email Address	
Study Programme	

- MOTIVATION FOR THE APPLICATION
1. For all reasons stated, submit all relevant documents with sufficient details as evidence, examples: Police statement; Job lay-off notice; Psychologist report; Medical certificates, etc.
  2. Throughout, you must establish a clear connection between the circumstance that was beyond your control and the supporting documentation.
  3. Research Progress Reports Annexes 3A & 3B, must be submitted together with this application.

REASONS THAT CONTRIBUTED TO YOUR UNDERACHIEVEMENT.  
Please select your reason(s) for underachievement and expand on them below:

(i) Academic  (ii) Personal  (iii) Financial  (iv) Social

(v) Health  (vi) Any other

Write your motivation here (continue on separate page if necessary):
--

2. HOW WILL YOU BE ABLE TO SUCCEED IF RE-ADMITTED?

Write your strategies for academic improvement here (continue on separate page if necessary):
---

.....  
Name of Student Signature Date  
Remarks by Supervisor (main):  
.....  
.....  
.....

.....  
Name of HOD: Department Signature Date  
Recommended/Not Recommended  
.....  
Name of FPGC Signature Date  
.....  
Name of Chairperson, SHDB Signature Date

Approved/Not Approved SHDB Resolution Number .....

ANNEX 19: BNOTIFICATION FOR RESUMPTION OF HIGHER DEGREE STUDIES  
(to be completed by student)

CENTRE FOR RESEARCH SERVICES

ATTENTION: Faculty Officer

Break in Studies Academic Year:

--	--	--	--

Studies Resumption Academic Year

--	--	--	--

This note serves to inform my Department/School/Faculty of my readiness to resume my academic studies.

Name:											
Student number:											

Telephone Number	
Email Address	
Study Programme	
Department	
School	
Faculty	

..... Name of Student	..... Signature	..... Date
..... Name of Supervisor	..... Signature	..... Date
..... Name of HoD	..... Signature	..... Date
..... Faculty PG Coordinator	..... Signature	..... Date
..... Faculty Officer	..... Signature	..... Date

ANNEX 20: TEMPLATE OF A CONCEPT NOTE

CENTRE FOR RESEARCH SERVICES

(guide to all HD students, studying by Research only or doing doctoral studies)

1. Tentative Title
2. Brief Introduction of Study
3. Purpose of Study
4. Brief Preliminary Literature Review
5. Rationale/Significance of Study
6. Brief Methodology
7. Preliminary References

*The concept note should not be more than 2 pages (Masters) and not more than 3 pages (PhD)*

Format of declarations to be included in every thesis/dissertation:

DECLARATIONS

I, [student's name], hereby declare that this study is my own work and is a true reflection of my research, and that this work, or any part thereof has not been submitted for a degree at any other institution.

No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.

I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit.

.....  
Name of Student

.....  
Signature

.....  
Date

ANNEX 22: HIGHER DEGREES FEES WAIVER APPLICATION FORM  
CENTRE FOR RESEARCH SERVICES

Name of Student: .....  
 Student Number: .....  
 Faculty: .....  
 School: .....  
 Department: .....  
 Student Programme: .....  
 Academic year last registered for: .....

Reason (s) for Fees Waiver

..... Name of Student	..... Signature	..... Date
..... Name of Supervisor	..... Signature	..... Date
..... Department HOD	..... Signature	..... Date

Actions/measures taken to prevent reoccurrence of delays:

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Associate Dean	Recommended/Not Recommended	..... Signature	..... Date
Executive Dean	Supported/Not Supported	..... Signature	..... Date
CRS: Director	Approved/Not Approved	..... Signature	..... Date

1. Research Title/Topic
2. Overall Background of Study
3. Main Objectives/Questions/Hypotheses of the Study
4. Theoretical/Conceptual Framework, when applicable
5. Data Sources and Methods of Analysis
6. Discussion of Results/Findings
7. Contribution to knowledge (subject area)
8. Conclusions/Recommendations

## D.1. BACHELOR OF ECONOMICS

(62BECO)

## D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with technical and intellectual competence in the development and application of economic theories and models to address problems of how to use, regulate and distribute resources including land, labour, raw materials and capital to produce goods and services in the economy. The qualification will develop the capacity for quantitative and qualitative analysis, and critical thinking in line with current technological, social and cultural developments in Namibia. Different modules within the Bachelor of Economics degree programme focus on the development of skills covering the different technical and intellectual competencies relevant for addressing different economic aspects of the economy. Examples of social concerns that the skills address include unemployment, inflation, economic growth and business cycles. Economic skills can be used to solve problems in specific areas, such as transportation, labour, health, finance, marketing, corporate planning, energy, or agriculture. Technical and analytical skills of economists are relevant for decision making in government agencies, business firms, banks, insurance companies, labour unions, and others. They are therefore relevant society and industry needs, and achievement of national development goals such as Vision 2030, as well as international imperatives such as Sustainable Development Goals (SDGs), 4th/5th IR. As it covers economic aspects the qualification based in the Economics Department, fits into the School of Business Management, Governance and Economics within the Faculty of Commerce, Management and Law. The purpose of the qualification fits into the University of Namibia (UNAM) mission that is to provide quality higher education through teaching, research and advisory services to our customers with the view to produce productive and competitive human resources capable of driving public and private institutions towards a knowledge-based economy, economic growth and improved quality of life.

## 26. Admission requirements

## Normal Enrolment

(1) A pass in five different subjects as follows:

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

OR

(2) A pass in five different subjects as follows:

- a. 3 subjects on NSSCAS level with an average d or higher

- b. 2 subjects on NSSCO level with a D or higher
- c. English must be at minimum C at NSSCO level
- d. Mathematics must be at minimum C at NSSCO level

OR

(3) For school leavers prior to 2021

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

(4) Mature Age Entry Scheme

In addition to the above, admission may also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

**Applicants aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:**

- (a) They should be at least 25 years old on the first day of the academic year in which admission is sought;
- (b) Applicants should have successfully completed at least junior secondary education for admission into undergraduate certificate/diploma programmes, and senior secondary education for admission into undergraduate degree programmes.
- (c) They should normally have proof of at least five years relevant work experience relating to the proposed study programme.

The Mature Age Entry Examination will consist of three / four papers:

- (a) Paper 1: An English Proficiency Paper;
- (b) Paper 2: A General Knowledge Paper;
- (c) Paper 3: A Numerical Ability Paper;
- (d) Paper 4: A Faculty Specific Paper (where applicable).

Subject to Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate programme shall score an average of at least 50% with no paper less than 40%.

Extended Enrolment

A pass in five different subjects as follows:

- a. 1 subject on NSSCAS level with a d or higher
- b. 2 subjects on NSSCO level with a C or higher
- c. 2 subjects on NSSCO level with a D or higher
- d. English must be at minimum D at NSSCO level
- e. Mathematics must be at minimum D at NSSCO level

27. Additional Selection Criteria

The selection of candidates will be done based on the highest points on the UNAM Evaluation scale guided by matters of equity as outlined in the National Policy document

28. Articulation Options

This qualification may serve as an entry point to relevant honours degrees in economics or any related postgraduate diplomas.

29. Assessment Criteria

A minimum CA Mark of 40% is required to gain entrance into the relevant module examination, unless otherwise stated in the individual module descriptor.

In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.

The final mark for each module will be calculated using a ratio of CA mark to Exam mark of 50% unless otherwise stated in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

30. Minimum requirements for re-admission into the School / Programme

Normal Enrolment

To be re-admitted to the School of Business Management, Governance and Economics, 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



124 credits (of which 100 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  
 371 credits by the end of the fifth year of registration  
 The programme must be completed after a maximum of 5 years of registration

#### Extended Enrolment

The following re-admission regulations will apply to students enrolled for the extended programme:  
 To be re-admitted to the School of Business Management, Governance and Economics, a student must have successfully completed the following minimum number of credits as indicated below:

30 credits (of which 12 must be non-core) by the end of the first year of registration  
 100 credits (of which 80 must be non-core) by the end of the second year of registration  
 180 credits by the end of the third year of registration (all year 1 credits + 50% of year 2 credits)  
 260 credits by the end of the fourth year of registration (all year 1 + year 2 + 10% of year 3 credits)  
 304 credits by the end of the fifth year of registration (all year 1 + all year 2 + 10% of year 3 credits + 40% of 90% of year 3 credits)  
 371 credits by the end of the sixth year of registration.

#### 32. Advancement and progression rules

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

##### Normal Enrolment

Year 1 to Year 2: At least 96 credits (of which 77 must be non-core) (50% of the credits of year 1)

Year 2 to Year 3: At least 217 credits (All first year credits plus 75% of the second year credits)

Year 3: All credits

##### Extended Enrolment

Year 1 to Year 2: At least 62 credits (of which 77 must be non-core) (75% of the credits of year 1 of which 80% must be non-core)

Year 2 to Year 3: At least 124 credits (remaining 50% of year 1 + 50% of year 2 of which 50% must be non-core)

Year 3 to Year 4: At least 149 credits (60% of the remaining programme credits)

Year 4 to Year 5: All credits

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

#### 33. Requirements for Qualification Award

This qualification will be awarded to candidates credited with a minimum of 371 credits and who have met all other UNAM requirements.

#### 34. Career Opportunities

Economist, Economic Research Assistant, Economic Statistician, Trade Analyst, Economic Development Planner, etc.

#### 35. Implementation strategy

The new programme, Bachelor of Economics will be implemented in 2023 in a phased approach: Year 1 in 2023, Year 2 in 2024, and Year 3 in 2025.

Students in the old programme will continue from 2022 to 2025. If by 2027 there are still students who will not have completed the programme, those students will be integrated into the new programme and credits will be awarded using the equivalent module table below

#### Equivalent Modules

The following table depicts the norms on equivalence which will apply to the New Programme:

Old Code	Old Module	Old Level	Old Credit	New code	New module	New level	New Credit
CBCM3571	Business Mathematics	5	16	G3511EC	Business Mathematics	5	12

CEMI3571	Basic Microeconomics	5	16	G3511EA	Basic Microeconomics	5	12
CMPP3572	Principles of Management	5	16	G3562PM	Principles of Management	5	12
CEEM3572	Basic Mathematical Economics	5	16	G3512EC	Basic Mathematical Economics	5	12
CEMA3572	Basic Macroeconomics	5	16	G3512EB	Basic Macroeconomics	5	12
CEEM3671	Intermediate Mathematical Economics I	6	16	G3611EC	Intermediate Mathematical Economics I	6	14
CEMI3671	Intermediate Microeconomics I	6	16	G3611EA	Intermediate Microeconomics I	6	14
CEMA3671	Intermediate Macroeconomics I	6	16	G3611EB	Intermediate Macroeconomics I	6	14
CEEM3672	Intermediate Mathematical Economics II	6	16	G3612EC	Intermediate Mathematical Economics II	6	14
CEST 3671	Economic Statistics I	6	16		No equivalent		
CEMI3672	Intermediate Microeconomics II	6	16	G3612EA	Intermediate Microeconomics II	6	14
CEMA3672	Intermediate Macroeconomics II	6	16	G3612EB	Intermediate Macroeconomics II	6	14
CEST 3672	Economic Statistics II	6	16		No equivalent		
CETM3671	Econometrics I	6	16	G3711EE	Econometrics I	7	18
CETM3772	Econometrics II	7	16	G3712EE	Econometrics II	7	18
CERR3771	Research Methods and Economic Reporting	7	16	G3712ER	Research Methodology	7	16
CEFE3772	Financial Economics	7	16	G3712EF	Financial Economics	7	16
CENE3771	Namibian Economy	7	16		No equivalent		
CEIT3771	International Trade	7	16		No equivalent		
CEIF3772	International Finance	7	16		No equivalent		
CEDA3771	Dynamic Quantitative Analysis	7	16		No equivalent		

Curriculum Framework: Summary Table for all Modules in the Normal Programme

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	-------------------------------	--------------------------------	-----------------------------

Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C

U3420PJ	Project Management	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

C2651FA	Financial Accounting and Reporting 1A	5	12	4h/w	None	C
G3511EC	Business Mathematics	5	12	4h/w	None	C
G3511EA	Basic Microeconomics	5	12	4h/w	None	C
G3511ES	Economic Statistics I	5	14	4h/w+2p	None	C

Total credits Semester 1 50

YEAR 1: SEMESTER 2

C2652FA	Financial Accounting and Reporting 1B	5	12	4h/w	C3511FF	C
G3512EC	Basic Mathematical Economics	5	12	4h/w	(G3511EC)	C
G3512EB	Basic Microeconomics	5	12	4h/w	None	C
G3512ES	Economic Statistics II	5	14	4h/w+2p	(G3511ES)	C

Total credits Semester 2 50

Total credits YEAR 124

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	------------------------------	--------------------------------	-----------------------------

Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
U3420RT	Entrepreneurship	6	2	2h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3520TH	Critical thinking	6	2	2h/w	None	C
G3620EN	Numerical Methods and Computational Economics	6	5	2h/w	None	C
G3620EH	History of Economic Thought	6	5	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

G3611EC	Intermediate Mathematical Economics I	6	14	4h/w	G3512EC	C
G3611EA	Intermediate Microeconomics I	6	14	4h/w	G3512EA	C
G3611EB	Intermediate Macroeconomics I	6	14	4h/w	G3511EB	C
G3611EN	Namibian Economy	6	7	2h/w	None	C
Total credits Semester 1 49						
YEAR 2: SEMESTER 2						
G3612EC	Intermediate Mathematical Economics II	6	14	4h/w	(G3611EC)	C
G3612EA	Intermediate Microeconomics II	6	14	4h/w	(G3611EA)/G3611EB	C
G3612EB	Intermediate Macroeconomics II	6	14	4h/w	(G3611EB)/G3611EA	C
G3622EP	Preparation for Practical Engagement	6	8	2h/w	None	C
Total credits Semester 2 50						
Total credits YEAR 123						

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	------------------------------	--------------------------------	-----------------------------

Year 3: Core Semester 3

W3700IC	Practical Engagement	7	24	4h/w	None	C
			Total Credits Core Semester 3	24		
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3711EE	Econometrics I	7	18	4h/w+2p	G3611ES	C
G3711EI	International Economics	7	16	4h/w	G3612EA, G3612EB	C
G3711EM	Monetary Economics	7	16	4h/w	G3612EA, G3612EB	C
Total credits Semester 1 50						

YEAR 3: SEMESTER 2

G3712EE	Econometrics	7	18	4h/w+2p	(G3711EE)	C
G3712EF	Financial Economics	7	16	4h/w	G3612EA, /G3612EB	C
G3712ER	Research Methodology	7	16	4h/w	G3611ES	C
Total credits Semester 2 50						
Total credits YEAR 124						

36. (b) Curriculum Framework: Summary Table for all Modules in the Extended Programme

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	------------------------------	--------------------------------	-----------------------------

Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
U3420PJ	Project Management	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

C3511FF	Financial Accounting 1A	5	12	4h/w	None	C
G3511EC	Business Mathematics	5	12	4h/w	None	C
G3511EA	Basic Microeconomics	5	12	4h/w	None	C
Total credits Semester 1			36			

YEAR 1: SEMESTER 2

C3512FF	Financial Accounting 1A	5	12	4h/w	C3511FF	C
G3512EC	Basic Mathematical Economics	5	12	4h/w	(G3511EC)	C
G3512EB	Basic Microeconomics	5	12	4h/w	None	C
Total credits Semester 2			36			
Total credits YEAR			96			

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	------------------------------	--------------------------------	-----------------------------

Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
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U3420RT	Entrepreneurship	6	2	2h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3520TH	Critical thinking	6	2	2h/w	None	C
G3620EN	Numerical Methods and Computational Economics	6	5	2h/w	None	C
G3620EH	History of Economic Thought	6	5	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

G3511ES	Economic Statistics I	5	14	4h/w+2p	None	C
G3611EC	Intermediate Mathematical Economics I	6	14	4h/w	G3512EC	C
G3611EN	Namibian Economy	6	7	2h/w	None	C

Total credits Semester 1 35

YEAR 2: SEMESTER 2

G3512ES	Economics Statistics II	5	14	4h/w+2p	(G3511ES)	C
G3612EC	Intermediate Mathematical Economics I	6	14	4h/w	(G3611EC)	C
G3622EP	Preparation for Practical Engagement	6	8	2h/w	None	C

Total credits Semester 2 36

Total credits YEAR 95

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
-------------	-------------	-----------	--------	------------------------------	--------------------------------	-----------------------------

Core Semester 3

	None					
	Total Credits Core Semester 2					
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3611EA	Intermediate Microeconomics I	6	14	4h/w	G3512EA	C
G3611EB	Intermediate Macroeconomics I	6	14	4h/w	G3511EB	C
G3711EE	Econometrics I	7	18	4h/w+2p	G3611ES	C
Total credits Semester 1		46				
YEAR 3: SEMESTER 2						
G3612EA	Intermediate Microeconomics II	6	14	4h/w	(G3611EA)	C
G3612EB	Intermediate Macroeconomics II	6	14	4h/w	G3611EB	C
G3712ER	Research Methodology	7	16	4h/w	G3611ES	C
Total credits Semester 2		44				
Total credits YEAR		90				

Year 4 Core Semester

W3700IC	Practical Engagement	7	24	4h/w	None	C
	Total Credits Core Semester 2					
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 4: SEMESTER 1

G3711EI	International Economics	7	16	4h/w	G3612EA, G3612EB	C
G3711EM	Monetary Economics	7	16	4h/w	G3612EA, G3612EB	C
Total credits Semester 1		32				
YEAR 4: SEMESTER 2						
G3712EE	Econometrics II	7	18	4h/w+2p	(G3711EE)	C
G3712EF	Financial Economics	7	16	4h/w	G3612EA, G3612EB	C
Total credits Semester 2		34				
Total credits YEAR 4		90				

C.1.14 Syllabi

YEAR 1 : SEMESTER 1

Financial Accounting and Reporting 1A

C2651FA

NOF Level: 6

Credits: 16

Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

Pre-requisites: None

Module Description:

Mathematical Economics Review of Differential and Integral Calculus; Economic application of graphs and equations; Relative slope of graphs and equations; Supply and demand analysis; Income determination models; The use of derivative in Economics; Marginal concepts; Maximization and minimization of a function. Calculus of the multivariable functions in Economics: Marginal productivity; Income determination multiplier; Partial elasticities; Incremental Changes; Maximization and minimization of multivariable functions in Economics; Maximization and minimization of multivariable functions under constraint; Use of inequality constraints in Economics. Matrix algebra: Addition and Subtraction of matrices; Multiplication of Matrices. Commutative; Associative; and Distributive Laws in Matrix Algebra. Vector Multiplication; Identity and Null Matrices; Matrix Expression of a set of Linear Equations.

BUSINESS MATHEMATICS	G3511EC
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NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

Pre-requisites: None

Module Description:

Numbers: Natural numbers; (addition; subtraction; multiplication; division); number properties; order of operations; fractions and powers. Rate; ratio; and percentage: Measurement (length; distance; capacity; mass and temperature); mensuration (area and volume). Introduction to Algebra: Sets; language of algebra; removing brackets and factorizing. Formulae: Changing the subject of formulae; arithmetic and geometric sequences; compound interest; logarithms and annuities. Equations and inequalities: Linear equation; quadratic equation; simultaneous equations; linear inequality and quadratic inequality. Graphs: Straight line graph (slope of a line; intersection of two lines); parabola (sign table; intersection of line and parabola); graph of a square root and exponential graphs. Linear programming; Break-even analysis; Indices.

Basic Microeconomics	G3511EA
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NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

Pre-requisites: None

Module Description:

Introduction – Economics: Definitions of economics – Microeconomics and Macroeconomics. The economic problem; Production Possibilities Curve; Using resources efficiently; Economic growth; Gains from trade; Economic coordination; How markets work: Market and prices; Demand; Supply; Market equilibrium; Predicting changes in price and quantities; Forward Markets. Elasticity: Price elasticity of demand; More elasticities of demand; Elasticity of supply. Markets in action: Efficiency; Demand and marginal benefit; Supply and marginal benefit; The competitive market efficient; Housing markets and rent ceiling; The labour market and the minimum wage; Taxes; Subsidies and quotas; Markets for illegal goods. **Households' choices** – Introduction: Utility and demand; Possibilities, preferences and choices. Firms and markets: Organising production; Output costs; Perfect competition; Monopoly; Monopolistic competition; Mark-up pricing. Market Failure and Government intervention: Externalities; Public goods and common resources. Factor market, inequality and uncertainty: Markets for factors of production; Economic inequality

Economic Statistics I	G3511ES
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NQF Level: 5 Credits: 12 Contact hours: 4h lectures per week for 1 semester.

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark

Pre-requisites: None



Module Description:

Introduction and Key Statistical Concepts: Data Collection and Sampling: Methods of Collecting Data; Sampling; Sampling and Non-sampling Errors. Graphical Descriptive Techniques: Describing a Set of Nominal Data –frequency distributions, histograms, ogive, stem and leaf plots, pie charts; Describing the Relationship between Two Nominal Variables and Comparing Two or More Nominal Data Sets; Describing Time-Series Data. Numerical Descriptive Techniques: Measures of Central Location – mean, median and mode; Measures of Variability - variance and standard deviation; Measures of Relative Standing and Box Plots; Correlation and causation. Index Numbers: Definition and interpretation; Classification of Index Numbers; Computing Price Indexes; Computing Quantity Indexes; Problems of Index Number Construction. Probability Theory and Rules: Experiment, Outcomes and Sample Space; Calculating Probability; Marginal and Conditional Probabilities; Mutually Exclusive Events; Independent versus Dependent Events; Complementary Events; Intersection of Events and the Multiplication Rule. Union of Events and the Addition Rule; Discrete Probability Distributions: Random Variables; Probability Distribution of a Discrete Random Variable; Mean of a Discrete Random Variable; Standard Deviation of a Discrete Random Variable; The Binomial Probability Distribution; The Poisson Probability Distribution. Continuous Probability Distributions: Continuous Probability Distributions; The Normal Distribution; The Standard Normal Distribution; Standardising a Normal Distribution; Applications of the Normal Distribution; Determining Z and X Values When an Area Under the Normal Curve is Known; The Normal Approximation to the Binomial Distribution.

Financial Accounting and Reporting 1B	C2652FA
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NOF Level: 6 Credits: 16 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks.

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper)

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: C2531FF & C2532FF

Module Description:

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Introduction to the Statement of cash flow (IAS 7; Analysis and interpretation of financial statements.

Basic Mathematical Economics	G3512EC
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NOF Level: 5 Credits: 12 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks.

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3511EC (Co-requisite)

Module Description:

Measuring Gross Domestic Product: **Gross Domestic Product defined; Measuring Namibian's GDP; Calculating Real GDP; Uses and Limitations of Real GDP.** Economic growth: Basics of Economic Growth; Calculating Growth rates; Potential GDP; Labour Productivity Growth; Growth Theories, Evidence and Policies. Monitoring Jobs and Inflation: Employment and unemployment; Unemployment and Full Employment; The Price level, inflation and deflation; The Consumer Price Index; Measuring the Inflation rate; Real variables in Macroeconomics. Finance, Saving and Investment: Financial Institutions and Financial Markets; Loanable Funds Market; Government in the loanable funds Market; Global loanable funds Market. Money, the Price Level, and Inflation: What is Money? Depository Institutions; The Namibian Central Bank; How Banks Create Money; The Demand for and Supply of Money; The Money market; The Quantity Theory of Money. The Exchange Rate and the Balance of Payments: The Foreign Exchange Market; Currencies and Exchange Rates; Changes in Demand and Supply: Exchange Rate Fluctuations; Financing International Trade; Exchange Rate Policy. Expenditure Multipliers: The Keynesian Model: Fixed Prices and Planned Expenditure; Real GDP with a Fixed Price Level; The Multiplier; The Multiplier and the Price Level; The Algebra of the

Keynesian Model. Aggregate Supply and Aggregate Demand: Aggregate Supply; Aggregate Demand; Explaining Macroeconomic Trends and Fluctuations; Macroeconomic Schools of Thought. Inflation, Unemployment and the Business Cycle: Inflation Cycles; Inflation and Unemployment: The Phillips Curve; The short-run and Long run Phillips Curve; The Natural Rate of Unemployment; The Business Cycle. Fiscal Policy: The National Budget; Supply Side effects of Fiscal Policy; Fiscal Stimulus. Monetary Policy: Monetary Policy Objectives and Framework; Framework for Monetary Policy in Namibia; Executing Monetary Policy; Monetary Policy Transmission; Alternative Monetary Policy Strategies

History of Economic thought		G3620EH
NQF Level: 6	Credits: 5	Contact hours: 2 contact lecture periods per week for one semester.

Module assessment: Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments. There will be no final examination for this module but the student will be required to submit a paper/ report at the end of semester that will contribute the final mark.

Pre-requisites: None

Module Description:

Introduction: History of Economic Thought and its role: Economics and the History of Economic Thought; A time scale of economic ideas; The value of studying economics and its history. Ancient Economic Thought: Plato; Aristotle; Scholasticism; Mercantilism and Cameralism. Classical Economics: Adam Smith; David Ricardo; Thomas Malthus. Marxism: Karl Marx. Neo-Classical Economics: Alfred Marshall. Keynesianism: John Maynard Keynes. Monetarism: Milton Friedman.

Numerical Methods and Computational Economics		G3620EN
NQF Level: 6	Credits: 5	Contact hours: 2 contact lecture periods per week for one semester.

Module assessment: Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments. There will be no final examination for this module but the student will be required to work on and present a practical computer economic model.

Pre-requisites: None

Module Description:

Numerical analysis: Solution of equations in one variable and two variables. Deterministic dynamic programming; Understanding the fundamentals of dynamic programming and applying to solve the models for equipment replacement; shortest path; resource allocation. Applications: Demand and supply: solving systems of linear equations; Labour market flows; Markov chains; Residential segregation: Schelling model and agent-based economics;

Economic Statistics II		G3612ES
NQF Level: 6	Credits: 14	Contact hours: 2 contact lecture periods per week for one semester.

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hours examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3511ES (Co-requisite)

Module Description:

Estimation and Sampling Distributions: Sampling Distributions: Population and Sampling Distributions; Sampling and Non-Sampling Errors; Mean and Standard Deviation of X-BAR; Shape of the Sampling Distribution of X-BAR; Applications of the Sampling Distribution of X-BAR; Population and Sample Proportions; Mean, Standard Deviation, and Shape of the Sampling Distribution of  $\hat{p}$ ; Applications of the Sampling Distribution  $\hat{p}$ . Estimation: Point and Interval Estimates; Interval Estimation of a Population Mean: Large Samples; Interval Estimation of a Population Mean: Small Samples; Interval Estimation of a Population Proportion: Large Samples; Determining the Sample Size for the Estimation of the Mean; Determining the Sample Size for the Estimation of the Proportion. Hypothesis Testing: Hypothesis Testing (I): Single Population: Hypothesis Tests: An Introduction; Hypothesis Tests About  $\mu$  for Large Samples Using the p-Value Approach; Hypothesis Tests About a Population Mean: Large Samples; Hypothesis Tests About a Population Mean: Small Samples; Hypothesis Tests About a Population Proportion: Large Samples Hypothesis Testing II: Two Population Tests: Inferences

About the Difference Between Two Population Means for Large and Independent Samples; Inferences About the Difference Between Two Population Means for Small and Independent Samples: Equal Standard Deviations; Inferences About the Difference Between Two Population Means for Small and Independent Samples: Unequal Standard Deviations; Inferences About the Difference Between Two Population Proportions for Large and Independent Samples Chi-Square Tests: The Chi-Square Distribution; Contingency Tables; A Test of Independence. Simple Linear Regression: Simple Linear Regression Model; Simple Linear Regression Analysis; Coefficient of Determination; Inferences About  $\beta$ ; Linear Correlation; Using the Regression Model; Cautions in Using Regression; Analysis of Variance: One-Way Analysis of Variance, Multiple Comparisons; Analysis of Variance Experimental Designs; (Two-Way) Analysis of Variance; Two-Factor Analysis of Variance; Non-Parametric Tests: Wilcoxon Rank Sum Test; Sign Test and Wilcoxon Signed Rank Sum Test; Kruskal-Wallis Test and Friedman Test; Spearman Rank Correlation Coefficient.

Intermediate Mathematical Economics I		G3611EC
NQF Level: 6	Credits: 14	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3512EC

Module Description:

Static (equilibrium) analysis: Linear partial equilibrium model; Non-linear partial market equilibrium model; General market equilibrium model; Two commodity market model; National income equilibrium model. Linear models and matrix algebra: Matrices; vectors and their operations; Geometric interpretation of vector operations; Linear dependence and vector spaces; Identity and null matrices; Determinants and their properties; Transposes and inverses; Applications: (Finite Markov chains; Input-output models; Market and national income models). Comparative static analysis (Applications of partial differential calculus); Differentials and Derivatives; Comparative static analysis of general function models; Market models and National income models (IS – LM analysis of a closed economy; IS – LM analysis of an open economy)

Intermediate Microeconomics I		G3611EA
NQF Level: 6	Credits: 14	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3611EA

Module Description:

Consumer Theory (Choice, Preferences, and Utility): Utility and Indifference curve analysis; Budget constraints; Consumer equilibrium; Deriving the individual demand curve; Income and substitution effects. Firms and Production: Ownership and management of firms; Production; Production function and its properties; Time and variability of inputs; Returns to scale; Cost of Production: The nature of costs; Short run costs; Long run costs; Perfect Competition: Competitive firms and markets; Applying the competitive model; Monopoly: Monopoly profit maximization; Market power; Welfare effects of monopoly; Cost advantages that create monopolies; Government actions that create monopolies; Government actions that reduce market power; Imperfect Competition: Monopolistic competition; Oligopoly and Game Theory; Walrasian Equilibrium.

Intermediate Macroeconomics I		G3611EB
NQF Level: 6	Credits: 14	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3511EB

Module Description:

Scope and Methodology: Scope and methodology of macroeconomic analysis; goals of macroeconomic policy; schools of macroeconomic thought. National income Accounting (Aggregate output): Key concepts in national income accounting: GDP, GNP, and Net national product (NNP), methods of estimating GDP: expenditure approach, income approach and production approach; GDP at market prices and GDP at factor cost; consumer price indices and GDP deflators, GDP at current prices and GDP at constant prices; limitations of GDP as an indicator of welfare and as an indicator for international comparisons. The level of Economic Activity (The Goods Market): Determination of equilibrium income: saving-investment approach, injections-leakages approach, shifts in the S+T function (the paradox of thrift); the consumption function; Keynesian expenditure multiplier, autonomous tax multiplier, balanced budget multiplier; fiscal policy and full employment; international transactions: balance of trade, balance of payments, trade deficit, international trade multiplier. The aggregate consumption function: Keynesian absolute income hypothesis; Friedman's permanent income hypothesis; Albert Ando and Franco Modigliani's life cycle hypothesis. The investment function: The decision to invest: present value concept, marginal efficiency of investment and the rate of interest; the accelerator theory of investment; the internal funds theory of investment; the neoclassical theory of investment; the q theory of investment. Financial Markets: The demand for money; income velocity of money; The quantity Theory; supply of money; The money multiplier; determining interest rates; Instruments on monetary control; Bond prices and Bond yields.

Namibian Economy		G3611EN
NQF Level: 6	Credits: 7	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: None

Module Description:

Common and Diverse Features of developing Countries: Political economy of Namibia: A case study Resources of the Namibian economy; Factors of production. Population-Growth Nexus/Namibian Population Dynamics: The population debate; Population Dynamics: Namibia. The Namibian Labour Force & Employment Issues in Namibia: Labour regulation (Laws etc); Sector employment; Employment issues and unemployment; Causes of unemployment & possible remedies. Macroeconomic Performance & Structural Reforms: Structure of the Namibian Economy; Economic shocks and narrow economic structure; Downgrades (The Namibian experience) and policy options for Namibia. Sector Performance; Development & Analysis: Primary Sector (Mining/mineral resources; Agriculture & Forestry; Fisheries etc); Secondary Sector (Manufacturing; Water & Electricity; Wholesale & Retail etc); Tertiary Sector (Financial intermediaries; Government services; Tourism; Other services). Namibian Public Sector & Public Sector Reform: The size of the public sector and economic implications; Revenue raising and initiative (Independent Revenue authority); Public sector debt; Reforms in the Namibian Public Sector (Downsizing; other options). Trade Relations & Trade Issues (Regional and Global Economic Integration): Regional trade agreements (SACU, SADC, SADC/Comesa FTA; Tripartite Agreement; Africa Continental FTA); WTO& EPAs; AGOA; China and USA Beef exports (Multilateral; Unilateral, Bilateral Agreements). Poverty and Income Inequality in Namibia: Measuring poverty; Poverty Indices in Namibia; Causes of poverty; Regional disparities; The war on Poverty. Land Question and Reform in Namibia: Regional context (The Southern African Experience); The Namibian Experience (Historical background); Economics of Land; Urban land (land servicing and shacks) – escalating prices and rent control; Rural/Agricultural Land Reform Initiatives; Reforms and their failures (failure to come up with sustainable solutions to land reforms and its economic repercussions). Development Planning & Namibia Industrialization Drive/Namibia Development Agenda: Vision 2030; NDPs (The priority sectors NDP5); Harambee Prosperity Plan; Industrial Policy; Growth-at-Home Strategy and its challenges, ten sector strategies; SME support & development. Competition and Consumer Protection: Competition policy and economic development; Namibian competition law; Interface between competition law and consumer protection; Competition policy in SACU. Cross Cutting Issues: Aids/HIV; Gender; Gender-based Violence & the Environment: AIDS/HIV: an economic challenge; Gender Gap in local and global perspective; Gender Based Violence, Estimating the Economic cost of GBV & Methodological challenges; Environment and Sustainable development

Intermediate Mathematical Economics II	G3612EC
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NQF Level: 6                      Credits: 14                      Contact hours: 4 contact lecture hours per week for one semester

Module assessment:            Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites:            G3611EC (Co-requisites)

Module Description:

Optimization problems: Optimum values and extreme values; Relative maximum and minimum turning points; First – and second – derivative tests; Maclaurine and Taylor series; n-th derivative test; Optimization: Case with more than one explanatory variable; Economic Applications. Problems of a multi-product firm; Price Discrimination; Input decisions of a firm; Comparative static aspects of optimization: Optimization with equality constraints; Constraints qualification.

Intermediate Microeconomics II	G3612EA
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NQF Level: 6                      Credits: 14                      Contact hours: 4 contact lecture hours per week for one semester

Module assessment:            Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites:            G3611EA (Co-requisite)/ G3611EB

Module Description:

Applications of supply and demand analysis: Commodity tax and market equilibrium: Taxation incidence; Single market analysis; Taxation and Market Efficiency; Two Models of Optimal taxation; Quantity rationing: Cartels as monopolies: Allocative efficiency and market structure; Welfare economic: Pareto efficiency: Three conditions for efficiency; Utility possibility frontier; First fundamental theorem; Second Fundamental Theorem; Theory of Second Best; Social Justice / Equity: Social Optimum; Social Welfare Function; First Best Policy Rule; Failure to achieve Pareto efficiency; What is market failure; Increasing returns to scale / Monopoly; Externalities; Private Market solution; Public goods; Evaluating Welfare changes; Public Choice: Monopoly and monopsony in the labour market: Public policy in the labour market: Minimum wages; Labour unions; Discrimination in the labour market; Choice under uncertainty; Economics of information; Communication between potential adversaries; The costly – To- Fake Principle; The Full-Disclosure Principle; Choosing a relationship; Conspicuous consumption as ability signal; Adverse selection; Statistical discrimination; Expected utility: Probability and expected value; The Von Neumann-Morgenstern Expected Utility Model; Risk preference: Insuring against Bad outcomes; The reservation price for insurance. Prices and Distortions across International Markets: exporters, importers and speculators, Government and Politics – agenda setting and manipulation of policy, institutional restraint on policy manipulation, rent seeking, political competition, government as Leviathan.

Intermediate Macroeconomics II	G3612EB
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NQF Level: 6                      Credits: 14                      Contact hours: 4 contact lecture hours per week for one semester

Module assessment:            Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites:            G3611EB (Co-requisite)/G3611EA

Module Description:

Introduction and revision: What macroeconomics is all about, Revision: A summary of the differences in the Keynesian and Classical approach, Keynesian cross, quantity theory of money: The Goods market: The IS curve: The financial

market: The LM curve: The Goods and Financial Markets together: The IS-LM Model: A Review of concepts; The investment demand schedule; Determining output; Deriving the IS curve; The slope of the IS curve; Shifts of the IS curve; Financial markets and the LM relation; Deriving the LM curve; The slope of the LM curve; Shifts of the LM curve; Putting the IS and LM relations together. Monetary and fiscal policy; the transmission mechanism; the liquidity trap: The Classical case; Fiscal policy and crowding out; The Classical case and crowding out.: The Labour market: Wage determination; Bargaining; Efficiency wages; Wages, prices and unemployment; The expected price level; The unemployment rate; Other factors; price determination; The natural rate of unemployment; The wage setting relation; The price setting relation; Equilibrium real wages and unemployment; From unemployment to employment; From employment to output.: General equilibrium of the economy; AD-AS Model: Aggregate supply; Aggregate demand; The AD-AS model; Shifts in the AD curve; Equilibrium in the short-run and in the long-run; Effects of monetary expansion; Money neutrality; Effects of a change in the budget balance.: Inflation and unemployment: Inflation, expected inflation and unemployment; The Phillips curve; Back to the natural rate of unemployment.: Inflation, Activity, and Nominal Money Growth: **Output, unemployment, and inflation; Okun's Law; The Phillips curve; The aggregate demand relation; The effects of monetary growth; Disinflation.**: Goods market in an open economy: The IS relation in an open economy; Equilibrium output and the trade balance; Increases in domestic or foreign demand; Nominal exchange rates; Real exchange rates; Depreciation and the trade balance; The Marshall-Lerner condition; Effects of a depreciation.: The IS-LM in an open economy: Equilibrium in the goods market; equilibrium in the financial markets; Putting the goods and financial markets together; Effects of policy in an open economy; Comparing the impact of fiscal and monetary policy.

Preparation for Practical Engagement		G3622EP
NOF Level: 6	Credits: 8	Contact hours: 2 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments and an paper on practical engagement modalities.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: None

Module Description:

This module will introduce students to basic concepts and topics related to the work environment. It will cover topics such as labour relations, system of national accounts, statistical tools for empirical economic analysis, report writing and presentation skills, employability skills.

Practical Engagement		W3700IC
NOF Level: 7	Credits: 24	Contact hours: NA

Module assessment: The students will be assessed by their supervisors during work engagement on the following attributes: Desire and willingness to take on new assignments; Potential for further development; Concern for needs of fellow employees; Willingness to work through an assignment to completion; Ability to communicate; Ability to learn; Quality of work; Dependability; Attitude (application to work); Attendance; Tardiness; Judgment; Imaginativeness and resourcefulness; Cooperation - willingness to get along with others.

Pre-requisites: None

Module Description:

**Quality of Work:** The degree to which the student's work is thorough, accurate, and completed in a timely manner. **Ability to Learn:** The extent to which the student asks relevant questions, seeks out additional information from appropriate sources, understands new concepts/ideas/work assignments, and is willing to make needed changes and improvements. **Initiative and Creativity:** The degree to which the student is self-motivated, seeks out challenges, approaches and solves problems on his/her own, and develops innovative and creative ideas/solutions/options. **Character Traits:** The extent to which the student demonstrates a confident and positive attitude, exhibits honesty and integrity on the job, is aware of and sensitive to ethical and diversity issues, and behaves in an ethical and professional manner. **Dependability:** The degree to which the student is reliable, follows instructions and appropriate procedures, is attentive to detail, and requires supervision. **Attendance and Punctuality:** The degree to which the student reports to work as scheduled and on-time.. **Organizational Fit:** The extent to which the student understands and supports the organization's mission, vision, and goals; adapts to organizational norms, expectations, and culture; and functions within appropriate authority and decision-making channels. **Response to Supervision:** The degree to which the student

seeks supervision when necessary, is receptive to constructive criticism and advice from his/her supervisor, implements suggestions from his/her supervisor, and is willing to explore personal strengths and areas for improvement.. Engagement in applied work within the community/ organisation

Econometrics I		G3711EE
NQF Level: 7	Credits: 16	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hours examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3611ES

Module Description:

Basic Mathematical Tools & Fundamentals of Probability; The Nature of Econometrics and Economic Data; The Simple Regression: Deriving the ordinary Least Squares estimates; Properties of OLS; Fitted Values and Residuals; Goodness-of-Fit; Units of Measurement and Functional Form; The Effects of Changing Units of Measurement on OLS Statistics; Incorporating Nonlinearities in Simple Regression; Expected values and variances of the OLS estimators; Unbiasedness of OLS; Variances of the OLS Estimators; Estimating the Error Variance; Regression through the origin and Regression on a Constant; Regression on a Binary explanatory variable; Multiple Regression Analysis: Estimation Inference; OLS Asymptotic; Further Issues; Sampling distributions of the OLS estimators; Testing hypotheses; Testing Multiple Linear Restrictions; Reporting Regression Results; Consistency; Asymptotic normality and Large Sample; Asymptotic efficiency of OLS; Multiple Regression Analysis with Qualitative Information: Using dummy variables; Interaction terms; Interpreting Regression Results with discrete dependent variables; A Binary dependent variable; Heteroscedasticity; Consequences of heteroskedasticity for OLS estimators; Testing for Heteroskedasticity; Multicollinearity; Consequences of perfect multicollinearity; Detecting multicollinearity; Autocorrelation: causes and consequences of autocorrelation; Detection of autocorrelation.

International Economics		G3711EI
NQF Level: 7	Credits: 16	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hours examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3612EA, G3612EB

Module Description:

Introduction: Introduction to Patterns of Trade; World Trade, an Overview; Macroeconomic Issues; Namibia's Place in International Trade. Section 1: International Trade Theory: Overview - International Trade Theory (the State of World and Namibian Trade); The Ricardian Model; Specific Factors of Production, Trade and the Distribution of Income; The Heckscher-Ohlin Theory; The Standard Trade Model; Economies of Scale, History and Geography-Polarization and Economic Agglomeration; Monopoly, Oligopoly and Monopolistic Competition in International Trade; The concept of the Value Chain 2. International Trade Policy: Instruments of Trade Policy; Political Economy of Free Trade and Protectionism (Political economy of Trade Policy); Trade Policy in Developing Countries. Global Trade Governance: The World Trade Organization - International Law and its Operation; Basic Principles of the Global Trading System – Most Favoured Nation Status; National Treatment and Tariff rules; Agriculture, Services and Intellectual Property Rights; The Dispute Settlement Mechanism and Recent Disputes. Regional Trading Arrangements: Regionalism in Economic Theory and Law; The Southern African Customs Union - SACU; Africa's Economic Partnership Agreement with the European Union & Brexit; SADC, the Trilateral FTA and African Continental Free Trade Area (AfCFTA) and African Integration. The Political Economy of Trade Policy: The case for free trade; national welfare arguments against free trade; income distribution and free trade. Trade policy in developing countries: import substituting industrialization; problems of dual economy; export-oriented industrialization. Controversies in Trade Policy: Sophisticated arguments for Activist Trade Policy; Globalization and low-wage labour.

The balance of payments, foreign exchange markets, and exchange rates: The Balance of Payments; Foreign Exchange Markets and Exchange Rates; Exchange Rate Determination; Open economy macroeconomics and the international monetary system: The Price Adjustment Mechanisms with Flexible and Fixed Exchange Rates; The Income Adjustment Mechanism and Synthesis of Automatic Adjustments; Open Economy Macroeconomics: Adjustment Policies; Prices and output in an Open Economy; Aggregate Demand and Aggregate Supply; Flexible versus Fixed Exchange Rates, the European Monetary System, and Macroeconomic Policy Coordination; The International Monetary System: Past and Present

Monetary Economics		G3711EM
NOF Level: 7	Credits: 16	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hours examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3612EA , G3612EB

Module Description:

Evolution of Money including Electronic Money and Crypto Currencies, Definition and Measurement: Why study Money, banking and financial markets? An overview of financial markets: Financial institution/intermediaries: Functions of financial markets; Structure of financial markets; An economic of analysis of financial structure; Internationalization of financial markets; The role of finance the economy, Regulation of financial system Central Banking; Commercial banking: The money creation function of commercial banks; Structure of commercial banks in Namibia; Money supply; Theories of demand for money; Inflation; Understanding interest rate: Transmission Mechanism: Monetary Policy Strategies: Financial crisis and Financial Stability, Digital Currencies and their implications for Monetary Policy.

Financial Economics		G3712EF
NOF Level: 7	Credits: 16	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hours examination paper that contributes 50% to the final mark.

Final Mark: 50% CA mark and 50% Examination mark

- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark.

Pre-requisites: G3612EA, G3612EB

Module Description:

Introduction: Asset classes, Financial instruments, Time value of money, Investment companies and Financial markets; Time value of money: present value, future value and compounding; Investment returns: calculating return figures; Financial markets and types of orders; Short selling and buying on margin; Mutual funds/ unit trusts and other types of investment companies. Risk, return, diversification and asset pricing models: Expected utility hypothesis (EUH): investor preferences, uncertainty, risk aversion; Mean variance analysis (MVA), Efficiency frontiers of risky assets: optimal portfolio selection; Capital asset pricing model (CAPM) and factor models. Efficient markets, behavioural finance and technical analysis: Bonds: Bond markets and fixed interest securities; Term structure of interest rates; duration and convexity. Valuation/Security analysis: Macroeconomic and industry analysis, Equity valuation, financial stamen analysis; Capital structure theory: Capital sources; Gearing and risk; Modigliani- Miller Theorem Additional notes: Derivatives: options, futures, swaps, hedging and speculation with derivatives. Financial inclusion, block-chain technology.

Research Methodology		G3711EM
NOF Level: 7	Credits: 16	Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments. There will be no final examination for this module but the student will be required to submit a paper/ report at the end of semester that will contribute the final mark.



Pre-requisites: G3611ES

Module Description:

Introduction: Justification for the study of Research Methodology; Definitional, conceptual and philosophical aspects (Research, Knowledge etc); Quantitative and qualitative research approaches; Mixed methods research: Breaking the divide between quantitative and qualitative approaches. Main steps in research: Getting started: Planning a research project and getting to know the literature; Formulating a proposal and reviewing the literature; Planning the research project: Research design; Ethics in Business/Economic research; Writing up research. Data gathering methods: Sampling; Surveys and questionnaires; Interviews and focus groups; Field work: Ethnography and observation; Gathering data for secondary analysis; E-research: Internet research methods; Content analysis. Data analysis methods: Quantitative data analysis methods; Qualitative data analysis methods; Research Methods in Economics: Basic concepts; What do economists do? Scientific methods; Logical process; Language of scientific method; Is economics a science? Getting Started with Project Management: Describe a Project; Describe the Project Management Life Cycle; Identify the Role of a Project Manager. Initiating A Project: Determine the Scope of a Project; Identify the Skills for a Project Team; Identify the Risks to a Project. Planning for Time and Cost: Create a Work Breakdown Structure; Sequence the Activities; Create a Project Schedule; Determine Project Costs. Planning for Project Risks, Communication, and Change Control: Analyse the Risks to a Project; Create a Communication Plan; Plan for Change Control. Managing a Project: Begin Project Work; Execute the Project Plan; Track Project Progress; Report Performance; Implement Change Control; Executing the Project Close out Phase: Close a Project; Create a Final Report.

## D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide students with the necessary knowledge, skills and competence in the **area of Public Management in order to develop Namibia's own human resources and build capacity in the Public Sector** in Namibia. Graduates of the Bachelor of Public Management programme will be able to act and work within a democratic, accountable and responsive public and private environment. To enhance the capacity of managers, planners, researchers and students; to be able to test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making in Namibia. Graduates of Public Management will be able to interact with peers, leading academics and practitioners and reflect on their personal goals, values and careers. Programme participants will also complete an in-depth research project under the guidance of their supervisors. Students will be confronted with the rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity throughout the country. A key component of this new revised degree programme is to ensure that the programme blends in with the concepts of regionalism within the SADC environment. Students will be exposed to the latest developments within the region in terms of Public Management practices and academic developments to enhance the general welfare of the region. Concepts and practices such as regional economic, social and welfare development aspects will be dealt with extensively. Emphases will be on issues such as embracing and implementing the Sustainable Development Goals and the Africa 2060 agenda on development and cooperation.

This programme addresses the ongoing need for qualified managers in the public sector, private sector, public enterprises and in community organisations. The programme will allow public managers to gain the necessary **knowledge, skill and competence to implement Namibia's key development policies such as the pillars on Economic Progression, Social Transformation and Good Governance as identified in Namibia's 5th National Development Plan (NDP5), and the four pillars of the Harambee Prosperity Plan. This approach is in line with UNAM's Vision to train students to address the needs of the Namibian people .The programme is fully aligned with the requirements of Vision 2030, namely to enhance service delivery through effective and efficient service delivery. This is been perceived as one of the key goals of Vision 2030 in order to enhance the general welfare of the Namibian nation.**

## 26. Admission requirements

## Normal enrolment

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

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

Or

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

In addition to the above, admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

## (3) Mature age entry scheme

**Applicants aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:**

- (a) They should be at least 25 years old on the first day of the academic year in which admission is sought;
- (b) Applicants should have successfully completed at least junior secondary education for admission into the undergraduate degree programme, and senior secondary education for admission into undergraduate degree programme.
- (c) They should normally have proof of at least five years relevant work experience relating to the proposed study programme.

- (d) The Mature Age Entry Examination will consist of three / four papers:
- (i) Paper 1: An English Proficiency Paper;
  - (ii) Paper 2: A General Knowledge Paper;
  - (iii) Paper 3: A Numerical Ability Paper;
- (e) Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate programmes shall score an average of at least 50% with no paper less than 40%.
- (f) Applicants who meet the qualifying requirements (as per d(i)) and passed the MAE examination (as per d (iii)), may be called for an additional interview before the final selection is made.

(4) Admission criteria based on School Leaving Certificates prior to 2021

A pass in five different subjects as follows:

- (a) 2 subjects on higher level (NSSCH) with a 4 or higher
  - (b) 3 subjects on ordinary level (NSSCO) with a D or higher
  - © English must be at minimum C at NSSCO level
- Or
- A pass in five different subjects as follows:

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

Extended Enrolment

A pass in five different subjects as follows:

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

1. Additional Selection Criteria

The selection of candidates will be done based on the highest points on the UNAM Evaluation scale guided by matters of equity as outlined in the National Policy document.

28. Articulation Options

The Bachelor of Public Management programme may serve as an entry point to relevant honours degrees in Public Management Honours or any related Postgraduate diploma.

29. Assessment Criteria

A minimum CA Mark of 40% is required to gain entrance into the relevant module examination unless otherwise stated in the individual module descriptor.

In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual descriptor. The final mark for each module will be calculated using a ratio of CA mark to Exam mark of 50% unless stated otherwise in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

31. Minimum requirements for re-admission into the School / Programme

Minimum requirements for re-admission into the School / Programme for full-time students only:

Normal enrollment

To be re-admitted into the School of Business Management, Governance and Economics, 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.
- 124 credits (of which 100 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.
- 363 credits by the end of the fifth year of registration.

The programme must be completed after a maximum of 5 years of registration.

Extended enrollment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have successfully completed the following minimum number of credits as indicated below:

- 30 credits (of which 16 must be non-core) by the end of the first year of registration.

- 100 credits (of which 80 must be non-core) by the end of the second year of registration.
- 180 credits by the end of the third year of registration.
- 260 credits by the end of the fourth year of registration.
- 303 credits by the end of the fifth year of registration.
- 363 credits by the end of the six year of registration

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

### 32. Advancement and progression rules

#### Normal enrollment

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

- Year 1 to year 2: 90 credits (of which 72 credits must by non-core).
- Year 2 to year 3: 212 credits

#### Extended enrolment

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

- Year 1 to year 2: 60 credits (of which 36 credits must by non-core).
- Year 2 to year 3: 122 credits (of which 61 credits must be non-core).
- Year 3 to year 4: 145 credits.

### 33. Requirements for Qualification Award

This qualification will be awarded to candidates credited with a minimum of 363 credits and who have met all other UNAM requirements.

### 34. Career Opportunities

Holders of the Bachelor of Public Management degree will find career opportunities in the public/private sector, and civil society sectors as:

- Administrators
- Development/Regional Planners
- Parliamentary clerks
- Disaster risk managers/officers
- Project/Programme Managers/Coordinators
- Community Activists
- Socio-economic Commentators
- Regional and Local Government Managers
- Non-Governmental Organisation officers
- Diplomats
- Tutors.

### 35. Implementation strategy

- The new programme, Bachelor of Public Management will be implemented in 2023 in a phased approach. Year 1 in 2023, Year 2 in 2024, and Year 3 in 2025.

Equivalent modules

The following courses serve as equivalents for the old curriculum. These modules are listed below:

Old Code	Old Module	Old Level	Old Credit	New Code	New Module	New Level	New Credit
PIG3572	Government Studies	5	16		(No equivalent)		
PSE3571	Public Sector Accounting 1	5	16	G3511PB	Public Sector Accounting 1	5	12
EMI3571	Basic Micro Economics	5	16	G3511ED	Basic Micro Economics	5	12
CEMA3572	Basic Macro Economics	5	16	G3511ED	Basic Micro Economics	5	12
CMPP3572	Principles of Management	5	16	G3572PM	Principles of Management	5	12
CPSE3572	Public Sector Accounting 2	5	16	G3511PB	Public Sector Accounting 1	5	12
CPLR3671	Regional & Local Government 1	6	16	G3611PR	Regional and Local Government 1	6	14
CMBO3671	Organisational Behaviour A	6	16	G3611PB	Organisational Development	6	14
CPNP3671	Namibian Politics	6	16	G3611PN	Namibian Politics	6	14
CPLR3672	Regional & Local Government 2	6	16	G3611PR	Regional and Local Government 1	6	14
CMBO3672	Organisational Behaviour B	6	16	G3611PB	Organisational Development	6	14
CMHM3781	Human Resources Management 1A	7	12	G3711PI	Intergovernmental Relations	7	16
CPPP3771	Public Policy	7	16	G3711PP	Public Policy	7	16
CPFP3771	Public Finance	7	16	G3711PF	Public Finance	7	16
CPRP3772	Research Methodology	7	16		(No equivalent)		
CMHM3782	Human Resources Management 1B	7	12	G3712PG	Public Management and Governance	7	16
CPPE3772	Public Enterprise Management	7	16	G3712PE	Public Enterprise Management	7	16
CPPI3772	International Political Economy	7	16	G3712PM	Strategic Public Management	7	16

36(a). Curriculum Framework: Summary Table for all Modules in the Programme

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
U3420PJ	Project Management	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

G3511PA	Introduction to Public Management	5	12	4h/w	None	C
G3511PB	Public Sector Accounting 1	5	12	4h/w	None	C
G3511EA	Basic Microeconomics	5	12	4h/w	None	C
G3511PP	Introduction to Political Science	5	12	4h/w	None	C
Total credits Semester 1			48			

YEAR 1: SEMESTER 2

G3512PA	Public Sector Accounting 2	5	12	4h/w	Co-requisite: G3511PB	C
G3512EB	Basic Macro Economics	5	12	4h/w	Co-requisite: G3511EA	C
G3572MP	Principles of Management	5	12	4h/w	None	C
G3512PD	Namibian Governance	5	12	4h/w	None	C
Total credits Semester 2			48			
Total credits YEAR 1			120			

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	5-6 Weeks	None	C
U3420RT	Sustainable Environment awareness	6	2	5-6 Weeks	None	C
U3520TH	Critical thinking	6	2	5-6 Weeks	None	C
G3620PD	Diplomacy in Practice	6	5	5-6 Weeks	None	C
G3620EH	History of Economic Thought	6	5	5-6 Weeks	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

G3611PN	Namibian Politics	6	14	4h/w	None	C
G3611PR	Regional and Local Government 1	6	14	4h/w	None	C
G3611PB	Organisational Development	6	14	4h/w	None	C
G3622PL	Political Institutions	6	7	2h/w	None	C
Total credits Semester 1			49			

YEAR 2: SEMESTER 2

G3612PC	Public Sector Human Capital Management	6	14	4h/w	Co-requisite: G3611PB	C
G3612PR	Regional and Local Government 2	6	14	4h/w	None	C
G3612PM	Project Management	6	14	4h/w	None	C
G3622PE	Preparation for Practical Engagement	6	8	2h/w	None	C
Total credits Semester 2			50			
Total credits YEAR			123			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

W3700IC	Practical Engagement	7	24	4h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3711PF	Public Finance	7	16	4h/w	Co-requisite: G3511PB	C
G3711PP	Public Policy	7	16	4h/w	Co-requisite: G3611PN	C
G3711PI	Intergovernmental Relations	7	16	4h/w	Co-requisite: G3611PA & G3612PD	C
Total credits Semester 1			48			
YEAR 3: SEMESTER 2						
G3712PG	Public Management and Governance	7	16	4h/w	None	C
G3712PE	Public Enterprise Management	7	16	4h/w	None	C
G3712PM	Strategic Public Management	7	16	4h/w	None	C
Total credits Semester 2			48			
Total credits YEAR			120			
Total credits			363			

36. (b) Curriculum Framework: Summary Table for all Modules in the Extended Programme

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	5-6 weeks	None	C
U3420EM	Ethics and Morality	5	2	5-6 weeks	None	C
U3520LP	Leadership	5	2	5-6 weeks	None	C
U3420PJ	Project Management	5	2	5-6 weeks	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1



C3511PA	Introduction to Public Management	5	12	4h/w	None	C
G3511EA	Basic Micro Economics	5	12	4h/w	None	C
G3511PP	Introduction to Political Science	5	12	4h/w	None	C
Total credits Semester 1			36			
YEAR 1: SEMESTER 2						
G3512EB	Basic Macro Economics	5	12	4h/w	Co-requisite: G3511 EA	C
G3572MP	Principles of Management	5	12	4h/w	None	C
G3512PD	Namibian Governance	5	12	4h/w	None	C
Total credits Semester 2			36			
Total credits YEAR			96			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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#### Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
U3420RT	Entrepreneurship	6	2	5-6 Weeks	None	C
U3420SE	Sustainable Environment awareness	6	2	5-6 Weeks	None	C
U3520TH	Critical thinking	6	2	5-6 Weeks	None	C
G3620PD	History of Economic Thought	6	5	5-6 Weeks	None	C
G3620EH	History of Economic Thought	6	5	5-6 Weeks	None	C
Total Credits Core Semester 2			24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

#### YEAR 2: SEMESTER 1

G3611PN	Namibian Politics	6	14	4h/w	None	C
G3511PA	Public Sector Accounting 1	5	12	4h/w	None	C
G3611PB	Organisational Development	6	14	4h/w	None	C
Total credits Semester 1			40			
YEAR 2: SEMESTER 2						
G3612PC	Public Sector Human Capital Management	6	14	4h/w	Co-requisite: G3611PB	C

G3512PA	Public Sector Accounting 2	5	12	4h/w	Co-requisite: G3511PB	C
G3612PM	Project Management	6	14	4h/w	None	C
Total credits Semester 2			40			
Total credits YEAR			104			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

	None					
	Total Credits Core Semester 2					
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3711PP	Public Policy	7	16	4h/w	Pre-requisite: G3611PN	C
G3611PR	Regional and Local Government 1	6	14	4h/w	None	C
G3622PE	Preparation for Practical Engagement	7	8	2h/w	None	C
Total credits Semester 1			38			
Total credits YEAR 2			75			

YEAR 3: SEMESTER 2

G3612PR	Regional and Local Government 2	6	14	4h/w	None	C
G3621PS	Project in Service Delivery	6	7	2h/w	None	C
G3712PE	Public Enterprise Management	7	16	4h/w	None	C
Total credits Semester 2			37			
Total credits YEAR			75			

Year 4 Core Semester

W3700IC	Practical Engagement	7	24	5-6 WEEKS	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 4: SEMESTER 1

G3711PI	Intergovernmental Relations	7	16	4h/w	Pre-requisite: G3611PA &	C
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					G3612PD	
G3711PF	Public Finance	7	16	4h/w	Pre-requisite: G3511PB	C
Total credits Semester 1		32				
YEAR 4: SEMESTER 2						
G3712PG	Public Management and Governance	7	16	4h/w	None	C
G3712PM	Strategic Public Management	7	16	4h/w	None	C
Total credits Semester 2		32				
Total credits YEAR 4		88				
Total credits:		363				

#### Diplomacy in Practice

G3620PD

NQF Level: 6 Credits: 6 Contact hours: 2 lecture hours per week for 14 weeks

Module assessment: Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

Pre-requisites: None

#### Module Content

Nature of Diplomacy: Evolution of the Ambassador's role; Ministry of Foreign Affairs (THE Organisation of Diplomacy); Diplomacy of international organisations e.g UN, Multilateral vs. Bilateral diplomacy; functions of the world diplomatic system in the 21st century; advantages and disadvantages of different diplomatic methods; Structures of an Embassy etc...

Right to Development; origin, definition; legal status; content and functions

Contestations; the deep substantive and political divisions about the exact content and implications of the RTD and their implications for the achievement of greater normative clarity, follow-up and implementation action.

International legal instruments – Universal Declaration of Human Rights (1946), International Covenant on Economic, Social and Cultural Rights (1966); International Covenant on Civil and Political Rights, Declaration on the Right to Development (1986); UN Charter for the Elimination of All Forms of Discrimination Against Women (1979); UN Declaration on the Rights of Indigenous People  
African legal instruments: African Charter on Human and Peoples' Rights; the Protocols on the Establishment of an African Court on Human and Peoples' Rights; the African Charter on Human and Peoples' Rights on the Rights of Women in Africa; African Charter on the Rights and Welfare of the Child; the 1969 OAU Refugee Convention; Convention on Preventing and Combating Corruption

Mobilisations and conceptualization; of existing provisions of international law towards the achievement of international coherence, cooperation and solidarity

RTD Assessment and Monitoring Resources: UNDP Human Development Indexes, Transparency International Corruption Perception Index; World Bank World Development Reports; Mo Ibrahim African Governance Report; Gender Equality Index

#### Introduction to Public Management

G3511PA

NQF Level: 5 Credits: 22 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment: Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

Pre-requisites: None

#### Module content

The theory of Public Management focus on the historical development and theoretical foundations of Public Management. It explains the basic principles underlying the area of study and why any academic study be based on guidelines that define its domain to enable students to understand the extent of the field of study and how it differs from other fields of study.

Public resource management focus on the importance of and analysis of public resource management within the public sector and specifically in the Namibian context.

Ethical public information services explore the differences between data, information, knowledge, information management and knowledge management. It will enable the students to use information technology for effective governance and distinguish between e-government and e-governance. The focus will also be on ethics, values, morality, public interest and explores the role of ethics in public information services.

Introduction to Public Policy will focus on the nature and environment of public policy in the public sector. The focus will also be on the difference between policymaking and decision making. Furthermore, it explains policy levels, types, categories of policy making and its application.

Public service delivery explains the fundamentals of service delivery and explore the notion of service quality and innovation in the public sector. Furthermore, it focus on the relevance of professionalism and reputational management in the public sector  
Key aspects of administrative law deals with the manner in which government should function when exercising its powers in terms of executive authority. In this regard the focus will be on just administrative action and the judicial review based on infringement of administrative rights.

Public sector project management will explore the basics of project management as it applies in the public sector. In this regard the project management body of knowledge methodology and its approach will be used to explain the basic techniques and skills associated for effective project management.

Strategic public sector management will explain the links between policies, national development plans, strategic plan and programmes. Furthermore, the focus will be analyzing the unique public sector context and challenges in strategic planning and execution.

Public Sector Accounting 1	G3511PA
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NQF Level: 5	Credits: 12	Contact hours: 4 contact lecture periods per week for one semester.
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	

#### Module Content

Define Public Sector Accounting: Differentiate concepts between public sector and private sector accounting; Government Accounting Basis;

International Public Sector Accounting Standards (IPSAS): Explain International Public Sector Accounting Standards (IPSAS) on presentation of financial statements; financial Control System in Government;

Budgeting; Auditing of government Accounts: The importance and types budgets in public sector organizations.

Capturing Economic Events: General Ledger entries & Accounting cycle; Normal Account balances

Financial Statement Analysis: Inventories; Evaluations of Accounts in Public Sector

Corporate Governance and Internal Audit: Governance Frameworks & Code of Conducts; Internal controls; Introduction to Audit Cycles; Revenue cycle ;Payment Cycle; Salary and wages cycle

Learning and Teaching Strategies/Activities

The course will be facilitated through the following learning activities: Face-to-face and online lectures, presentations and written tests and assignments.

Basic Microeconomics	G3511EA
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NQF Level: 5	Credits: 12	Contact hours: 4 contact lecture periods per week for one semester.
Module assessment:	Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.	
Pre-requisites:	None	

#### Module Content

Introduction – Economics: Definitions of economics – Microeconomics and Macroeconomics. The economic problem: Production Possibilities Curve; Using resources efficiently; Economic growth; Gains from trade; Economic coordination; How markets work: Market and prices; Demand; Supply; Market equilibrium; Predicting changes in price and quantities; Forward Markets. Elasticity: Price elasticity of demand; More elasticities of demand; Elasticity of supply. Markets in action: Efficiency; Demand and marginal benefit; Supply and marginal benefit; The competitive market efficient; Housing markets and rent ceiling; The labour market and the minimum wage; Taxes; Subsidies and quotas; Markets for illegal goods. **Households’ choices** – Introduction: Utility and demand; Possibilities, preferences and choices. Firms and markets: Organising production; Output costs; Perfect competition; Monopoly; Monopolistic competition; Mark-up pricing. Market Failure and Government intervention: Externalities; Public goods and common resources. Factor market, inequality and uncertainty: Markets for factors of production; Economic inequality

Introduction to Political Science	G3511PP
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NQF Level: 5	Credits: 12	Contact hours: 4 contact lecture periods per week for one semester.
Module assessment:	Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.	
Pre-requisites:	None	

#### Module Content

Conceptualization of Politics; Politics as the art of government; Politics as public affairs; Politics as compromise and consensus; Politics as power; Approaches to the study of politics.

Politics and the State; Definitions of a state; The political importance of the state; Key features of the state; the role of the state; Typologies/forms of the state.

Debates in the Study of Nations; Definition (s) of a nation; Varieties of Nationalism States; and Nations; Relations and Interactions; Nations and Nationalism; the issue of Ethnic Nationalism.

Political Culture and the Media; Political Culture; Three types of Political Culture; Political Communication; Politics of Spin; Media, democracy and governance.

Contending Political Ideologies; Democracy and its alternatives

**History of Economic Thought**

G3620EH

NQF Level: 6 Credits: 5 Contact hours: 2 contact lecture periods per week for one semester.

Module assessment: Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments. There will be no final examination for this module but the student will be required to submit a paper/ report at the end of semester that will contribute the final mark.

Pre-requisites: None

## Module Content

Introduction: History of Economic Thought and its role: Economics and the History of Economic Thought; A time scale of economic ideas; The value of studying economics and its history. Ancient Economic Thought: Plato; Aristotle; Scholasticism; Mercantilism and Cameralism. Classical Economics: Adam Smith; David Ricardo; Thomas Malthus. Marxism: Karl Marx. Neo-Classical Economics: Alfred Marshall. Keynesianism: John Maynard Keynes. Monetarism: Milton Friedman.

**Public Sector Accounting 2**

G3512PA

NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)**Examination (50%): 1x 3h paper*

Pre-requisites: Public Sector Accounting 1 (G3511PA) (Co-requisites)

## Module Content

Internal control; Definition of internal control; internal control objectives; Limitations of controls; Components of internal controls.

Internal Auditing; Definition of internal auditing; Structure of Internal Auditing function; Objectives of internal auditing; Roles and responsibilities of internal auditors; Purpose, Authority and Responsibility; Code of Ethics for Internal Auditors; Independence and Objectivity; Organizational Independence

Corporate governance; Brief background to corporate governance in South Africa and Namibia (King Report 1994, 2004, 2009 and Namcode2014); Definition of corporate governance; Principles of corporate governance

Risk management; Risk management strategies; Risk management programme; Enterprise risk management; Risk identification; Risk responses; Documenting the risk (Risk register)

Linear programming; Meaning and nature of linear programming; Linear programming as a resource allocation tool; Assumptions of linear programming; Formulation of linear programming problems; Graphical solution of linear programme problems; Mathematical (equations) solution of linear programme problems.

## Learning and Teaching Strategies/Activities

The course will be facilitated through the following learning activities: Face-to-face and online lectures, presentations and written tests and assignments.

**Basic Macroeconomics**

G3512EB

NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Pre-requisites: None

## Module Content

Measuring Gross Domestic Product: **Gross Domestic Product defined; Measuring Namibia's GDP; Calculating Real GDP; Uses and Limitations of Real GDP.** Economic growth: Basics of Economic Growth; Calculating Growth rates; Potential GDP; Labour Productivity Growth; Growth Theories, Evidence and Policies. Monitoring Jobs and Inflation: Employment and unemployment; Unemployment and Full Employment; The Price level, inflation and deflation; The Consumer Price Index; Measuring the Inflation rate; Real variables in Macroeconomics. Finance, Saving and Investment: Financial Institutions and Financial Markets; Loanable Funds Market; Government in the loanable funds Market; Global loanable funds Market. Money, the Price Level, and Inflation: What is Money?; Depository Institutions; The Namibian Central Bank; How Banks Create Money; The Demand for and Supply of Money; The Money market; The Quantity Theory of Money. The Exchange Rate and the Balance of Payments: The Foreign Exchange Market; Currencies and Exchange Rates; Changes in Demand and Supply; Exchange Rate Fluctuations; Financing International Trade; Exchange Rate Policy. Expenditure Multipliers: The Keynesian Model: Fixed Prices and Planned Expenditure; Real GDP with a Fixed Price Level; The Multiplier; The Multiplier and the Price Level; The Algebra of the Keynesian Model. Aggregate Supply and Aggregate Demand: Aggregate Supply; Aggregate Demand; Explaining Macroeconomic Trends and Fluctuations; Macroeconomic Schools of Thought. Inflation, Unemployment and the Business Cycle: Inflation Cycles; Inflation and Unemployment: The Phillips Curve; The short-run and Long run Phillips Curve; The Natural Rate of Unemployment; The Business Cycle. Fiscal Policy: The National Budget; Supply Side effects of Fiscal Policy; Fiscal Stimulus. Monetary Policy: Monetary Policy Objectives and Framework; Framework for Monetary Policy in Namibia; Executing Monetary Policy; Monetary Policy Transmission; Alternative Monetary Policy Strategies.

**Principles of Management**

G3572MP

NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment: Continuous Assessment 50% (at least three assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

**Module Content**

Students will be exposed to the various functions of management which are planning, organizing, leading and controlling. As management form's part and parcel of the business daily lives, students are expected to keep abreast with the latest modern developments in terms of local and international media and how it impacts on business, considering the socio-cultural, economic, political, technological, environmental and legal forces. Additional topics to be covered are the Management by Objectives, delegation strategies, Management Theories/School of Thought, change management and labor related issues.

**Namibian Governance**

G3512PD

NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment : A combination of continuous assessment (50%) and an examination (50%) will be used to assess each of the typical modules in this programme. Continuous assessment will consist of at least 1 test and 1 assignment. The test will count 50% towards the semester mark while the assignment will count 50% towards the semester mark. Continuous assessment will consist of a subset of the following, depending on the module needs: class tests, reports (practical -, project-, research-, etc.) and assignments. The examination (1 x 3 hour) will count 50% of the final mark.

Pre-requisites: None

**Module content**

Historical overview of the administration in Namibia before and after independence. The colonial German administration as well as the South African administration will be dealt with and to place the current independent administration in perspective.

The current Namibian government structure in place will be explained by focusing on the central, regional and local arrangements in place. Furthermore the focus will be on the Namibian Constitution and other related laws dealing with the current administrative architecture in Namibia.

Public leadership in Namibia will compare and contrast leadership challenges within the Namibia public sector context. Furthermore, it will focus on how public leaders play an important role in shaping the public policy process in Namibia.

Human resources management in the Namibian Public sector explain the key concepts related to human resource management within the Namibian public sector, such as strategizing, planning, and developing public sector human resources management. Governance, accountability and transparency in the Namibian public sector focus on the principals that should guide public institutions in Namibia. In this regard the emphasis will be on the importance of ethics, morals, accountability and transparency in service delivery to promote the general welfare of the Namibian society.

Enhancing service delivery in Namibia through public sector reform analyse the factords and measures put in place to enhance service delivery. Best practices of public sector reform will be explored.

The concept and application of Public-Private Partnerships (PPP) in the Namibian Public Sector will be explored by looking at successful and non-successful PPPs. The various PPP options and the organizational frameworks for a PPP will be explained.

Containing and dissolving corruption in the Namibian public sector will focus on how to prevent corrupt practices and the creation of conditions for the prevention of corruption and the promotion of good governance.

**Namibian Politics**

G3611PN

NQF Level: 6 Credits: 14 Contact hours: 4 contact lecture periods per week for one semester.

Module assessment : A combination of continuous assessment (50%) and an examination (50%) will be used to assess each of the typical modules in this programme. Continuous assessment will consist of at least 1 test and 1 assignment. The test will count 50% towards the semester mark while the assignment will count 50% towards the semester mark. Continuous assessment will consist of a subset of the following, depending on the module needs: class tests, reports (practical -, project-, research-, etc.) and assignments. The examination (1 x 3 hour) will count 50% of the final mark.

Pre-requisites: None

**Module Content**

The Nature of Politics and Governance in Pre-Colonial, Colonial , and Post-Colonial Namibia: Patterns of Settlement in Pre-Colonial Namibia: Northern Zone: Ovamboland, The Okavango; The Caprivi Strip: The Southern Zone: The San Population Clusters; Damaraland; Hereroland; Namaland.

German Colonialism: The Process of Colonisation; The Separation of the Direct Producers from their means of Production; The Role of the State; The Role of Farmers and Traders

South African Colonial Policies: The Era of Segregation; The Era of Apartheid. The Homeland Strategy; The Internal Settlement Scheme; Key developments generated by the Turnhalle Conference included.

Article II. The Post-Colonial State in Southern Africa: The Case of Namibia: The Transition to Independence

The Constitution: Its impact on Namibian Statehood and Politics: The Basic Features of the Namibian Constitution; Constitutional Principles.

The Politics and the Civil Society: The Basic Features of the Namibian Constitution; Constitutional Principles. the Politics of Gender: Women Empowerment; Women's Rights and Policies.

**Regional and Local Government 1** **G3611PR**

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

Module Content

**Regional and Local Government's constitution** and other statutory provisions that include Ministerial operational mandates. It looks at and seeks to explain inter-governmental structural relations, and the internal dynamics of local government units, urban and rural government's administrative and management issues, and local community involvement. Functions of Local and Regional government structures. Local Authorities, Regional Councils, Powers, duties and functions of Regional and Local governments. And roles of Councilor's at Regional and Local Government. **Local Government's Constitution and other statutory provisions** Local Government Act, Regional Council Act and Legal framework government Regional and Local Government in Namibia. The module of takes an in depth analysis of the structure of regional and local government in Namibia. Cooperative government in Namibia, Issues of Democracy, Decentralization and Development in the Namibian context and Citizen Participation of Regional and Local Government. Issues of Policy Making and Implementation at regional and local levels Policy needs, the Policy Process in Namibia, Policy environment, Policy implementation and Good governance.

**Organisational Development** **G3611PB**

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

Module Content

History of Organisation Development; Core Values and Ethics of Organisation Development  
Foundations of Organisational Change; The Organisation Development Practitioner and the OD Process  
Data Gathering; Diagnosis and Feedback; Interventions  
Sustaining Change, Evaluating, and Ending an Engagement  
Global Issues in Organization Development; The Future of Organization Development.

**Public Sector Human Capital Management** **G3612PC**

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

Module Content

Strategic human capital management: Acquisition and assimilation of employees into the workplace; Affirmative action, employment equity and managing diversity; Public sector compensation; Motivating staff; Performance management; Training in the public sector; Career management;  
Talent and retention management; Employee relations; and Managing employee wellness in the workplace

**Regional and Local Government 2** **G3612PR**

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

Module Content

Analysis of the structure, the role, modes and functions of local government organisations in developed and the developing world.

Regional and local government issues of democracy, development and decentralisation.





**Project Management**

G3612PM

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.  
Module assessment: *Continuous Assessment 50% (at least two assessments)*  
*Examination (50%): 1x 3h paper*  
Pre-requisites: None

## Module Content

Origins and History of Project Management;  
Characteristics of Projects; The Project Life Cycle; Work Breakdown Structure; Project Initiation and Implementation; Negotiation; Procurement & Resource Allocation; Project Control and Communication; The Project Manager; Project HR Management and Human Relations; Project Termination; Avoiding Project Pitfalls; Managing for Success.

**Practical Engagement**

W3700IC

NQF Level: 7 Credits: 24 Contact hours: None  
Module assessment: *The students will be assessed by their supervisors during work engagement on the following attributes: Desire and willingness to take on new assignments; Potential for further development; Concern for needs of fellow employees; Willingness to work through an assignment to completion; Ability to communicate; Ability to learn; Quality of work; Dependability; Attitude (application to work); Attendance; Tardiness; Judgment; Imaginativeness and resourcefulness; Cooperation - willingness to get along with others.*  
Pre-requisites: None

## Module Content

Quality of Work: The degree to which the student's work is thorough, accurate, and completed in a timely manner. Ability to Learn: The extent to which the student asks relevant questions, seeks out additional information from appropriate sources, understands new concepts/ideas/work assignments, and is willing to make needed changes and improvements. Initiative and Creativity: The degree to which the student is self-motivated, seeks out challenges, approaches and solves problems on his/her own, and develops innovative and creative ideas/solutions/options. Character Traits: The extent to which the student demonstrates a confident and positive attitude, exhibits honesty and integrity on the job, is aware of and sensitive to ethical and diversity issues, and behaves in an ethical and professional manner. Dependability: The degree to which the student is reliable, follows instructions and appropriate procedures, is attentive to detail, and requires supervision. Attendance and Punctuality: The degree to which the student reports to work as scheduled and on-time. Organizational Fit: The extent to which the student understands and supports the organization's mission, vision, and goals; adapts to organizational norms, expectations, and culture; and functions within appropriate authority and decision-making channels. Response to Supervision: The degree to which the student seeks supervision when necessary, is receptive to constructive criticism and advice from his/her supervisor, implements suggestions from his/her supervisor, and is willing to explore personal strengths and areas for improvement. Engagement in applied work within the community/ organisation.

**Public Finance**

G3711PF

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.  
Module assessment: *Continuous Assessment 50% (at least two assessments)*  
*Examination (50%): 1x 3h paper*  
Pre-requisites: None

## Module Content

Defining money; Monetary policy and fiscal policy;  
Public provision of goods and services, key sources of government revenue  
Role players in public financial management; Accounting and finance; Organisation and functioning of government in terms of inter-governmental fiscal relations (IGFR);  
Budget reform and management of public money through budgeting; Safeguarding ethics and accountability in the public sector; Local government financial management.

**Public Policy**

G3711PP

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.  
Module assessment: *Continuous Assessment 50% (at least two assessments)*  
*Examination (50%): 1x 3h paper*  
Pre-requisites: None

## Module Content

The Study of Public Policy: Introduction: Definition of Public Policy; Conceptual Framework; The nature of Public Policy; the Importance of Public Policy

Policy Functional Typologies: Substantive and Procedural Policies; Distribute and Redistributive; Regulatory and Self-Regulatory; Material and symbolic Policies; Liberal and Conservative Policies

Actors in Public Policy: Official Actors; Non-Official Policy Makers; individual citizens; The Masses

Philosophical Frameworks: Three groups of Philosophers: Machiavelli & Bacon; Jeremy Bentham and John Stuart Mill – Utilitarianism; John Rawls & Nozick: Two Theories of Justice.

### Intergovernmental Relations

G3711PC

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

#### Module Content

Introduction to intergovernmental relations (IGR);

Concepts and government structures in IGR;

Models of intergovernmental relations;

Evolution of intergovernmental relations;

Intergovernmental fiscal relations; Intergovernmental relations and service delivery;

Governmental relations with extra governmental and international organisations;

Cooperative governance; Intergovernmental relations network; Governmental relations in BRICS countries

### Public Management and Governance

G3712PG

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

#### Module Content

Discuss the concepts of Public Management and Governance; The Changing Shape of the Public Sector; Public Management Reforms; Marketing in Public Sector Organizations; Contracting for Public Services;

Digital Technology, Information Policy and Social Media in Public Services; Performance Measurement and Management in Public Sector Organizations; Quality Management in Public Sector Organizations; Process Management in Public Sector Organizations; Democratic Governance:

The role of politics and politicians; Public Leadership; Citizen Engagement; Transparency in Government; Changing Equalities; Politics, policies and practice; Public Management and Governance: The future?

Learning and Teaching Strategies/Activities

The course will be facilitated through the following learning activities: Face-to-face and online lectures, presentations and written tests and assignments.

### Public Enterprise Management

G3712PE

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

#### Module Content

Orientation and introduction; Organisation of public enterprises (PE); Definitions and features of PEs; Legal forms of PEs; Reasons for the emergence of PEs; Classification of PEs; Managing, staffing and financing of PEs; Reforming PEs; Corporate and PE Performance; Corporate responsibility and accountability of PEs; Performance of PEs; PE Survival and Success; factors influencing the success and failure of PEs; Basics of business for successful PE business strategy; Risk and return for PEs; Going concern; Corporate misconduct and malpractice among PEs; Corporates crimes; typical crime path; fraud and negligence; conflicts of interests; Judicial Management – The Case of Namibia; Definition of Judicial Management; Circumstances in which a PE is placed under judicial management; Duties of a provisional judicial manager; Corporate Governance Codes and Principles; The need for good legislation on corporate governance; Principles of corporate governance; King reports on governance; Power, Composition and Conduct of the Board; The board of directors (BODs) and corporate governance in a PE; Role and mission of a BODs in a PE; BODs and ethics; BODs composition and structure; BOD appointment – what to consider; Executive and non-executive directors in a PE; Chairperson of the BODs; BODs vs. PE performances; The Chief Executive Officer (CEO); Appointment of a CEO in a PE; Responsibilities of a CEO in a PE; Assurance and Audit of PEs; Compliance governance; accountability and audits; checks and balances; Disclosure and Transparency of PEs; Transparency of information; Communications with

shareholders and stakeholders of PEs; Enhancing accountability and transparency of PEs; Case studies; Different public enterprises locally, regionally and internationally.

Strategic Public Management

G3712PM

NQF Level: 7 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: *Continuous Assessment 50% (at least two assessments)*

*Examination (50%): 1x 3h paper*

Pre-requisites: None

Module Content

Introducing strategic planning and management

Strategic decision-making

Strategic policy-making; approaches to strategic planning

Strategic management processes as applied in the public sector; relationship between strategic management and planning

Approaches to strategic leadership; strategic management systems

Strategic implementation and the emerging interdependence of government, the private sector and non-profit organisations.

Learning and Teaching Strategies/Activities

The course will be facilitated through the following learning activities: Face-to-face and online lectures, presentations and written tests and assignments.

The purpose of this qualification is to provide students with a robust and theoretically-grounded foundation to more advanced degrees and study in Political Science and other related disciplines. The rationale of the qualification lies at different levels, chief of these are: First, to ensure a theoretically-informed articulation between the qualification and related bodies of knowledge at a more advanced level of study. Secondly, to deliver more rounded graduates in Political Science with an improved prospect of employment in the private- and public sectors. Thirdly, to properly meet the knowledge requirements of the evaluation framework embedded in the National Qualification Framework (NQF). Fourthly, to facilitate an understanding of the epistemic and philosophical relationship between Political Science and other Social Sciences in the Humanities.

In addition to the epistemic and conceptual rationale of the qualification, the qualification supports the overall mission and objectives of the University, namely to contribute to knowledge creation, research, community service and enlightened critical thinking. The content of the qualification shows a systematic concern with personal and social development, especially in respect of the constructs of active citizenship, critical thinking, democratic culture, ethics and socially-embedded Africa-entered knowledge. The latter, Africa-centered knowledge is most evident in some of the foundation courses, most notably in the courses on African Philosophy, African Ethics, The Sociology of Development, aspects of African International Relations, Public International Law and its relevance to Africa, and in the broader introduction to Political Philosophy, with specific reference to metaphysical, epistemological, ethical, and political problems in Africa and elsewhere.

The content of the qualification is sensitive to, and reflects, the needs as expressed in deliberative discussions with students, potential employers and other civil society agencies. The purpose of this qualification is to provide students with a current and theoretically-robust foundation for knowledge generation, transfer and application. In response to the nations call on contributing to the development of the economy, industry needs as well as the society as a whole, this qualification intends to permit graduates to make responsive contributions which will be in line with the country's Vision 2030 as well as the to the development of society and economy in terms of responsiveness to society and industry needs, and achievement of national development goals such as Vision 2030, as well as global essentials such as the 4thIR and the Sustainable Development Goals (SDGs) of providing quality education and strive to ensure gender equality in both the employment of staff member and students intake, to mention but a few.

The content of the qualification is sensitive to, and reflects, the needs as expressed in deliberative discussions with students, potential employers and other civil society agencies. The purpose of this qualification is to provide students with a current and theoretically-robust foundation for knowledge generation, transfer and application. In response to the nations call on contributing to the development of the economy, industry needs as well as the society as a whole, this qualification intends to permit graduates to make responsive contributions which will be in line with the country's Vision 2030 as well as the to the development of society and economy in terms of responsiveness to society and industry needs, and achievement of national development goals such as Vision 2030, as well as global essentials such as the 4thIR and the Sustainable Development Goals (SDGs) of providing quality education and strive to ensure gender equality in both the employment of staff member and students intake, to mention but a few.

## 2. Admission requirements

### Normal enrolment

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

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

Or

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

In addition to the above, admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

### (3) Mature age entry scheme

Applicants aspiring for admission to UNAM's undergraduate programmes through the

Mature Age Entry Scheme must satisfy the following conditions:

- (a) They should be at least 25 years old on the first day of the academic year in which admission is sought;
- (b) Applicants should have successfully completed at least junior secondary education for admission into the undergraduate degree programme, and senior secondary education for admission into undergraduate degree programme.
- (c) They should normally have proof of at least five years relevant work experience relating to the proposed study programme.
- (d) The Mature Age Entry Examination will consist of three / four papers:
  - (i) Paper 1: An English Proficiency Paper;
  - (ii) Paper 2: A General Knowledge Paper;
  - (iii) Paper 3: A Numerical Ability Paper.
- (e) Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate programmes shall score an average of at least 50% with no paper less than 40%.
- (f) Applicants who meet the qualifying requirements (as per d(i)) and passed the MAE examination (as per d(iii)), may be called for an additional interview before the final selection is made.

(4) Admission criteria based on School Leaving Certificates prior to 2021

A pass in five different subjects as follows:

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

Or

A pass in five different subjects as follows:

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

Extended Enrolment

A pass in five different subjects as follows:

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

27. Additional Selection Criteria

The selection of candidates will be done based on the highest points on the UNAM Evaluation scale guided by matters of equity as outlined in the National Policy document.

28. Articulation Options

The Bachelor of Arts in Political Science programme may serve as an entry point to relevant Honours degrees in Bachelor of Arts in Political Science Honours or any related Postgraduate Diploma.

29. Assessment Criteria

A minimum CA Mark of 40% is required to gain entrance into the relevant module examination unless otherwise stated in the individual module descriptor.

In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual descriptor.

The final mark for each module will be calculated using a ratio of CA mark to Exam mark of 50% unless stated otherwise in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

### 31. Minimum requirements for re-admission into the School / Programme

Minimum requirements for re-admission into the School / Programme for full-time students only:

Normal enrollment

To be re-admitted into the School of Business Management, Governance and Economics, 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.
- 124 credits (of which 100 must be non-core) by the end of the second year of registration.
- 221 credits by the end of the third year of registration.
- 330 credits by the end of the fourth year of registration.
- 363 credits by the end of the fifth year of registration.

The programme must be completed after a maximum of 5 years of registration.

Extended enrollment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have successfully completed the following minimum number of credits as indicated below:

- 30 credits (of which 16 must be non-core) by the end of the first year of registration.
- 100 credits (of which 80 must be non-core) by the end of the second year of registration.
- 180 credits by the end of the third year of registration.
- 260 credits by the end of the fourth year of registration.
- 304 credits by the end of the fifth year of registration.
- 363 credits by the end of the six year of registration

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

### 32. Advancement and progression rules

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

Normal enrollment

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

- Year 1 to year 2: 90 credits (of which 72 credits must by non-core).
- Year 2 to year 3: 212 credits

Extended enrolment

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

- Year 1 to year 2: 60 credits (of which 36 credits must by non-core).
- Year 2 to year 3: 122 credits (of which 61 credits must be non-core).
- Year 3 to year 4: 146 credits.

### 33. Requirements for Qualification Award

This qualification will be awarded to candidates credited with a minimum of 363 credits and who have met all other UNAM requirements.

### 34. Career Opportunities

Upon successful completion of the qualification, students should be able to find employment in the State at Central-, Regional and Local Level; private sector, and civil society sectors as:

- Diplomats
- Politicians
- Development planners
- Community activists
- Parliamentary clerks
- Community Activists

Old module Code	Module Name	Old NQF Level	Module credits	New Module Code	New Module	New NQF Level	New Module credits
PIG3571	Government Studies	5	16		(No equivalent)		
POL3511	Introduction to Political Science	5	16	G3531PP	Introduction to Political Science	5	12

EMI3571	Basics of Micro Economics	5	16	G3511EA	Basics of Micro Economics	5	12
POL3512	Introduction to Political Philosophy	5 5	16 16	G3531PI	Introduction to Political Philosophy	5	12
EMA3572	Basic Macro Economics	5	16	G3511EA	Basic Macro Economics	5	12
POL3611	Politics and Humanities	6	16	G3532PH	Political Behaviour	6	14
POL3671	Basics of International Political Economy	6	16	G3631PE	Basic of International Political Economy	6 6	14 14
PPW3671	Western Political Philosophy	6	16	G3631PW	Western Political Philosophy	6	14
POL3612	Political Sociology	6	16	G3631PS	Political Sociology	6	14
PNP3671	Namibian Politics	6	16	G3611PN	Namibian Politics	6	14
POL3652	Politics of Development	6	16	G3632PD	Politics of Development	6	14
PPP3672	African Political Philosophy	6	16	G3632PA	African Political Philosophy	6	14
PCP3672	Contemporary African Politics	6	16	G3632PP	Contemporary African Politics	6	14
PSA3771	The State in Africa	7	16	G3751PA	The State in Africa	7	16
POL3751	Parliamentary Studies	7	16	G3751PS	Parliamentary Studies	7	16
PIR3771	Introduction to International Relations	7	16	G3751PR	Introduction to International Relations	7	16
POL3772	De-colonial Studies	7	16	G3752PD	De-colonial Studies	7	16
PDR3872	Conflict and	8	16		(No equivalent)		
POL3732	Comparative Political Economy	7	16	G3752PE	Comparative Political Economy	7	16
				G3535PC	African Civilisations	5	12
				G3531PF	Fundamentals of International Politics	5	12
				G3621PS	Project in Service Delivery	6	7
Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)	

Core Semester 1



TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
U3420PJ	Project Management	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

G3531PP	Introduction to Political Science	5	12	4h/w	None	C
G3511EA	Basics of Micro Economics	5	12	4h/w	None	C
G3531PI	Introduction to Political Philosophy	5	12	4h/w	None	C
G3531PF	Fundamentals of International Politics	5	12	4h/w	None	C
Total credits Semester 1			48			

YEAR 1: SEMESTER 2

G3512EB		5	12	4h/w	G3511EA	C
G3532PB		5	12	4h/w	None	C
G3532PC		5	12	4h/w	None	C
G3522PE		5	6	2h/w	None	C
G3522PD		5	6	2h/w	None	C
Total credits Semester 2			48			
Total credits YEAR 1			120			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	Academic Literacy I	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3420RT	Entrepreneurship	6	2	2h/w	None	C

U3520TH	Critical thinking	6	2	2h/w	None	C
G3620PD	Diplomacy in Practice	6	5	2h/w	None	C
G3620EH	History of Economic Thought	6	5	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

G3631PW	Western Political Philosophy	6	14	4h/w	G3531PI	C
G3631PS	Political Sociology	6	14	4h/w	None	C
G3611PN	Namibian Politics	6	14	4h/w	None	C
G3621UP	Urban Politics	6	7	2h/w	None	C
Total credits Semester 1			49			

YEAR 2: SEMESTER 2

G3632PD	Politics of Development	6	14	4h/w	None	C
G3632PA	African Political Philosophy	6	14	4h/w	None	C
G3632PP	Contemporary African Politics	6	14	4h/w	G3521PS	C
G3622PL	Political Institutions (This module includes CWIE prep module)	6	8	2h/w	None	C
Total credits Semester 2			50			
Total credits YEAR			123			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

W3700IC	Practical Engagement	7	24	4h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3751PA	The State in Africa	7	16	4h/w	G3632PP	C
G3751PC	Comparative Political Institutions	7	16	4h/w	G3531PP	C
G3751PR	Introduction to International Relations	7	16	4h/w	None	C

Total credits Semester 1		48				
YEAR 3: SEMESTER 2						
G3752PD	De-colonial Studies	7	16	4h/w	None	C
G3752PC	Peace and Conflict Studies	7	16	4h/w	G3751PA	C
G3752PE	Comparative Political Economy	7	16	4h/w	G3522PE	C
Total credits Semester 2		48				
Total credits YEAR		120				
Total credits		363				

36. (b) Curriculum Framework: Summary Table for all Modules in the Extended Programme

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
U3420PJ	Project Management	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

G3511PP	Introduction to Political Science	5	12	4h/w	None	Compulsory
G3511EA	Basic Micro Economics	5	12	4h/w	None	Compulsory
G3531PI	Introduction to Political Philosophy	5	12	4h/w	None	Compulsory
Total credits Semester 1			36			
YEAR 1: SEMESTER 2						
G3512EB	Basic Macro Economics	5	12	4h/w	None	C

G3532PB	Political Behaviour	5	12	4h/w	None	C
G3522PD	Human Rights in Development	5	6	2h/w	None	C
Total credits Semester 2			30			
Total credits YEAR			90			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
U3420RT	Entrepreneurship	6	2	2h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3520TH	Critical thinking	6	2	2h/w	None	C
G3620EH	History of Economic Thought	6	5	5-6 Weeks	None	C
G3620PD	Diplomacy in Practice	6	6	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

G3611PN	Namibian Politics	6	14	4h/w	None	C
G3521PF	Fundamentals of International Politics	5	12	4h/w	None	C
G3621PU	Urban Politics	6	7	2h/w	None	C
Total credits Semester 1			26			

YEAR 2: SEMESTER 2

G3532PC	African Civilisations	6	12	4h/w	None	C
G3632PP	Contemporary African Politics	6	14	4h/w	G3521PS	C
G3522PE	Basics of International Political Economy	5	6	2h/w	None	C
Total credits Semester 2			32			
Total credits YEAR			82			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

	None					
	Total Credits Core Semester 2					
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3751PA	The State in Africa	7	16	4h/w	G3632PP	C
G3631PW	Western Political Philosophy	6	14	4h/w	G3531PI	C

Total credits Semester 1 38

Total credits YEAR 2

YEAR 3: SEMESTER 2

G3752PC	Peace and Conflict Studies	7	16	4h/w	G3751PA	C
G3632PA	African Political Philosophy	6	14	4h/w	None	C
G3622PI	Political Institutions (this Module includes the CWIE prep component)	6	8	2h/w	None	C

Total credits Semester 2 37

Total credits YEAR 75

Year 4 Core Semester

G3720PI	Practical Engagement	7	24	5-6 WEEKS	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 4: SEMESTER 1

G3751PC	Comparative Political Institutions	7	16	4h/w	G3531PP	C
G3751PR	Introduction to International Relations	7	16	4h/w	None	C
G3631PS	Political Sociology	6	14	4h/w	G3531PP	C

Total credits Semester 1 46

YEAR 4: SEMESTER 2

G3752PE	Comparative Political Economy	7	16	4h/w	G3631PE	C
G3752PD	De-colonial Studies	7	16	4h/w	None	C

Total credits Semester 2 32

Total credits YEAR 4 102

Total credits: 363

YEAR 1	
Introduction to Political Science	G3531PP

NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture per week for semester 1

Module Assessment: Continuous Assessment 50% (at least two assessments) 2x tests

Examination (50%): 1x 3h paper

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

Pre-requisites: None

Module Description:

Conceptualization of Politics; Politics as the art of government; Politics as public affairs; Politics as compromise and consensus; Politics as power; Approaches to the study of politics.

Politics and the State; Definitions of a state; The political importance of the state; Key features of the state; the role of the state; Typologies/forms of the state

Debates in the Study of Nations; Definition (s) of a nation; Varieties of Nationalism States; and Nations; Relations and Interactions; Nations and Nationalism; the issue of Ethnic Nationalism

Political Culture and the Media; Political Culture; Three types of Political Culture; Political Communication; Politics of Spin; Media, democracy and governance

Contending Political Ideologies; Democracy and its alternatives

Basic Microeconomics	G3511EA
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NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture per week for semester 1

Module Assessment: Continuous Assessment 50% (at least two assessments) 2x tests

Examination (50%): 1x 3h paper

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

Pre-requisites: None

Module Description:

Introduction – Economics: Definitions of economics – Microeconomics and Macroeconomics. The economic problem: Production Possibilities Curve; Using resources efficiently; Economic growth; Gains from trade; Economic coordination; How markets work: Market and prices; Demand; Supply; Market equilibrium; Predicting changes in price and quantities; Forward Markets. Elasticity: Price elasticity of demand; More elasticities of demand; Elasticity of supply. Markets in action: Efficiency; Demand and marginal benefit; Supply and marginal benefit; The competitive market efficient; Housing markets and rent ceiling; The labour market and the minimum wage; Taxes; Subsidies and quotas; Markets for illegal goods. **Households'** choices – Introduction: Utility and demand; Possibilities, preferences and choices. Firms and markets: Organising production; Output costs; Perfect competition; Monopoly; Monopolistic competition; Mark-up pricing. Market Failure and Government intervention: Externalities; Public goods and common resources. Factor market, inequality and uncertainty: Markets for factors of production; Economic inequality

Introduction to Political Philosophy	G3531PI
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NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture per week for semester 1

Module Assessment: Continuous Assessment 50% (at least two assessments) 2x tests

Examination (50%): 1x 3h paper

Continuous Assessment 50% (at least two assessments) 1x presentation and 1x test

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Introduction to Political Philosophy; **The nature and aims of Political Philosophy; One of the core questions in ethics is: 'the best or right way for humans to live, both as individuals and as a group'** Also, how we should live in relation to the environment.

Ethics and Moral Philosophy; Ethical objectivism; Ethical voluntarism; Ethics (moral philosophy) – Greek ethics; Ethics, Kantian.

Theories of consent, utilitarianism and Justice; How can one morally justify the State?; Theories of consent; Utilitarian theories; Theories of Justice.

Political Theorists: Aristotle (384-322 B.C.); Niccoló Machiavelli (1469-1527); Thomas Hobbes (1588-1679); John Locke (1632-1704); Jean-Jacques Rousseau (1712-1778); Immanuel Kant (1724-1804); Georg Wilhelm Friedrich Hegel (1770-1831); Karl Marx (1818-1883); Jeremy Bentham (1748-1832); John Stuart Mill (1806-1873); Jacques Derrida (b. 1930); John Rawls; Robert Nozick and Mary Wollstonecraft.

Basic Macroeconomics	G3512EB
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NQF Level: 5 Credits: 12 Contact hours: 4 hours lecture per week for semester 1

Module Assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Pre-requisites: None

Module Description:

Measuring Gross Domestic Product: **Gross Domestic Product defined; Measuring Namibian's GDP; Calculating Real GDP; Uses and Limitations of Real GDP.** Economic growth: Basics of Economic Growth; Calculating Growth rates; Potential GDP; Labour Productivity Growth; Growth Theories, Evidence and Policies. Monitoring Jobs and Inflation: Employment and unemployment; Unemployment and Full Employment; The Price level, inflation and deflation; The Consumer Price Index; Measuring the Inflation rate; Real variables in Macroeconomics. Finance, Saving and Investment: Financial Institutions and Financial Markets; Loanable Funds Market; Government in the loanable funds Market; Global loanable funds Market. Money, the Price Level, and Inflation: What is Money?; Depository Institutions; The Namibian Central Bank; How Banks Create Money; The Demand for and Supply of Money; The Money market; The Quantity Theory of Money. The Exchange Rate and the Balance of Payments: The Foreign Exchange Market; Currencies and Exchange Rates; Changes in Demand and Supply; Exchange Rate Fluctuations; Financing International Trade; Exchange Rate Policy. Expenditure Multipliers: The Keynesian Model: Fixed Prices and Planned Expenditure; Real GDP with a Fixed Price Level; The Multiplier; The Multiplier and the Price Level; The Algebra of the Keynesian Model. Aggregate Supply and Aggregate Demand: Aggregate Supply; Aggregate Demand; Explaining Macroeconomic Trends and Fluctuations; Macroeconomic Schools of Thought. Inflation, Unemployment and the Business Cycle: Inflation Cycles; Inflation and Unemployment; The Phillips Curve; The short-run and Long run Phillips Curve; The Natural Rate of Unemployment; The Business Cycle. Fiscal Policy: The National Budget; Supply Side effects of Fiscal Policy; Fiscal Stimulus. Monetary Policy: Monetary Policy Objectives and Framework; Framework for Monetary Policy in Namibia; Executing Monetary Policy; Monetary Policy Transmission; Alternative Monetary Policy Strategies

Fundamentals of International Politics	G3531PF
NQF Level: 5	Credits: 12
Contact hours: 4 hours lecture per week for semester 1	
Module Assessment: Continuous Assessment 50% (at least two assessments) 2x tests	
Examination (50%): 1x 3h paper	
Continuous Assessment 50% (at least two assessments) 1x presentation and 1x test	
Examination (50%): 1x 3h paper	
Pre-requisites: None	
Module Description:	
Historical Evolution of International Politics: Actors and cases; State and non -state actors; Politics and Power of international organisations and civil society	
Human rights; Justice and Equality	
Foreign policy; Foreign policy making	
Power, hegemony, Anarchy and International Politics; Geo-politics	
Traditional and non- traditional security and International Politics;; Security and Stability; Political violence	
Changing nature of peace, security, conflict and diplomacy in international politics	

Political Behavior	G3532PB
NQF Level: 5	Credits: 12
Contact hours: 4 hours per week	
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x Test and 1x assignment	
Examination (50%): 1x 3h paper	
Pre-requisites: None	
Module Description:	
Citizen participation and democratic political behavior process; citizen engagement in the political process; construct of political rhetoric; elite beliefs and decisions in democratic political process; Political culture issues; Role of institutions, agencies (including Civil Society) and strategies of citizen engagement in politics;	
Social movements and concept of social capital; Social organization of political knowledge;	
Collective behavior, function in society and politics; crowd behavior; mob behavior; youth behavior;	
Learning and Teaching Strategies/Activities	
The course will be facilitated through the following learning activities: Lectures, presentations and written tests and assignments	

Urban Politics	G3621PU
NQF Level: 6	Credits: 7
Contact hours: 2 h /week	
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x Test and 1x assignment	
Examination (50%): 1x 3h paper	
Pre-requisites: None	
Module Description:	
Political and social dynamics of cities; structure, processes and operations of urban politics; comparative settings of urban politics	
Political economy of urban politics; role of cities in national development; role of cities in national governance	
Politics of urban planning; local elections	

Human Rights and Development	G3522PD
NQF Level: 5	Credits: 6
Contact hours: 2 hours per week	
Module Assessment: Continuous Assessment 30% (at least one assessment and); a practical field activity (40%) Examination (30%): 1x 3h paper	
Pre-requisites: None	

Module Description:

International legal instruments – Universal Declaration of Human Rights (1946); International Covenant on Economic, Social and Cultural Rights (1966), International Covenant on Civil and Political Rights, Declaration on the Right to Development (1986); UN Charter for the Elimination of All Forms of Discrimination Against Women (1979); UN Declaration on the Rights of Indigenous People  
 African legal instruments - African Charter on Human and Peoples' Rights; the Protocols on the Establishment of an African Court on Human and Peoples' Rights; the African Charter on Human and Peoples' Rights on the Rights of Women in Africa; African Charter on the Rights and Welfare of the Child; the 1969 OAU Refugee Convention; Convention on Preventing and Combating Corruption

Right to Development - origin, definition; legal status; content and functions; Right to Development in the Namibian context

Human Security and sustainable development; climate change; political violence; water scarcity; corruption

UN Sustainable Development Goals; Different areas of Sustainable Development Goals

<b>Politics of Development</b>	<b>G3632PD</b>
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NQF Level: 6                      Credits: 14                      Contact hours: 4 hours per week

Module Assessment: Continuous Assessment 50% (at least two assessments) 1x presentation and 1x analytical review of articles  
 Examination (50%): 1x 3h paper

Pre-requisites:                  None

Module Description:

A Synthesis of the Interface between Politics and Development; contestations of political values; different approaches; contesting terminologies

Contemporary challenges of Development; Contemporary challenges in Politics of development locally and internationally.

Critique of alternative development paradigms; modernization theories; neoliberal economics; globalisation and hyper globalisation; regionalisation; glocalisation    The State and Development; welfare state system; the developmental state; patrimonial state; state capitalism; transformative state;

Parameters and Tools for the Decolonisation Theoretical Thinking and Practices in regard to Development;

Roles and place of indigenous knowledge in the context of 4IR;

Development and the International Power Relations; global asymmetries    and inequality; Agency of Poor

Development, Conflict and Violence; resource curse

<b>Diplomacy in Practice</b>	<b>G3620PD</b>
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NQF Level: 6                      Credits: 6                      Contact hours: 2 hours per week

Module Assessment: GUEST LECTURES: guest lectures, once or twice a month. Mandatory attendance is required as it will be considered as a component of the student's grade/ final mark. There will be no final examination for this module but the student will be required to submit a paper/ report at the end of semester that will contribute the final mark.

The module will be facilitated through the following learning activities: lecturers, class participation, presentations, written assignments and tests, and a written examination.

Pre-requisites:                  None

Module Description:

Nature of Diplomacy: Evolution of the Ambassador's role; Ministry of Foreign Affairs( THE Organisation of Diplomacy ); Diplomacy of international organisations e.g UN, Multilateral vs. Bilateral diplomacy; functions of the world diplomatic system in the 21st century; advantages and disadvantages of different diplomatic methods; Structures of an Embassy etc...

Right to Development ; origin, definition; legal status; content and functions

Contestations; the deep substantive and political divisions about the exact content and implications of the RTD and their implications for the achievement of greater normative clarity.; follow-up and implementation action.

International legal instruments – Universal Declaration of Human Rights (1946), International Covenant on Economic; Social and Cultural Rights (1966); International Covenant on Civil and Political Rights, Declaration on the Right to Development (1986); UN Charter for the Elimination of All Forms of Discrimination Against Women (1979); UN Declaration on the Rights of Indigenous People  
 African legal instruments ; African Charter on Human and Peoples' Rights; the Protocols on the Establishment of an African Court on Human and Peoples' Rights; the African Charter on Human and Peoples' Rights on the Rights of Women in Africa; African Charter on the Rights and Welfare of the Child; the 1969 OAU Refugee Convention; Convention on Preventing and Combating Corruption

Mobilisations and conceptualization ;of existing provisions of international law towards the achievement of international coherence, cooperation and solidarity

RTD Assessment and Monitoring Resources; UNDP Human Development Indexes, Transparency International Corruption Perception Index; World Bank World Development Reports; Mo Ibrahim African Governance Report; Gender Equality Index

<b>Namibian Politics</b>	<b>G3611PN</b>
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NQF Level: 6                      Credits: 14                      Contact hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessment) 1x test and X assignment  
The examination (1 x 3 hour) will count 50% of the final mark.  
Pre-requisites:                  None

Module Description:

The genesis of the Namibian State; The Nature of Politics and Governance in Pre-Colonial, Colonial , and Post-Colonial Namibia;  
the Constitution of Namibia ;

Political Economy of Namibia; issues of inequality, marginalization, poverty; social exclusion and land;

The role of Civil Society; Democracy at work, pre and post independent Namibia;

**Namibia's role in regional, continental and international relations:** SADC, AU AND UN

Basics of International Political Economy	G3522PE
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NQF Level: 5                      Credits: 6                      Contact hours: 2 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x presentation and 1 x test  
Examination (50%): 1x 3h paper.  
Pre-requisites:                  None

Module Description:  
Theoretical Perspectives In IPE ; Mercantilist theory; Liberal IPE; Realist IPE; Marxist IPE; Constructivist IPE.  
History of Institutions in IPE; ; Political Economy; International institutions; International Trade; International Finance; International development; Globalization; Multinational Corporations (MNC's); International Monetary Fund (IMF); World Bank; World Trade Organisation (WTO)  
Civil Society And Actors in Regional, continental and Global context ; State Actors; Non-state Actors: Elites, MNC's, NGO's; G7, G8 and the G20.  
Challenges of states and non-state actors face as a consequence of changing global political dynamics; ; Global Trade and globalization; Financial Crisis; Poverty and development; Environment and climate change; Resource and Energy; Covid-19 and International Political Economy

African Political Philosophy	G3632PA
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NQF Level: 5                      Credits: 6                      Contact hours: 2 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x test, 1x assignment and 1 x presentation  
Examination (50%): 1x 3h paper

Pre-requisites:                  None  
Module Description:  
Grounded knowledge in key themes in African Political Philosophy; Pan Africanism, Nationalism, Communalism, Black consciousness and discourses on identity and ethics;  
Contemporary trends and discourses; contextualize normative constructs such as justice; obligations; rights; gender and equality within African thought are explored in the works of philosophers;  
Importance of African Political Philosophy in world history and culture; relevance of African Political Philosophy in world history and culture;  
African centered Knowledge; indigenous knowledge; African based knowledge;  
African Political Philosophy and social practices; cultural and social contexts; construct of ethno-philosophy (philosophy as cultural inquiry); political-ideological philosophy; professional/academic philosophy; African metaphysics, constructs of personhood, African epistemology; African ethics; human-relatedness (Ubuntu), the dignity of creation and the interrelated matrix of existence.

Political Institutions	G3622PI
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NQF Level: 6                      Credits: 8                      Contact hours: 2 contact lecture periods per week for one semester  
Module Assessment: Continuous Assessment 100% (at least two group assignments)

Pre-requisites:                  None  
Module Description:  
State institution  
Supranational institution  
Sub-national institution  
Non-state and community organisations  
Policy advocacy

Introduction to International Relations	G3751PR
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NQF Level: 7                      Credits: 16                      Contact hours: 4 hours per week  
Module Assessment: Continuous Assessment 100% (at least two group assignments)

Pre-requisites:                  None  
Module Description:  
Foundations of International relations; The Evolution of International Society; International History, 1900-1999; From the end of Cold war to a new global order and 9/11, Arab Spring; Rising powers and emerging global order.  
International Relations Theory Today; Theories of International Relations; Realism (Conservative); Liberalism (Pluralists); Marxist Theories of International Relations (Radical); World System Theorie.  
International Issues; Globalisation and Development; International law and the Use of Force; International Terrorism; Democracy and imperialism: US promotion of democracy in the Arab world; Religion in IR: A Clash of Civilisation?: Religion and Race; International and Global Security and gender roles.

Africa in International Relations; The United States of America and Africa: From Engagement to Isolation?; China and Africa: Policies and Challenges and the Belt and Road Initiative (BRI); African Agency in International Relations; BRICS, EU, UN and Africa; COVID-19 and IR.

Contemporary African Politics	G3632PP
NQF Level: 6	Credits: 14
Contact hours: 4 hours per week	
Module Assessment: Continuous Assessment 50% (at least two assessments) 2x tests and 1x presentation	
Examination (50%): 1x 3h paper	
Pre-requisites: None	
Module Description:	
Pre-Colonial and Colonial inheritances; Impact of pre-colonial and colonial legacies on the contemporary politics of Africa	
Neo-patrimonialism, personal rule, Clientelism and the centralization of the African state; Key characteristics of clientelism; Personal rule in Ivory coast	
Corruption in Africa; Typology of Corruption; Causes of corruption; Transparency International Corruption Index	
<b>Military rule and coup d'états</b> ; Typology of military coups; A Coup or not a Coup: That is the Question in Zimbabwe.	
Citizenship, identity and conflicts: the issue of ethnicity; Ethnicity as a method of modern political mobilisation; The impact of ethnicity in the contemporary politics of Nigeria.	
Threats to sovereignty: external influences; The impact of <b>external threats to Somalia's sovereignty</b>	
Economic Crisis, Structural Adjustment, and Aid; The impacts of Structural Adjustment Programmes; Chinese development assistance in Africa: a case study of Zambia	
Issues of authority in the African state; Crisis of accumulation; Crisis of governance; State collapse; State collapse in DRC	
Democratization in Africa; Challenges of democratic consolidation; Liberation movements and stalled democratic transitions in Rwanda and South Africa	
Development in the 21 <sup>st</sup> century; The AU and NEPAD; Agenda 2063; African Union and the Challenges of Underdevelopment in Contemporary Africa; African Union and Gender Equality; ECOWAS; EAS;SADC;IGAD;	

De-colonial Studies	G3752PD
NQF Level: 7	Credits: 16
Contact hours: 4 hours per week	
Module Assessment: Continuous Assessment 100% (at least two group assignments)	
Pre-requisites: None	
Module Description:	
Foundations of International relations; The Evolution of International Society; International History, 1900-1999; From the end of Cold war to a new global order and 9/11, Arab Spring; Rising powers and emerging global order.	
International Relations Theory Today; Theories of International Relations; Realism (Conservative); Liberalism (Pluralists); Marxist Theories of International Relations (Radical); World System Theorie.	
International Issues; Globalisation and Development; International law and the Use of Force; International Terrorism; Democracy and imperialism: US promotion of democracy in the Arab world; Religion in IR: A Clash of Civilisation?: Religion and Race; International and Global Security and gender roles.	
Africa in International Relations; The United States of America and Africa: From Engagement to Isolation?; China and Africa: Policies and Challenges and the Belt and Road Initiative (BRI); African Agency in International Relations; BRICS, EU, UN and Africa; COVID-19 and IR.	

The State in Africa	G3751PA
NQF Level: 7	Credits: 16
Contact hours: 4 hours per week	
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x test, 1 x presentation	
Examination (50%): 1x 3h paper	
Pre-requisites: G3232PP	
Module Description:	
Genesis/Origin Of The Concept Of The State; provide theoretical understanding of the concept of the state particularly looking at classical perspectives on the origin of the state; selected philosophers and their perspectives on the origin and development of the state.	
The African State; the origin and development of the State on the African continent; Origin and Development of the African State; The Character of the Colonial State; The Post-Colonial State (covering the Neo-colonialism thesis of Nkrumah, the Golden Decade of African Development; Failure of the state theories and the decolonial and postcolonial perspectives)	
CASE STUDIES; Concerns the application of the theory to particular states on the African continent. For 2020 the themes of the case studies will be in two categories; The First Category in the analysis of the Neocolonialise thesis by looking at China in Africa; the cases selected will be Zambia, Angola, Nigeria and Kenya; The second theme on the case studies is the Corruption and Criminalization of the State.; the State Capture phenomenon in South Africa and the Fishrot scandal in Namibia will be discussed.	

<b>Comparative Political Institutions</b>	<b>G3751PC</b>	
NQF Level: 7	Credits: 16	Contact hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)1x test, 1 x presentation		
Examination (50%): 1x 3h paper		
Pre-requisites: G3531PP		
Module Description:		
Contemporary political systems; institutions and functioning; a comparison of the old democracies and former communist/socialist countries undergoing democratic transformations;		
Electoral systems; the impact of electoral management bodies on elections; Electoral Management Bodies; Parties and party systems; Legislatures and executive oversight		
Legislative and Executive relations;		
Different theories dealing with political institutions; The origins of political institutions; Institutions ad policy outcomes; Democratic Regimes; Non-democratic regimes;		
<b>Comparative Political Economy</b>	<b>G3752PE</b>	
NQF Level: 7	Credits: 16	Contact hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)1x test, 1 x presentation		
Examination (50%): 1x 3h paper		
Pre-requisites: G3631PE		
Module Description:		
Key features of the International Political Economy trade; finance; investments and technologyComparative Political Economy Of Regions; European Union (EU); Association of South East Asian Nations (ASEAN); Asia-Pacific Economic Cooperation (APEC); Southern African Development Community (SADC); Economic Community of West African States(ECOWAS)		
The new emerging countries & economic success; Japan; Malaysia; Indonesia; India; China; Brazil; Russia; ; Mexico; Argentina and selected African states		
The BRICS & the World Economy; the alliance of emerging powers in the international economy		
<b>Peace and Conflict Studies</b>	<b>G3752PC</b>	
NQF Level: 7	Credits: 16	Contact hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)1x test, 1 x presentation		
Examination (50%): 1x 3h paper		
Pre-requisites: G3751PA		
Module Description:		
Module Content		
Introduction To Conflict Resolution: Concepts And Definitions; Conceptualizing ; Conflict containment; Conflict Resolution; Conflict Transformation; Negotiation Visions of Peace; Zones of Instability		
Researching Conflict; The Conflict Domain; Measuring Peace and Peacefulness; Measuring State Fragility; Conflict Trends; Conflict Types; Conflict Distribution; Terrorism and Conflict.		
Understanding Contemporary Conflict; <b>Edward Azar's Theory of Protracted Social Conflict (PSC)</b> ; An Interpretative Framework for Transnational Conflict (TNC); The Arab Revolutions, 2011-2014: A Case Study.		
Resources Wars; Wars of greed; ; Transnational Orgnaised Crime; Proto-nationalism		
Feminist Understanding of Violence; Violence against Women; Construction of Gender Identities		
Masculine and Feminine Values; Patriarchy and Domination; Feminist Critique of the World Order Women and the Military		
Cosmopolitan Conflict Resolution; Towards Cosmopolitan Conflict Resolution; The Nature of the International Collectivity; The Arrow of the Future: Conflict Resolution and World Politics; Conflict Resolution and International Institutions; Conflict Resolution and International Law		
<b>Practical Engagement</b>	<b>W3700IC</b>	
NQF Level: 7	Credits: 24	Contact hours: 240
Module Assessment: Continuous Assessment 50% (at least two assessments)1x test, 1 x presentation		
Examination (50%): 1x 3h paper		
Pre-requisites: None		
Module Description:		
The following the aspects to be considered within practical engagement		

Quality of Work: The degree to which the student's work is thorough, accurate, and completed in a timely manner. Ability to Learn: The extent to which the student asks relevant questions, seeks out additional information from appropriate sources, understands new concepts/ideas/work assignments, and is willing to make needed changes and improvements. Initiative and Creativity: The degree to which the student is self-motivated, seeks out challenges, approaches and solves problems on his/her own, and develops innovative and creative ideas/solutions/options. Character Traits: The extent to which the student

demonstrates a confident and positive attitude, exhibits honesty and integrity on the job, is aware of and sensitive to ethical and diversity issues, and behaves in an ethical and professional manner. Dependability: The degree to which the student is reliable, follows instructions and appropriate procedures, is attentive to detail, and requires supervision. Attendance and Punctuality: The degree to which the student reports to work as scheduled and on-time. Organizational Fit: The extent to which the student understands and supports the **organization's mission, vision, and goals; adapts to organizational norms, expectations, and culture;** and functions within appropriate authority and decision-making channels. Response to Supervision: The degree to which the student seeks supervision when necessary, is receptive to constructive criticism and advice from his/her supervisor, implements suggestions from his/her supervisor, and is willing to explore personal strengths and areas for improvement. Engagement in applied work within the community/ organisation

Political Sociology		G3631PS
NQF Level: 6	Credits: 14	Contact hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments) 1x test, 1 x presentation		
Examination (50%): 1x 3h paper		
Pre-requisites:	POL3532	
Module Description:		
Definition, origin and development of political sociology; Conceptualizing the field of political sociology; Marxist conception of power; Weberian Conception of power; Durkheimian Political Sociology; Types of power; Social class and politics; Conceptualization of power in political sociology		
The Relationship of Civil Society and State Institutions		
Political and civic participation; Political participation as power; Theories of political participation		
Institutional vs. non-institutional forms of political participation; Social capital and political participation; Collective Action		
Theories of social movements; Pluralism and classical collective behavior; Elite theory and resource mobilization; Class framework / political process model; Rational choice / postmodern theory; Social Capital		
Political parties, partisanship and voting; Race and politics; Politics of ethnicity and identity		
Class, culture and politics; "Born-frees", inter-generational conflict and politics of subversion		

## C.1.1 OBJECTIVE OF THE PROGRAM

The purpose of the Bachelor of Business Administration is help equip students with skills and knowledge on how to manage different aspects of a business from marketing, human resources, finance, operations and conduct research to help make informed decisions that ultimately help a business grow and employ more people and subsequently reduce poverty.

One of the current challenges for business development is as per the National development Plan 5 (NDP5) is that the majority of SMEs in Namibia are not creative and innovative due to a lack of entrepreneurship culture and the fear of taking risks. It is for this reason that the BBA programme will emphasis both introductory and detailed entrepreneurship modules as well as Business Simulation practical course. The desired outcome of NDP 5 is providing government-sponsored services to support and incubate new businesses, raise awareness about: how to start and grow an SME and the BBA programme will contribute towards this desired outcome.

Finally, in order to realise Vision 2030, one of the strategies is to establish and sustain business standards of competence, productivity, ethical behaviour and high trust. For this reason, this version of Business Administration will include modules such as corporate ethics and morality to bring awareness about the moral responsibility of organisations and assess the role of corporate governance in determining ethical standards and behavior.

The programme is fully aligned with requirements of the UNAM Curriculum Framework and the National Qualifications Framework (NQF). The skills attained are important to achieving some of the sustainable development goals (SDGs) in particular 1 (no poverty), 8 (decent work and economic growth), 9 (industry innovation and infrastructure) and 11 (sustainable cities and communities). In addition, the programme considers the efforts of the government through the short development plans (NDP 5) and Vision 2030.

## 26. Admission requirements

## 26.1. Normal enrolment

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

- (1) A pass in five different subjects as follows:
  1. 2 subjects on NSSCAS level with an average D or higher
  2. 3 subjects on NSSCO level with a C or higher
  3. English must be at minimum C at NSSCO level

OR

- (2) A pass in five different subjects as follows:
  1. 3 subjects on NSSCAS level with an average d or higher
  2. 2 subjects on NSSCO level with a D or higher
  3. English must be at minimum C at NSSCO level

Meeting the minimum requirements as per above does not necessarily ensure and/or guarantee admission. Admission will be based on the availability of space. Applicants from marginalized communities, those with higher NSSC grades in five subjects or those who may have completed the Diploma in Business Administration may well be given preferential treatment for admission when demand is stretched. Priority will be given to students who demonstrate readiness to start the program in terms of competency. This will be guided by the University's mature age entry policy.

## (3) Mature age entry scheme

Applicants aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:

- (a) They should be at least 25 years old on the first day of the academic year in which admission is sought
- (b) Applicants should have successfully completed at least junior secondary education for admission into undergraduate certificate/diploma programmes, and senior secondary education for admission into undergraduate degree programmes
- (c) They should normally have proof of at least five years' relevant work experience relating to the proposed study programme.
- (d) The Mature Age Entry Examination will consist of three papers:
  - (i) Paper 1: An English Proficiency Paper;
  - (ii) Paper 2: A General Knowledge Paper;
  - (iii) Paper 3: A Numerical Ability Paper;
- (e) Subject to Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate programmes shall score an average of at least 50% with no paper less than 40%.
- (f) Applicants who meet the qualifying requirement (as per d (i)) and passed the MAE examination (as per d (iv)), may be called for an additional interview before the final selection is made.

(g) For school leavers prior to 2021 interested in the Bachelor of Business Administration, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit. The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

Extended Enrolment

- (4) A pass in five different subjects as follows:
- (a) 1 subject on NSSCAS level with D or higher
  - (b) 2 subjects on NSSCO level with a C or higher
  - (c) 2 subjects on NSSCO level with a D or higher
  - (d) English must be at minimum D at NSSCO level

#### 27. Additional Selection Criteria

The selection of candidates will be done based on the highest points based on the UNAM Evaluation Scale guided by matters of equity as outlined in the National Policy document.

#### 28. Articulation Options

The Bachelor of Business Administration programme may serve as entry point to relevant honors degree in Business Administration or any related postgraduate diploma.

#### 29. Assessment Criteria

A minimum CA mark of 40% is required to gain entrance into the relevant module examination unless otherwise stated in the module descriptor.

In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.

The final mark for each module using a ratio of CA mark to Exam mark of 50% unless stated otherwise in the individual module descriptor.

Notwithstanding the above, a submission of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

#### 30. Quality Assurance Arrangements

Within the programme, monitoring of student progress is done through tests, observation and interaction, frequent evaluations, as well as formative assessments. The monitoring methods are used in order to show areas in which students need more help or additional instruction to achieve success.

Tracer studies and employer feedback will be carried out at frequent intervals in order to find out the status of graduates after they have completed their studies. Employer feedback is obtained through engagements as well as through questionnaires and interviews.

Examination papers and scripts for all first year modules will be moderated internally

Examination papers and scripts for all second and third year modules will be moderated externally

For 100% CA modules at least 50% of the assessment will be moderated internally or externally as per the guidelines above.

The programme will be reviewed every 5 years or earlier as may be required.

The programme will be submitted to NQA for registration on the NQF, and NCHE for accreditation.

#### 31. Minimum requirements for re-admission into the School / Programme

Normal enrollment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have complete the following minimum number of credits as indicated below:

- 40 credits (of which 24 credits must be non-core) by the end of first year of registration.
- 120 credits (of which 100 credits must be non-core) by the end of the second year of registration.
- 220 credits by the end of the third year of registration
- 328 credits by the end of the fourth year of registration
- 370 credits by the end of the fifth year of registration

The programme must be completed after a maximum of 5 years of registration.

Extended enrollment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have completed the following minimum number of credits as indicated below:

- 30 credits (of which 16 credits must be non-core) by the end of the first year of registration.
- 100 credits (of which 80 credits must be non-core) by the end of the second year of registration.

- 185 credits by the end of the third year of registration
- 270 credits by the end of the fourth year of registration
- 320 credits by the end of the fifth year of registration
- 370 credits by the end of the fifth year of registration

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

### 32. Advancement and progression rules

#### Normal enrolment

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

- Year 1 to Year 2: 90 credits (of which 72 credits must be non-core)
- Year 2 to Year 3: 220 credits

#### Extended enrolment

- Year 1 to Year 2: 60 credits (of which 36 credits must be non-core)
- Year 2 to Year 3: 126 credits (of which 63 credits must be non-core)
- Year 3 to Year 4: 120 credits

### 33. Requirements for Qualification Award

This qualification will be awarded to candidates credited with a minimum of 370 credits and who have met all other UNAM requirements.

### 34. Career Opportunities

Traditional career springing from business administration discipline are limitless, but can be broken into a few categories:

- Sales manager assistants
- Human Resource Officer Management of human resources is crucial for success.
- Loan administrator
- Office Administrator
- Advertising and marketing officers
- Tutors
- Research Assistant

### 35. Implementation strategy

The new programme, Bachelor of Business Administration will be implemented in 2023 in a phased approach. Year 1 in 2023, Year 2 in 2024 and Year 3 in 2025.

### Module Equivalents

Old Module Code	Old Module Name	NQF Level	Credits	New Module Code	New Module Name	NQF Level	Credits
CAFE3581	Fundamentals of Accounting A	5	12	C2531FF	Fundamentals of Accounting A	5	12



CEMI3571	Basic Micro Economics	5	16	G3512EA	Basic Micro Economics	5	12
CBCM3571	Business Mathematics 1	5	16	G3571MQ	Quantitative Methods	5	12
CMPP3572	Principles of Management	5	16	G3572MP	Principles of Management	5	12
CAFE3582	Fundamentals of Accounting B	5	12	C3562FM	Fundamentals of Accounting B	5	12
CEMA3572	Basic Macro Economics	5	16	G3512EB	Basic Macro Economics	5	12
CMBO3671	Organizational Behaviour A	6	16	G3661MO	Organizational Behaviour A	6	14
CAFE3691	Financial Accounting 1A	6	12	C3651FA	Financial Accounting 1A	6	14
CABA3691	Business Statistics A	6	12	G3672MS	Business Statistics	6	16
CACL3631	Commercial Law A	6	16		No equivalent		
CMRE3781	Entrepreneurship A	7	12		No equivalent		
CMBO3672	Organisational Behaviour B	6	16	G3662MO	Organizational Behaviour B	6	14
CAFE3692	Financial Accounting 1B	6	12	C3652FA	Financial Accounting 1B	6	14
CACL3632	Commercial Law B	6	16	G3662ME	Entrepreneurship	6	14
CABA3692	Business Statistics B	6	12	G3672MS	Business Statistics	6	16
CMRE3782	Entrepreneurship B	7	12		No equivalent		
CMBR3772	Business Research Methodology	7	16	G3762MR	Business Research Methodology	7	16

CMSM378 1	Marketing Management 1A	7	16	G3761MM	Marketing Management A	7	16
CMHM378 1	Human Resource Management 1A	7	16	G3771MH	Human Resource Management A	7	16
CMMO378 1	Operations Management 1A	7	12		No equivalent		
CMBF3781	Banking and Finance 1A	7	16	G37711MB	Banking and Finance A	7	16
CMSM378 2	Marketing Management 1B	7	16		No equivalent		
CMHM378 2	Human Resource Management 1B	7	16	G3772MH	Human Resource Management B	7	16
CMMO378 2	Operations Management 1B	7	12		No equivalent		
CMBF3782	Banking and Finance 1B	7	16	G3772MB	Banking and Finance B	7	16

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420CN	National and Global Citizenship	5	2	2h/w	None	C
U3420EM	Ethics and Morality	5	2	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
G3560MP	Fundamentals of Project Management	5	4	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

C2531FF	Principles of Financial Accounting A	5	12	4h/w	None	C
G3512EA	Basic Micro Economics	5	12	4h/w	None	C
G3571MQ	Quantitative Methods	5	12	4h/w	None	C
G3571MA	Business Analytics	5	12	4h/w	None	C
Total credits Semester 1			48			
YEAR 1: SEMESTER 2						

G3572MP	Principles of Management	5	12	4h/w	None	C
C2531FF	Principles of Financial Accounting B	5	12	4h/w	Co-requisites CFM3561	C
G3512EB	Basic Macro Economics	5	12	4h/w	Co-requisites GEME3571	C
G3572MC	E-Commerce	5	6	4h/w	None	C
Total credits Semester 2			48			
Total credits YEAR 1			120			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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#### Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3420CN	National and Global Citizenship	6	2	2h/w	None	C
U3520TH	Critical thinking	6	2	2h/w	None	C
G3670MC	Corporate ethics and morality	6	8	4h/w	None	C
U3420PJ	Project Management	6	2	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

#### YEAR 2: SEMESTER 1

G3661MO	Organizational Behaviour A	6	14	4h/w	Pre-requisites G3572MP	C
C2652FA	Financial Accounting And Reporting 1A	6	16	4h/w	Pre-requisites C3561FM	C
G3762MR	Business Research Methodology	6	14	4h/w	None	C
G3661ML	Business Law and Ethics	6	8	2h/w	None	C
Total credits Semester 1			49			

#### YEAR 2: SEMESTER 2

G3662MO	Organizational Behaviour B(CWIE prep Module)	6	8	2h/w	Co-requisites G3661MO	C
C2652FA	Financial Accounting And Reporting 1B	6	16	4h/w	Pre-requisites C3561FM and C3562FM	C
G3672MS	Business Statistics	6	16	4h/w	Pre-requisites G3571MQ	C
G3662ME	Entrepreneurship	6	14	4h/w	None	C
Total credits Semester 2			54			

Total credits YEAR	130
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Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

G3770MS	Business Simulation	7	24	5-6 Weeks	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3761MM	Marketing Management	7	8	2h/w	Pre-requisites G3661MO G3663MO	C
G3771MH		7	16	4h/w	Pre-requisites G3661MO G3662MO	C
G3761MO	Operations Management A	7	8	2h/w	Pre-requisites G3672MM	C
G3771MB	Banking and Finance A	7	16	4h/w	None	C
Total credits Semester 1			48			

YEAR 3: SEMESTER 2

G3762MM	Marketing Management B	7	8	2h/w	Co-requisites G3761MM	C
G3772MH	Human Resource Management B	7	16	4h/w	Co-requisites G3771MH	C
G3762MO	Operations Management B	7	8	2h/w	Co-requisites G3761MO	C
G3772MB	Banking and Finance B	7	16	4h/w	Co-requisites G3771MB	C
Total credits Semester 2			48			
Total credits YEAR			120			
Total credits			370			

36. (b) Curriculum Framework: Summary Table for all Modules in the Extended Programme

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	5	0	NCB	None	C
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U3583AL	Academic Literacy 1B	5	8	2h/w	None	C
U3583DD	Digital Literacy I	5	8	2h/w	None	C
U3420RT	Entrepreneurship	5	2	2h/w	None	C
U3560MP	Fundamentals of Project Management	5	4	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

C2531FF	Principles of Financial Accounting A	5	12	4h/w	None	Compulsory
G3511EA	Basic Micro Economics	5	12	4h/w	None	Compulsory
G3571MO	Quantitative Methods	5	12	4h/w	None	Compulsory
Total credits Semester 1			36			

YEAR 1: SEMESTER 2

C2532FF	Principles of Financial Accounting A B	5	12	4h/w	Co-requisites CFM3561	C
G3512EB	Basic Macro Economics	5	12	4h/w	Co-requisites GEME3571	C
G3572MC	E-Commerce	5	12	4h/w	None	C
Total credits Semester 2			36			
Total credits YEAR			96			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 2

U3683AL	Academic Literacy II	6	8	2h/w	None	C
G3670MC	Corporate ethics and morality	6	8	4h/w	None	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3520TH	Critical thinking	6	2	2h/w	None	C
U3420CN	National and Global Citizenship	6	2	2h/w	None	C
U3420PJ	Project Management	6	2	2h/w	None	C
	Total Credits Core Semester 2		24			

Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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YEAR 2: SEMESTER 1

G3661MO	Organizational Behaviour A	6	14	4h/w	Pre-requisites G3572MP	C
C2651FA	Financial Account and Reporting 1A	6	16	4h/w	Pre-requisites C3561FM C3562FM	C
G3651MB	Business Ethics and Law	6	8	4h/w	Pre-requisites G3571MQ	C
Total credits Semester 1			38			

YEAR 2: SEMESTER 2

G3662MO	Organizational Behaviour B	6	8	2h/w	Co-requisites G3661MO	C
C2652FA	Financial Accounting And Reporting 1B	6	16	4h/w	Pre-requisites C3561FM C3562FM	C
C3672MS	Business Statistics	6	16	4h/w	Pre-requisites G3571MQ	C
Total credits Semester 2			40			
Total credits YEAR			102			

Module Code	Module name	NQF Level	Credit	Contact hours per week (L/P/	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

Total Credits Core Semester 2						
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G3762MR	Business Research Methodology	6	14	4h/w	None	C
G3761MO	Operations Management A	7	8	2h/w	Pre-requisites G3672MS	C
G3771MB	Banking and Finance A	7	16	4h/w	None	C
Total credits Semester 1			38			
Total credits YEAR 2						

YEAR 3: SEMESTER 2

G3762MO	Operations Management B	7	8	2h/w	Co-requisites G3761MO	C
G3772MB	Banking and Finance B	7	16	4h/w	Co-requisites G3771MB	C
G3662ME	Entrepreneurship	6	14	4h/w	None	C

Total credits Semester 2	38
Total credits YEAR	76

Year 4 Core Semester

G3770MS	Business Simulation	7	24	5-6 WEEKS	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NQF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 4: SEMESTER 1

G3761MM	Marketing Management A	7	8	2h/w	Pre-requisites G3661MO G3662MO	C
G3771MH	Human Resource Management A	7	16	4h/w	Pre-requisites G3661MO	C
G3571MB	Business Analytics	5	12	2h/w	None	C
Total credits Semester 1		36				

YEAR 4: SEMESTER 2

G3762MM	Marketing Management B	7	8	2h/w	Co-requisites G3761MM	C
G3572MP	Principles of Management	5	12	4h/w	None	C
G3772MH	Human Resource Management B	7	16	4h/w	Co-requisites G3771MH	C
Total credits Semester 2		36				
Total credits YEAR 4		96				
Total credits:		370				

#### C.1.14 Syllabi

YEAR 1 : SEMESTER 1

Fundamentals of Project Management	G3560MP
NQF Level: 5	Credits: 4 Contact hours: 2h/w
Module assessment:	Continuous assessment will make up 50% of the module grade consisting of a combination of <ul style="list-style-type: none"> <li>There will be practical formative assessments but there will be no examination</li> <li>Final Mark: 50% CA mark and 50% Examination mark</li> <li>A subminimum of 40% in the examination is required to pass, irrespective of the final mark</li> </ul>
To pass this Module the student must obtain a minimum final mark of 50%.	
Pre-requisites:	None
Module Description:	Fundamentals of project Management – What is a project, the phases of the life-cycle of a project, predictive and agile projects, project management stages Initiating the project – this will focus on stakeholder management, project organization, business case and crisis management Monitoring and controlling the project - tracking progress and preparing reports focuses Closing the project

Principles of Financial Accounting A	C2531FF
NQF Level: 5	Credits: 14 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks
Module assessment:	Continuous Assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper
Pre-requisites:	None
Module Description:	Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, collecting and processing accounting data, the accounting

cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

Principles of Financial Accounting B	C2532FF
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NQF Level: 5 Credits: 14 Contact hours: 4 hours lecture plus 1 hour tutorial per week for 24 weeks

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

Pre-requisites: C2531FF

Module Description:

Introduction to the framework for the preparation and presentation of financial statements

Financial position,

Financial performance,

Determining profit and preparing financial statements,

Accounting for current and non-current assets – cash and cash equivalents,

Trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities.

Introduction to VAT (Value Added Tax).

Inventory systems.

Preparing financial statements from incomplete records

Prepare financial statements of non-profit organisations

Basic Microeconomics	G3511EA
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NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Pre-requisites: None

Module Description:

Introduction – What is economics?; Definitions of economics – Microeconomics and Macroeconomics. The economic problem;

Production Possibilities Curve; Using resources efficiently; Economic growth; Gains from trade; Economic coordination; How markets work; Market and prices; Demand; Supply; Market equilibrium; Predicting changes in price and quantities; Forward Markets. Elasticity; Price elasticity of demand; More elasticities of demand; Elasticity of supply. Markets in action; Efficiency;

Demand and marginal benefit; Supply and marginal benefit; Is the competitive market efficient?; Housing markets and rent ceiling; The labour market and the minimum wage; Taxes; Subsidies and quotas; Markets for illegal goods. **Households' choices**

– Introduction; Utility and demand; Possibilities, preferences and choices. Firms and markets; Organising production; Output costs;

Perfect competition; Monopoly; Monopolistic competition; Mark-up pricing. Market Failure and Government intervention;

Externalities; Public goods and common resources. Factor market, inequality and uncertainty; Markets for factors of production;

Economic inequality

Basic Macroeconomics	G3512EB
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NQF Level: 5 Credits: 12 Contact hours: 4 contact lecture hours per week for one semester

Module assessment: Continuous assessment contributes 50% of the final mark. The continuous assessment consists of two tests and one assignment. There will be a 3 hour examination paper that contributes 50% to the final mark.

Pre-requisites: None

Module Description:

Measuring Gross Domestic Product; **Gross Domestic Product defined; Measuring Namibian's GDP; Calculating Real GDP; Uses and Limitations of Real GDP.** Economic growth; Basics of Economic Growth; Calculating Growth rates; Potential GDP; Labour

Productivity Growth; Growth Theories, Evidence and Policies. Monitoring Jobs and Inflation; Employment and unemployment;

Unemployment and Full Employment; The Price level, inflation and deflation; The Consumer Price Index; Measuring the Inflation

rate; Real variables in Macroeconomics. Finance, Saving and Investment; Financial Institutions and Financial Markets; Loanable

Funds Market; Government in the loanable funds Market; Global loanable funds Market. Money, the Price Level, and Inflation;

What is Money?; Depository Institutions; The Namibian Central Bank; How Banks Create Money; The Demand for and Supply of

Money; The Money market; The Quantity Theory of Money. The Exchange Rate and the Balance of Payments; The Foreign

Exchange Market; Currencies and Exchange Rates; Changes in Demand and Supply; Exchange Rate Fluctuations; Financing

International Trade; Exchange Rate Policy. Expenditure Multipliers; The Keynesian Model; Fixed Prices and Planned Expenditure;

Real GDP with a Fixed Price Level; The Multiplier; The Multiplier and the Price Level; The Algebra of the Keynesian Model.

Aggregate Supply and Aggregate Demand; Aggregate Supply; Aggregate Demand; Explaining Macroeconomic Trends and

Fluctuations; Macroeconomic Schools of Thought. Inflation, Unemployment and the Business Cycle; Inflation Cycles; Inflation and

Unemployment; The Phillips Curve; The short-run and Long run Phillips Curve; The Natural Rate of Unemployment; The Business





Module assessment: There will be at least 2 formative assessments through assignments. No examination will be written.

Pre-requisites: None

Module Description:

An analysis of the scope and purpose of corporate ethics, examining what it is, why do it and, does it work? An examination of moral issues in business; why 'good' managers make bad ethical choices; case studies.

An examination of the theoretical underpinning which supports ethical decision-making - this will focus on the relationship between the organisation and the employee - privacy at the workplace; insider trading; whistleblowing and employee loyalty; extortion and bribery; employee conflicts of interest; case studies.

An examination of the relationship between business and the consumer - corporate responsibility, can a corporation have a conscience? Corporate responsibility; corporate executives, disasters and moral responsibility; corporate governance; advertising and marketing ethics; case studies.

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**Organizational Behavior A****G3661MO**

NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester.

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%); 1x 3h paper

Pre-requisites: Pre-requisite; Principles of Management

Module Description:

What is expected of individuals in the organization or workplace and why individuals behave the way they do - The module introduces Organizational behaviour to students by looking at several themes that are current in contemporary organizational life.

Motivation, rewards, job design, job satisfaction – focusing on concepts, theories and techniques as applied in management of organizations.

What influences employee motivation and satisfaction in the workplace.

Personality types - personality types are considered and why different personalities contribute differently to work.

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**Financial Accounting and Reporting 1A****C2651FA**

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

Pre-requisites: C2531FF & C2532FF

Module Description:

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Manufacturing companies covering - cost statements, preparing the income statement. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

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**Business Statistics****G3672MS**

NQF Level: 6 Credits: 16 Contact hours: 4h lectures per week for 14 weeks and 2h tutorials per week for 14 weeks

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%); 1 x 3 hour paper

Pre-requisites: None

Module Description:

This course introduces the students to the fundamental of statistics.

- Topics include;
- Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation,
- Probability theory and Probability distributions (Binomial, Poisson, Exponential and Normal).
- Sampling and Sampling distributions, Interval Estimation,
- Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression

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**Organisational Behaviour B****G3662MO**

NQF Level: 6 Credits: 8 Contact hours: 2h/w

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%); 1x 3h paper

Pre-requisites: Co-requisite; G3671MO

Module Description:

Change - causes and management of change; organizational development (OD) enable individuals to overcome overcoming resistance to change and be flexible in the workplace.

Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management

Power, politics and conflict resolution – focusing on sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics.

Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

<b>Financial Accounting and Reporting 1A</b>	<b>C2651FA</b>
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NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: C2531FF & C2532FF

Module Description:

The detailed contents are as follows: Review of business entities financial reporting; financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Manufacturing companies covering - cost statements, preparing the income statement. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

<b>Financial Accounting and Reporting 1B</b>	<b>C2652FA</b>
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NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper)

Pre-requisites: C2531FF & C2532FF

Module Description:

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Introduction to the Statement of cash flow (IAS 7; Analysis and interpretation of financial statements

<b>Financial Accounting and Reporting 1B</b>	<b>C2652FA</b>
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NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper)

Pre-requisites: C2531FF & C2532FF

Module Description:

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Introduction to the Statement of cash flow (IAS 7; Analysis and interpretation of financial statements

<b>Business Law And Ethics</b>	<b>G3661ML</b>
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NQF Level: 6 Credits: 8 Contact hours: 2 hours lecture & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

•Introduction to the theory of Law, the definition and concept of "law", - the various sources of Namibian law. Customs, legislation (statute), common law etc. as sources of Namibian law. Direct and indirect sources of law, the various divisions of our law. The administration of justice in Namibia. The hierarchy of the Namibian courts. The general principles of natural justice.

- **Ethical decision making** - virtue ethics, errors in ethical decision making as well as behavioural ethics, Corporate ethics and corporate social responsiveness (CSR);
- **Contracts Law Nature** - classification and Formation of Contracts. Reality of the Contract; Did the Minds Really Meet, Capacity of the Parties & Legality of Subject Matter. Statute of Frauds. Discharge, Damages & Other Remedies. Intellectual Property Law. Provide concrete examples of how the law is shaped by morality. Special contracts, deed of Sale, The essentials for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huur gaat voor koop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. Type of negotiable instrument.
- **Credit Agreements, Hire**- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract; definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

Business Research Methodology	G3672MR
NQF Level: 6	Credits: 14
Contact hours: 4h/w	
Module assessment: Continuous Assessment 50% (at least two assessments)	
Examination (50%); 1x 3h paper	
Pre-requisites: None	
Module Description:	
Definition of research – to know how to establish facts from opinions and reach new conclusions from informed decisions;	
Formulating a research problem focusing on how to state the problem in a way that is researchable or to shape the research topic in a manner that it becomes ready for scientific investigation;	
Research design – detailing the procedures necessary for obtaining the required information, and how to design a study that will test the hypotheses of interest, determine possible answers to the research questions, and provide the information needed for decision making.	
Data preparation, data analysis tools – to make better business decisions -higher quality data that can be processed and analyzed more quickly and efficiently leads to more timely, efficient and high-quality business decisions.	

Business Simulation	G3770MS
NQF Level: 7	Credits: 24
Contact hours: 5-6 Weeks	
Module assessment: Project simulation – 60%, Test – 20%, Exam – 20%	
Pre-requisites: None	
Module Description:	
Understand how the different functional pieces of a business fit together - Discuss how and why decisions made in one area affect outcomes in other areas of the business	
Explain revenue-cost-profit relationships, interpret financial reports, prepare forecasts and analyze operating activity reports - Assess and interpret trend analysis data, prepare Sales, Production, Income Statement and Balance Sheet Forecasts, understand the concepts of markups, markdowns, per unit product cost, wage costs, overhead costs, distribution;	
Discuss and implement strategies to react to the forces of global competition - Understand and develop production strategies, supply chain logistics and product distribution strategies.	
Make strategic and operating decisions for a business - Establish a plan to co-manage a business	

Marketing Management A	G3761MM
NQF Level: 7	Credits: 8
Contact hours: 2 h/w 2tutorials per week for 14 weeks	
Module assessment: Project simulation – 60%, Test – 20%, Exam – 20%	
Pre-requisites: G3661MO and G3662MO	
Module Description:	
Understand how the different functional pieces of a business fit together - Discuss how and why decisions made in one area affect outcomes in other areas of the business	
Explain revenue-cost-profit relationships, interpret financial reports, prepare forecasts and analyze operating activity reports - Assess and interpret trend analysis data, prepare Sales, Production, Income Statement and Balance Sheet Forecasts, understand the concepts of markups, markdowns, per unit product cost, wage costs, overhead costs, distribution;	
Discuss and implement strategies to react to the forces of global competition - Understand and develop production strategies, supply chain logistics and product distribution strategies.	
Make strategic and operating decisions for a business - Establish a plan to co-manage a business	

Operations Management A	G3761MO
NQF Level: 7	Credits: 8
Contact hours: 2 h/w	
Module assessment: Continuous Assessment 50% (at least three assessments)	
Examination (50%); 1x 3h paper	

Pre-requisites: Business Statistics G3672MS

Module Description:

The course focuses on the basic concepts, issues, and techniques for efficient and effective operations. Topics include operations strategy, project management, product and service design, process management, quality management, forecasting, layout and location strategies.

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Banking & Finance A	G3771MB
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NQF Level: 7                      Credits: 16                      Contact hours: 4h/w  
Module assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisites: NONE

Module Description:

Module Content

Career Opportunities in Finance, Legal Forms of Business Organization, the Role of Business Ethics in finance, managerial Finance Function, governance and Agency, ethical norms & violations, reasons for manipulating financial statements, detection of financial fraud, definition of financial planning,

Role of a financial planner, the Financial Planning Process, Tax Planning, Risk Management & Insurance Planning, estate planning, breakeven

Analysis, operating Leverage, Financial leverage, total leverage, the Firm's Capital Structure, capital Structure Theory, optimal capital structure, background of taxation, different types of taxation Acts in Namibia, Various types of taxes., Objectives of taxation.

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Marketing Management B	G3762MM
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NQF Level: 7                      Credits: 8                      Contact hours: 2 h/w 2tutorials per week for 14 weeks  
Module assessment: Continuous Assessment 50% (One test and 1 assignment)  
Examination (50%): 1x 3h paper  
Pre-requisites: G3761MM

Module Description:

Module Content

Nature of Goods and Services- focus on different types of products and the layers of products, the types of services and nature of services

Corporate Social Responsibilities- focus on the corporate and governance role of organizations delving into ethical consideration.

Marketing Communication Process and Integrated Marketing Communications- Apply the AIDA concept to integrated marketing communication

Consumer Behavior and Market Segmentation- Identify and expound the consumer Psychological Influence; Socio-cultural Influences on purchase Decision Making Process, identify the basis of market segmentation

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Human Resources Management B	G3772MH
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NQF Level: 7                      Credits: 16                      Contact hours: 4h/w  
Module assessment: Continuous Assessment 50% (at least three assessments)  
Examination (50%): 1x 3h paper  
Pre-requisites: Human Resources Management G3771MH

Module Description:

Module Content

Workforce planning – this will introduce and provide understanding of the concept of workforce planning and the subsequent related areas such as; the definition of workforce planning, Incidence of workforce planning, The link between workforce and business planning, Reasons for workforce planning, Workforce planning issues, The systematic approach to workforce planning

Recruitment and selection - this will focus on the recruitment and selection process by defining requirements of recruitment and selection, attracting candidates, dealing with applications, selection methods, Interview arrangements, provisional offers and obtaining references, checking applications, offering employment, following up and Dealing with recruitment problems

Resourcing Practice – this will emphasize the importance of the resourcing practice and will introduce students to employee value proposition, employer brand, employee turnover, retention planning, absence management. In addition, it will cover the concept of induction and release from the organization

Talent management will introduce students to the definition of talent management, the process of talent management, talent management strategy, what is happening in talent management, career management and management of succession planning.

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Operations Management B	G3762MO
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NOF Level: 7                      Credits: 8                      Contact hours: 2h/w  
 Module assessment: Continuous Assessment 50% (at least two assessments)  
 Examination (50%): 1x 3h paper  
 Pre-requisites:      Operations Management A G3761MO  
 Module Description:  
 Supply Chain Management  
 Inventory Management  
 Aggregate Planning  
 Maintenance and Reliability  
 Materials Reliability Planning  
 Enterprise Resource Planning  
 Operations Scheduling  
 Lean Operations and Just in Time  
 Process Design  
 Statistical Process Design

<b>Entrepreneurship</b>	<b>G3362ME</b>
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NOF Level: 6                      Credits: 14                      Contact hours: 4h/w  
 Module assessment: Continuous Assessment 50% (One test and 1 assignment)  
 Examination (50%): 1x 3h paper  
 Pre-requisites:      None  
 Module Description:  
 Forms and typologies of entrepreneurship – Carrying out research and collect data on the various forms of enterprises.  
 Understanding the various reasons for business success and failure - Diagnosing the root causes of business failures and determination of solutions to identified business failures.  
 Drawing up a business plan and its importance – focusing on identifying the right template and making the right assumptions on fixed costs, variable costs, revenues, surplus/deficit estimates.  
 Explore business opportunities in a commercial market – With a focus to identify consumer segmentation, competitive analysis, product deliveries, alternative industries/markets, analyzing the environment, purchasing situation analysis.  
 Models of entrepreneurship -Exploring the entrepreneurship theories and traditions of entrepreneurship and looking at a Namibian, African and international context

<b>Banking and Finance B</b>	<b>G3772MB</b>
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NOF Level: 7                      Credits: 16                      Contact hours: 4h/w  
 Module assessment: Continuous Assessment 50% (at least two assessments)  
 Examination (50%): 1x 3h paper  
 Pre-requisites:      Banking and Finance A G3771MB  
 None  
 Module Description:  
 Introduction to investment decisions – Discusses the role and the objectives of financial management, introduces the various forms of business organisations, discusses the importance of ethical business practices.  
 Time Value of money – Develops the concept of time value of money which is used in the valuation of securities and the evaluation of investment projects expected to provide benefits over a number of years. The present and future value concept is also introduced.  
 Risk and Return – Provides a comprehensive introduction to the concept of risk in finance and the relationship between risk, required return and the shareholder wealth maximization goal of the firm.  
 Interest rates and bond valuation – Applies the basic valuation model to fixed income securities, such as government bonds and corporate bonds.  
 Share Valuation – Deals with the valuation of common stock and the role of investment bankers.  
 Capital budgeting techniques - role of capital budgeting techniques in the capital budgeting process, interpret, and evaluate the payback period and Net Present value. Also focuses on the NPV and IRR in terms of rankings and the theoretical and practical strengths of each approach.

## 1. Purpose

In addition, the program will address the national development goal of equitable access to quality business education. The purpose of this program is to provide quality higher education in the discipline of business administration, equip graduates with skill, abilities and cutting edge knowledge in the latest trends in business administration education, and capacitate graduates to become part of the global 4th and 5th industrial revolutions. The programme will also speak to the Sustainable Development Goals (SDGs) particularly goals 8,9,10 and 11 on decent work and economic growth, industry innovation and infrastructure, reduced inequalities and sustainable cities and communities respectively. This will be done through an emphasis on leadership not only within the modules that will be taught but also by partnering with other department and industry leading institutions to give students an opportunity to co-create knowledge that will bring about solutions to existing problems in society. Furthermore, this program aims to provide professional academic education in the discipline of management science with a focus on narrowing the knowledge and development gaps in the public and private sectors by continuously engaging relevant stakeholders to ensure translational knowledge transfer through a distinguished academic program tailor made specifically for the industry while serving as a beacon of excellence in community service nationally, regionally and continentally by 2030.

## 26. Admission requirements

### Normal Enrolment

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

(1) A pass in five different subjects as follows:

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

OR

(2) A pass in five different subjects as follows:

- (a) 5 subjects on NSSCAS level including
  - i. 3 (of the best 5) subjects on NSSCO level lower than a C (D or E)
  - ii. English must be at minimum E at NSSCO level

Meeting the minimum requirements as per above does not necessarily ensure and/or guarantee admission. Admission will be based on the availability of space. Applicants from marginalized communities, those with higher NSSC grades in five subjects or those who may have completed the Diploma in Business Administration may well be given preferential treatment for admission when demand is stretched. Priority will be given to students who demonstrate readiness to start the program in terms of competency. This will be guided by the University's mature age entry policy.

(3) Mature Age Entry Scheme

Applicants aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:

- (a) They should be at least 25 years old on the first day of the academic year in which admission is sought
- (b) Applicants should have successfully completed at least junior secondary education for admission into undergraduate certificate/diploma programmes, and senior secondary education for admission into undergraduate degree programmes
- (c) They should normally have proof of at least five years' relevant work experience relating to the proposed study programme.

(d) The Mature Age Entry Examination will consist of three / four papers:

- (i) Paper 1: An English Proficiency Paper;
- (ii) Paper 2: A General Knowledge Paper;
- (iii) Paper 3: A Numerical Ability Paper;
- (iv) Paper 4: Department Specific Paper (Introduction to Management and Leadership) This will assess a candidates' ability in decision making, problem solving and leadership abilities to evaluate information presented in different formats and from multiple sources. In addition, analytical skills on once ability to analyse arguments will be assessed.

(e) Subject to Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate programmes shall score an average of at least 50% with no paper less than 40%.

(f) Applicants who meet the qualifying requirement (as per d (i)) and passed the MAE examination (as per d (iv)), may be called for an additional interview before the final selection is made.

(g) For school leavers prior to 2021 interested in the Diploma in Business Administration, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade D or better, or a grade E or Better at NSSC (English First Language) level. A candidate should obtain a minimum of 22 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 22 points is obtained, it does not necessary ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit. The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

#### 27. Additional Selection Criteria

The selection of candidates

The selection of candidates will be done based on the highest points based on the UNAM Evaluation Scale guided by matters of equity as outlined in the National Policy document.

#### 28. Articulation Options

Student who successfully complete the Diploma in Business Administration will articulate to the second year of the Bachelor of Business Administration (BBA level 7) programme. The Diploma in Business Administration programme may serve as entry point to **any relevant bachelor's degree in Business Administration.**

#### 29. Assessment Criteria

A minimum of CA of 40% is required to gain entrance into the relevant module examination unless otherwise stated in the module descriptor

In order to pass a module, a minimum of 50% is required unless otherwise stated in the individual module descriptor

The final mark for each module using a ratio of CA mark to Exam mark of 50% unless stated otherwise in the individual module descriptor

Notwithstanding the above, a submission of at least 40% will apply to the Exam mark, unless otherwise stated in the individual model descriptor.

Supplementary examinations will be allowed if a student obtains a final mark of between 45 and 49. However the students must have obtained an examination mark of at least 40%

#### 31. Minimum requirements for re-admission into the School / Programme

Normal enrollment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have complete the following minimum number of credits as indicated below;

- 32 credits (of which 16 credits must be non-core) by the end of first year of registration.
- 112 credits (of which 92 credits must be non-core) by the end of the second year of registration.
- 212 credits by the end of the third year of registration
- 320 credits by the end of the fourth year of registration
- 368 credits by the end of the fifth year of registration

The programme must be completed after a maximum of 5 years of registration.

Extended enrolment

To be re-admitted into the School of Business Management, Governance and Economics, a student must have completed the following minimum number of credits as indicated below;

- 22 credits (of which 8 credits must be non-core) by the end of the first year of registration.
- 92 credits (of which 72 credits must be non-core) by the end of the second year of registration.
- 177 credits by the end of the third year of registration
- 268 credits by the end of the fourth year of registration
- 322 credits by the end of the fifth year of registration
- 368 credits by the end of the fifth year of registration



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

### 32. Advancement and progression rules

#### Normal enrolment

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

- Year 1 to Year 2; 82 credits (of which 64 credits must be non-core)
- Year 2 to Year 3; 212 credits

### 33. Requirements for Qualification Award

This qualification will be awarded to candidates who pass all modules (equivalent to 368 credits) All the modules offered on this programme are compulsory.

### 34. Career Opportunities

Administrative Assistant, Office Coordinator, Human Resource Trainee, Retail Assistant, School Administrator, Controller, Public Sector Employee

### 35. Implementation strategy

The new programme, Diploma in Business Administration will be implemented in 2023 in a phased approach. Year 1 in 2023, Year 2 in 2024 and Year 3 in 2025.

### Module Equivalents

Old Module Code	Old Module Name	NQF Level	Credits	New Module Code	New Module Name	NQF Level	Credits
CBBH2422	Principles of Business Entrepreneurship	4	12	G2471DE	Principles of Business Entrepreneurship	4	12
CBBM2431	Principles of Business Mathematics	4	16	G2471DM	Principles of Business Mathematics	4	12
CBBA2472	Principles of Business Accounting	4	16	G2471DA	Principles of Business Accounting	4	12
CBBN2431	Principles of Business Management	4	16	G2471DP	Principles of Business Management	4	12
CBBS2431	Principles of Business Statistics	4	16	G2472DS	Principles of Business Statistic	4	12
CBBE2422	Principles of Business Economics	4	12	G2472DE	Principles of Business Economics	4	12
CBBT2422	Principles of Business Ethics and Law	4	12	G2472DL	Principles of Business Ethics and Law	4	12
CBEB2531	Elements of Banking	5	16	G2472DB	No Equivalent		
CBBS2431	Principles of Business Statistics	4	16	G2472DS	Principles of Business Statistic	4	12
CAFE3581	Fundamentals of Accounting A	5	12	C3531FF	Fundamentals of Accounting A	5	12
CEMI3571	Basic Micro Economics	5	16	G3512EA	Basic Micro Economics	5	12
CBCR2532	Principles of Credit	5	16		No equivalent		
CBCM2531	Business Mathematics	5	16	G2571DM	Business Mathematics	5	12
CAFE3582	Fundamentals of Accounting B	5	16	CAFE3582	Fundamentals of Accounting B	5	12
CEMA3572	Basic Macro Economics	5	16	G3512EB	Basic Macro Economics	5	12
CBBM2532	Business Management	5	16		No equivalent		

				G2671DO	Organizational Management I	6	14
CABA3691	Business Statistics A	6	16	G2671DS	No equivalent		

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 1

TBC	Skills Portfolio	4	0		None	C
U2583AL	Academic Literacy 1A	4	8	2h/w	None	C
U3583DD	Digital Literacy I	4	8	2h/w	None	C
G2460MV	New Venture creation	4	6	2h/w	None	C
U3520LP	Leadership	5	2	2h/w	None	C
	Total Credits Core Semester 1		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 1: SEMESTER 1

G2471DE	Principles of Business Entrepreneurship	4	12	4h/w	None	C
G2471DM	Principles of Business Mathematics	4	12	4h/w	None	C
G2471DA	Principles of Business Accounting	4	12	4h/w	None	C
G2471DP	Principles of Business Management	4	12	4h/w	None	C
Total credits Semester 1			48			

YEAR 1: SEMESTER 2

G2472DS	Principles of Business Statistic	4	12	4h/w	None	C
G2472DE	Principles of Business Economics	4	12	4h/w	None	C
G2472DL	Principles of Business Ethics and Law	4	12	4h/w	None	C
G2472DB	Elements of Banking	4	12	4h/w	None	C
Total credits Semester 2			48			
Total credits YEAR 1			120			

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 2

U3683AL	Academic Literacy II	5	8	2h/w	Academic Literacy IA U2583AL	C
U3420SE	Sustainable Environment awareness	6	2	2h/w	None	C
U3420CN	National and Global Citizenship	6	2	2h/w	None	C
U3420RT	Entrepreneurship	6	2	2h/w	None	C
G3670MC	Corporate ethics and morality	6	8	4h/w	None	C
U3420PJ	Project Management	6	2	2h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 2: SEMESTER 1

C2531FF	Principles of Financial Accounting A	5	14	4h/w	Pre-requisites G2472BMA	C
G3512EA	Basic Micro Economics	5	12	4h/w	Pre-requisites G2422BME	C
G2571DB	Principles of Credit	5	12	2h/w	None	C
G2571DM	Business Mathematics	5	12	4h/w	Pre-requisites CBBM2431	C
Total credits Semester 1			50			

YEAR 2: SEMESTER 2

C2532FF	Principles of Financial Accounting B	5	14	4h/w	None	C
G3512EB	Basic Macro Economics	5	12	4h/w	None	C
G2572DM	Business Management	5	12	2h/w	None	C
G2572DC	E-Commerce	5	12	4h/w	None	C
Total credits Semester 2			50			
Total credits YEAR			124			

Module Code	Module name	NOF Level	Credit	Contact hours per week (L/P/)	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)
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Core Semester 3

G2660MS	Basic Business Simulation	6	14	4-5 Weeks	None	C
G2660MP	Planning the venture	6	8	4h/w	None	C
U3520TH	Critical Thinking		2	4h/w	None	C
	Total Credits Core Semester 2		24			
Module code	Module Name	NOF Level	Credits	Contact Hours per week	(Co-requisites) Pre-requisites	Compulsory (C)/Elective (E)

YEAR 3: SEMESTER 1

G2671DO	Organizational Management I	6	14	4h/w	Pre-requisites G2472BA	C
G2661DH	Human Capital Management	6	14	4h/w	Pre-requisite G2422BE	C
G2671DS	Business Statistics A	6	14	4h/w	Pre-requisites C2431BM	C
G2632BM	Business Law and Ethics	6	8	2h/w	Pre-requisites G2472DL	C
Total credits Semester 1			50			

YEAR 3: SEMESTER 2

G2672DR	Customer Relationship Management	6	14	4h/w	None	C
G2672DM	Organisational Management II	6	14	4h/w	None	C
G2672DC	Fundamentals of Corporate Finance	6	14	4h/w	None	C
G2662NW	Wealth Creation Entrepreneurship	6	8	2h/w	None	C
Total credits Semester 2			50			
Total credits YEAR			124			
Total credits			368			

C.1.14 Syllabi

YEAR 1 : SEMESTER 1

NEW VENTURE CREATION

G2460MV

NOF Level: 4 Credits: 6 Contact hours: 4 hours lecture per week  
 Module assessment: Continuous Assessment (50%); two tests and one assignment  
 Examination (50%); 1 x 3 hour paper  
 Pre-requisites: None

Module Description:

Modern approaches to new venture creation - It focuses on the nexus between the entrepreneurial team, their opportunity and the iterative process of venture development they engage with. It is designed for anyone who needs to assess, develop or create potential business or project opportunities that are mainly, but not exclusively, based on a technological concept or a social innovation;

Screening techniques - that will address the new venture value proposition; including analysis of the underlying business concept, the base technology, benefits to customers, and fit with potential markets;

Models for new venture development - which include consideration of the resourcing requirements, the competitive landscape, team development and future strategies will be treated in depth; and a comprehensive model for new venture validation will be developed during the course.

<b>PLANNING THE VENTURE</b>	<b>G2660MP</b>
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NQF Level: 6	Credits:8	Contact hours: 2 hours lecture per week
Module assessment:	Continuous Assessment (50%); two tests and one assignment	
Examination (50%); 1 x 3 hour paper)		
Pre-requisites:	None	
Module Description:		
Preparing a business plan, aspects covered in the business plan		
Screening techniques - that will address the new venture value proposition; including analysis of the underlying business concept, the base technology, benefits to customers, and fit with potential markets;		
Basic financial planning, explain basic financial concepts in accounting		
Setting prices and break even analysis, financial capital requirements		

<b>PRINCIPLES OF BUSINESS ENTREPRENEURSHIP</b>	<b>G2612DM</b>
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NQF Level: 6	Credits: 6	Contact hours: 2 hours
Module assessment:	Continuous Assessment 50% (at least two assessments)	
Examination (50%); 1x 2h paper		
Pre-requisites:	None	
Module Description:		
Entrepreneurial perspective will focus on types of entrepreneurs, characteristics of entrepreneurs, examples of successful entrepreneurs.		
Pursuit of entrepreneurial opportunities will concentrate on Business motivation, competencies and skills, innovative ideas		
Carrying out feasibility studies and viability studies- which determines how easy or difficult it is to achieve or execute a plan, whereas viability measures how successful (profit) and sustainable a plan is.		
Writing business plans – concerned with how to write a business plan describing a company's core business activities, objectives, and how it plans to achieve its goals.		
Financial projections - with a focus on pursuit of finance and other needed resources, growth strategy and resource management.		

<b>PRINCIPLES OF BUSINESS MATHEMATICS</b>	<b>G2431DM</b>
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NQF Level: 4	Credits: 6	Contact hours: 4 hours
Module assessment:	Continuous Assessment 50% (at least two assessments)	
Examination (50%): 1x 3h paper		
Pre-requisites:	None	
Module Description:		
Principles of Business Mathematics focus on the basic concepts of business mathematics with emphasis on problem solving.		
Number systems; operations on whole numbers, integers and fractions; powers and surds; rates and ratios; basic algebraic operations; linear and quadratic equations; arithmetic and geometric sequence and logarithm.		

<b>PRINCIPLES OF BUSINESS ACCOUNTING</b>	<b>G2471DA</b>
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NQF Level: 4	Credits: 12	Contact hours: 4 hours
Module assessment:	Continuous Assessment 50% (at least three assessments)	
Examination (50%): 1x 3h paper		
Pre-requisites:	None	
Module Description:		
Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the statements of financial position and of comprehensive income and its elements.		
Determining the information needs of different users, collecting and processing accounting data, the accounting cycle, journalising, posting entries from journal to the ledger, compiling a trial balance before adjustments.		
Determining and recording adjustments, recording closing entries, and compiling the post adjustment trial balance.		
Preparing financial statements for a sole proprietor.		

<b>PRINCIPLES OF BUSINESS MANAGEMENT</b>	<b>G2431DP</b>
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NQF Level: 4 Credits: 12 Contact hours: 4 contact lecture periods per week

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

The module will focus on the following topics; Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life.

It looks at concepts, theories and techniques as applied in management of organizations.

Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

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**CORPORATE ETHICS AND MORALITY****G3670MC**

NQF Level: 6 Credits: 4 Contact hours: 5-6 Weeks

Module assessment: There will be at least 2 formative assessments through assignments. No examination will be written.

Pre-requisites: None

Module Description:

An analysis of the scope and purpose of corporate ethics, examining what it is, why do it and, does it work? An examination of moral issues in business; why 'good' managers make bad ethical choices; case studies.

An examination of the theoretical underpinning which supports ethical decision-making - this will focus on the relationship between the organisation and the employee - privacy at the workplace; insider trading; whistleblowing and employee loyalty; extortion and bribery; employee conflicts of interest; case studies.

An examination of the relationship between business and the consumer - corporate responsibility, can a corporation have a conscience? Corporate responsibility; corporate executives, disasters and moral responsibility; corporate governance; advertising and marketing ethics; case studies.

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**PRINCIPLES OF BUSINESS STATISTICS****G2531BM**

NQF Level: 5 Credits: 12 Contact hours: 4h lectures per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Collection of data and summarising and interpreting them through numerical and graphical techniques;

Various measures of dispersion; compute measures of skewness; identify the various measures of central location for both grouped and ungrouped data; application of probabilities rules as well as construction and interpretation of probability from a contingency table (joint probability table); and identify when to apply each of these distributions (probability distribution), and the computation thereof.

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**PRINCIPLES OF BUSINESS ECONOMICS****G2422BE**

NQF Level: 4 Credits: 12 Contact hours: 4h lectures per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Business economics analysis, and considers substantive topics such as; determinants of demand and supply, elasticity of demand and supply, price determination under different market structures, production functions, cost concepts, optimal level of output and input use, risk and uncertainty, and the macroeconomic environment.

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**PRINCIPLES OF BUSINESS ETHICS AND LAW****G2462ML**

NQF Level: 4 Credits: 12 Contact hours: 4 contact lecture periods per week

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Define and explain fundamental legal terminology regarding contracts, torts with law of contract and examines issues of liability in negligence relating to business and how to avoid it, property, and wills; differentiate between business ethics and legal issues;

Identify and explain required elements of torts, requirements of contracts, offer, acceptance, intention, consideration, capacity, remedies when contract is not fulfilled in accordance with its terms.

ELEMENTS TO BANKING	G2531DB
NQF Level: 4                      Credits: 12                      Contact hours: 4 hours lecture per week for 14 weeks Module assessment: Continuous Assessment 50% (at least two assessments) Examination (50%); 1x 3h paper Pre-requisites:            None Module Description: Introduction to Banking functions of commercial banks, Introduction to Banking, money and payments <b>Government's role in Banking and function</b> of Bank of Namibia, central banking & bank regulation, online banking, money laundering and bank payment system.	

FUNDAMENTALS OF ACCOUNTING A	C2531FF
NQF Level: 5                      Credits: 14                      Contact hours: 4 hours lecture & 2 tutorials per week for 14 weeks Module assessment: Continuous Assessment (50%); two tests and one assignment Examination (50%); 1 x 3 hour paper) Pre-requisites:            None Module Description: Introduction to the basic principles of accounting statements of financial position and of comprehensive income and of changes in equity and its elements.	

BASIC MICRO ECONOMICS	C2531FE
NQF Level: 5                      Credits: 14                      Contact hours: 4 hours lecture per week for 14 weeks Module assessment: Continuous Assessment (50%); two tests and one assignment Examination (50%); 1 x 3 hour paper) Pre-requisites:            None Module Description: Introduce basic concepts and tools used in microeconomics and macroeconomic analysis. Theory of measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; Exchange rates and balance of payment accounts; stabilization policy for unemployment, inflation; demand and supply, market structures, Factor markets and introduction to international trade.	

PRINCIPLES OF CREDIT	G2532MC
NQF Level: 5                      Credits: 14                      Contact hours: 4 hours lecture per week for 14 weeks Module assessment: Continuous Assessment (50%); two tests and one assignment Examination (50%); 1 x 3 hour paper) Pre-requisites:            None Module Description: Commercial lending, the role of banking in today's economy. Principles of lending in banking, types of borrowers. Credit analysis and lending management, understanding the credit environment key financial statements of banks, overview of development banking in Namibia, problem loan management and different types of risk in credit.	

BUSINESS MATHEMATICS	G2531MM
NQF Level: 5                      Credits: 14                      Contact hours: 4 hours lecture per week for 14 weeks Module assessment Continuous Assessment 50% (at least two assessments) Examination (50%); 1x 3h paper Pre-requisites:                      Principles of Business Mathematics (G2431BBM) Module Description: Mathematical concepts, applications necessary for successful business careers. Topics will include; Number system and Sets operation; Removing of brackets and Factorizing; Linear equation, simultaneous equations; Sequences and Series; Introduction to Matrices; Simple and Compound interest; Logarithm and	

Linear programming.

<b>FUNDAMENTALS OF ACCOUNTING B</b>	<b>C2532FF</b>
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NQF Level: 5 Credits: 14 Contact hours: 4 hours lecture plus 1 hour tutorial per week for 24 weeks

Module assessment Continuous Assessment (50%); two tests and one assignment

Examination (50%); 1 x 3 hour paper

Pre-requisites: Principles of Business Mathematics (G2431BBM)

Module Description:

Preparation and presentation of financial statements

Financial position, financial performance, determining profit and preparing financial statements

Accounting for current and non-current assets – cash and cash equivalents,

Trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities.

Introduction to VAT (Value Added Tax). Inventory systems.

<b>BASIC MACRO ECONOMICS</b>	<b>C2532FE</b>
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NQF Level: 5 Credits: 14 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous Assessment (50%); two tests and one assignment

Examination (50%); 1 x 3 hour paper

Pre-requisites: None

Module Description:

This course aims to introduce basic concepts and tools used in microeconomics and macroeconomic analysis. The theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payment accounts; stabilization policy for unemployment, inflation; demand and supply, market structures, Factor markets and introduction to international trade.

<b>BUSINESS MANAGEMENT</b>	<b>G2532DM</b>
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NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%); 1x 3h paper

Pre-requisites: Principles of Business Management ( G2431DP )

Module Description:

Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations.

Organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

<b>E-COMMERCE</b>	<b>G3572BC</b>
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NQF Level: 5 Credits: 12 Contact hours: Up to 4 contact lecture periods per week for one semester.

This proposed formulation is intended to take care of blended / online teaching and provide flexibility

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%); 1x 3h paper

Pre-requisites: None

Module Description:

Drawbacks of online banking, crypto currencies, mobile marketing, online purchases and sales and online trading.

Concepts of online banking, crypto currencies, mobile marketing, online purchases and sales and online trading.

Activities related to online banking, crypto currencies, mobile marketing, e-crm, online purchases and sales and online trading.

Critique and provide solutions to ecommerce

<b>ORGANIZATIONAL MANAGEMENT I</b>	<b>G3671OM</b>
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NQF Level: 6 Credits: 16 Contact hours: Up to 4 contact lecture periods per week for one semester.

This proposed formulation is intended to take care of blended / online teaching and provide flexibility

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%); 1x 3h paper



Pre-requisites: Pre-requisite: Principles of Management

Module Description:

Organizational behavior to students by looking at several themes that are current in contemporary organizational life. Theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

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Human Capital Management	G2671DH
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NQF Level: 6 Credits: 16 Contact hours: 2h/w & 2 tutorials per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least three assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Key concepts of HRM as a discipline

HRM concept, specific topic

Recruitment & selection

Performance management

Learning & development

Succession planning

Compensation and benefits

HR Information Systems

Ethics in HR

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BUSINESS STATISTICS	G2632BM
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NQF Level: 6 Credits: 16 Contact hours: 4

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: Principles of Business Statistics (G2531BM)

Module Description:

Statistical Inference in Business builds on Statistics for Business and Economics (or equivalent) and focuses on making inferences about population quantities from sample data via hypothesis testing and confidence intervals.

Statistical Inference in Business applies statistical methods in a business context in order to address business related questions and help make evidence based decisions.

Statistical Inference in Business, students will learn to apply commonly used statistical methods in business contexts and how to interpret analyses performed by others.

Sampling and sampling distribution, point and interval estimation, hypothesis testing, regression analysis and index numbers.

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BUSINESS LAW AND ETHICS	G2661BL
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NQF Level: 6 Credits: 14 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisites: None

Module Description:

Theory of Law, the definition and concept of "law", the various sources of Namibian law.

Customs, legislation (statute), common law etc. as sources of Namibian law.

Direct and indirect sources of law, the various divisions of our law.

Administration of justice in Namibia The hierarchy of the Namibian courts. The general principles of natural justice, ethical decision making, virtue ethics, errors in ethical decision making as well as behavioural ethics, Corporate ethics and corporate social responsiveness (CSR)

Contracts Law Nature, classification and Formation of Contracts. Reality of the Contract;

Minds Really Meet, Capacity of the Parties & Legality of Subject Matter. Statute of Frauds.

Discharge, Damages & Other Remedies, Intellectual Property Law. Provide concrete examples of how the law is shaped by morality. Special contracts, deed of Sale,

Essentials for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huur gaat voorkoop rule" Negotiable

instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. Type of negotiable instrument.

Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract; definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

ORGANISATIONAL MANAGEMENT II	G2672DM
NQF Level: 6 Credits: 14 Contact hours: Up to 4 contact lecture periods per week for one semester. This proposed formulation is intended to take care of blended / online teaching and provide flexibility Module assessment: Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper Pre-requisites: Co-requisite: Organisational Management I Module Description: Causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles. The ultimate purpose is for students to acquire and develop skills to take rational decisions in the process of Organisational Behaviour.	

CUSTOMER RELATIONSHIP MANAGEMENT	G2552DR
NQF Level: 6 Credits: 16 Contact hours: 4p/w Module assessment: Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper Pre-requisites: None Module Description: Dimensions of service quality and customer satisfaction. Factors that impacts on customer loyalty process of exploration; the moment of truth is given meaning whilst service profit chain is being described in detail. Courtesy as customers are viewed as lucrative assets an organisation and leading service Customer service culture in a competitive environment	

FUNDAMENTALS OF CORPORATE FINANCE	G2672DC
NQF Level: 6 Credits: 14 Contact hours: 4p/w Module assessment: Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper Pre-requisites: None Module Description: The gap between theory and practice, principal and agency relationship, Present and future values of a single amount, an annuity, perpetuity and mixed streams of investment amounts, the primary objective of the company Financial risks that an organisation is faced with, the key aspects of financial securities, securitisation, economic crisis, financial institutions & financial markets.	

WEALTH CREATION ENTREPRENEURSHIP	G2662NW
NQF Level: 6 Credits: 8 Contact hours: 2h lectures per week for 14 weeks and 2h tutorials per week for 14 weeks Module assessment: Continuous Assessment 50% (two tests and one assignment) Examination (50%): 1x 3h paper Pre-requisites: None Module Description:	

Business economics analysis, determinants of demand and supply, elasticity of demand and supply, price determination under different market structures, production functions, cost concepts, optimal level of output and input use, risk and uncertainty, and the macroeconomic environment

MASTER OF PUBLIC ADMINISTRATION (BY THESIS ONLY)

[12MPAR]

MASTER OF ARTS IN POLITICAL STUDIES (BY THESIS ONLY)

[12MPSR]

The Master of Public Administration by Thesis only and the Master of Arts in Political Studies by Thesis only will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia as contained in this Prospectus. Refer to Regulations for Postgraduate Studies in the Section B of this Prospectus.

DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Studies in the Section B of this Prospectus.

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## DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Studies in the Section I of this Prospectus.

### Thesis/Research PhD and MA Degrees

If a student only wishes to register for the Thesis, s/he should register for:

MASTERS THESIS ONLY	
MINI THESIS (M.ADMIN)	MMP 5100
MINI THESIS (M. POL)	MMP 5100
PHD DISSERTATION	MDP 6100

- (1) Candidates who successfully complete the coursework phase, or those who are registered for postgraduate study by thesis research alone, shall undertake research in an approved topic, and in the end write a thesis (MA.) or Dissertation (PHD). A candidate must submit a research proposal by the end of February during the year he/she is required to write the thesis/dissertation.

Masters level candidates **"by research"** may be required to register and pass up to two course related to their thesis at the discretion of the Faculty Executive and are required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179). Doctoral candidates by research are expected to hold a valid MA degree from an acceptable university with a 70% average. Some exceptions might be made in concurrence of the Faculty Executive, but only in exceptional circumstances and some relevant coursework may be required. PHD candidates are also required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179).

- (2) The candidates shall be assigned supervisors to guide them in their research programmes and shall write their thesis/dissertation in accordance with the guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (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.
- (4) The thesis/dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards format and literacy presentation.
- (5) Every Master's thesis/ PHD Dissertation submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. The supervisors could be one of the examiners.
- (6) The examiners shall be required to submit a detailed assessment of the thesis/ dissertation, and also write a definite recommendation on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/ dissertation should be rejected outright.
- (7) In instances where the examiners of the thesis/dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/dissertation.
- (8) Postgraduate candidates, who disagree with the results of the examination as approved by Senate, may present an appeal, giving reasons and evidence to support the appeal. Senate will then have the thesis/dissertation examined by an Appeals Committee.
- (9) Candidates who are registered by thesis/dissertation alone will normally appear for VIVA VOCE examinations. This will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

### Ph.D. Doctor of Philosophy (Public Administration) (12DPAN)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Courses of Study in the General Information and Regulations Prospectus.

Ph.D. Doctor of Philosophy (Political Studies) (12DPST)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Courses of Study in the General Information and Regulations Prospectus.

DOCTOR OF PHILOSOPHY IN MANAGEMENT SCIENCE

(12DMSC)

CRITERIA FOR ADMISSION

Possession of a *Master of Business Administration* of the *University of Namibia* or any other relevant *Level 9* qualification recognized by the School.

ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

MODE OF DELIVERY

Part time.

ASSESSMENT CRITERIA

The assessment for this programme will be in accordance with Regulation 9.9 of the University and the key criteria will be whether or not the candidate has made an original contribution to the body of knowledge in the field of Management Science.

REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 348 credits for their dissertation and 12 credits in the taught component, and who have successfully defended their dissertation in a *Viva Voce Examination* in terms of Regulation 9.9.3 of the University. Furthermore, the Doctorate degree is awarded after registration at the *University of Namibia* for a minimum of three (3) years for full-time students and five (5) years for part-time students.

CURRICULUM

Module	Module code	NOF Level	Credits	Compulsory
YEAR 1 : SEMESTER 1				
Advanced Academic Writing for Post-Graduate Students	UAE4819	8	NCB	YES
Dissertation	DMS6100	10	360	YES
<b>TOTAL CREDITS</b>			360	

Syllabi

YEAR 1 : SEMESTER 1

PART B: MODULE DESCRIPTOR:.	
Module Title: Thesis (PhD in Management Science)	
Module Code	

NQF Level	10
Notional Hours	3600
Contact hours	
Additional learning requirements	
NQF Credits	360
(Co-requisites) Prerequisite	None
Compulsory/Elective	Compulsory
Semester Offered	1/2
Module Purpose	
<p>This course is designed to broaden students' understanding of scientific principles in Computer Science and its applications through extensive literature review and practical demonstration while carrying out original independent research. Students will be able to design, develop, conduct and manage major research projects independently, as well as document and present the results.</p> <p>Students are expected to make a unique contribution to the existing body of knowledge in Computer Science.</p>	
Overarching Learning Outcome	
Produce and present a comprehensive research thesis in accordance with the requirements of the University of Namibia.	
Specific Learning Outcomes	
<p>Upon completing this course student will, through assessment activities, show evidence of their ability to:</p> <ul style="list-style-type: none"> <li>• Develop and present a comprehensive research proposal and concomitant research plan;</li> <li>• Conduct independent research to internationally recognized standards by implementing a chosen research method, collecting, analysing, interpreting and evaluating quantitative and/or qualitative data;</li> <li>• Demonstrate highly specialised, authoritative knowledge in the field of study/area of specialisation, and the ability to apply that knowledge to the solution of problems in a world of related systems;</li> <li>• Produce a thesis which represents an original contribution to the body of knowledge in the field of study/area of specialisation;</li> <li>• Communicate research findings in a professional and effective way, catering for a wide range of specialist and non-specialist audiences;</li> <li>• Provide leadership in the area of research and scientific writing.</li> </ul>	

#### Module Content

Core elements of the course include the support of academic skills such as:

- Academic writing for postgraduate studies: non-credit bearing academic writing for post graduate students is provided for students to assist in writing of proposal and or final thesis.

- Literature survey: Comprehensive literature survey of studies and recent development in area of study (majorly in the last five years with a few longer where necessary). Here, chronological presentation of thoughts will be encouraged. This is essential towards development and submission of logical research proposal. Students shall be encouraged to access both paper-based and online databases, abstracts and articles relevant to the proposed research title.
- Development of research title: The outcome of the literature survey will inform the student under the guidance of the supervisor of the need to amend (if necessary) the title of research based on findings, intended scope of work and relevance of the research to the society, scientific, technological and industrial development. Ability to transform the conceptualised research idea into a proposal through proposal writing process in a coherent and chronological manner forms the basis of this learning stage.
- Implementation of the acceptable and approved research proposal (methodology/experimental process): At this stage, the student will implement the proposal through the stated methodology/experimental process. Here, the student will demonstrate the ability to conduct independent research work under the guidance of a supervisor.
- Data presentation, interpretation and discussion: Skills and ability to apply relevant statistical analysis for data presentation and sound scientific and technical interpretation and discussion of the results will be displayed.
- Presentation skills: **Students' written, and oral presentation skills will be revealed. Here, ability to summarise a report** e.g. writing of abstract, conclusion etc. will be revealed. Knowledge of the student in preparing research outcomes for scientific communication (draft manuscript, PowerPoint presentation will be accessed).
- Writing and submission of thesis for assessment: The compilation of all the different sections of the research work into coherent chapters in the form of a thesis.
- Ethical procedures: Students will be required to adhere to all ethical requirements of research work and processes during the course of study. Issue of plagiarism will be reiterated.
- Formal presentation of thesis: Students are expected to successfully present their theses following the Rules for Postgraduate Studies.

#### Learning and Teaching Strategies/Activities

- The PhD programme applies the following methods of facilitated learning:
- Students will initiate and present a comprehensive research proposal and concomitant research plan, illustrating the **concept and scope of the student's individual research project**;
- Students will attend regular research seminars until approval of the research proposal;
- Students conduct independent research and are guided through regular contact sessions using all available means during which study planning, progress, and other relevant topics are discussed;
- Students present work-in-progress on a regular basis in a professional way;
- Students are encouraged to gain international experience by doing research in a foreign context;
- Students are encouraged to participate in local, regional and international seminars, workshops and conferences;
- Students are encouraged to present their final research at a local, regional or international conference, workshop, symposium, etc.

#### Student Assessment Strategies

The thesis will be assessed in accordance with the University rule for studies at postgraduate level.

#### Year one for full-time (Years one and two for part-time)

- Submission and presentation of a comprehensive research proposal and concomitant research plan for approval after six months (by the end of the first year in case of part-time students);
- Presentation and approval of first work-in progress by end of year one (end of the second year in case of part-time students) by the Department.
- Pursue and obtain ethical clearance (if applicable to the study).
- Submission of the yearly progress report.

#### Year two for full-time (Years three and four for part-time)



- Presentation and approval of second work-in progress after six months (by the end of the third year in case of part-time students);
- Presentation and approval of third work-in progress by the end of year two (by the end of the fourth year in case of part-time students);

Year three for full-time (Years five and six for part-time)

- Presentation and approval of fourth work-in progress after six months (by the end of the fifth year in case of part-time students);
- Submission and assessment of final research thesis;
- Presentation and defence of research thesis end of year three (by the end of the sixth year in case of part-time students);
- Correction and final binding (archiving) of research thesis.

Students who fail pre-assessments will receive an extension of six months (one-year in case of part-time students) for as may be recommended by the supervisor.

The Thesis represents the entire body of work to be assessed. Students will be required to defend the thesis and must pass the oral examination. For determining the final mark of any thesis for the degree, account shall be taken of the recommendation(s) from all the examiners.

Final result will only be released after correction and submission of the thesis.

#### Quality Assurance Arrangements

Quality assurance will be done in accordance with the general UNAM's Rules for Postgraduate Studies as well as the Guidelines for the Supervision and Examination of Masters and Doctoral Programmes.

Course Title: Advanced Academic Writing for Postgraduate Students	
Course Code	UAE4819
NQF Level	8
Notional Hours	150
NQF Credits	NCB
Prerequisite	NONE
Compulsory/Elective	Compulsory
Semester Offered	1
Course Aims	
This course aims to develop students' research capabilities in the field of Business Administration. The course is designed to develop the autonomy, adaptability, and responsibility in academic research and writing necessary to function successfully in postgraduate studies. The unit builds academic scaffolds in research and writing around unit-specific material from the students' area of specialisation.	

Learning Outcomes/Specific Outcomes
Upon completion of the course, students will be able to:
1. Demonstrate improved technical control of English grammar and pronunciation;
2. Demonstrate skills in systematically locating, evaluating and synthesising relevant information;
3. Employ strategies for reading effectively and efficiently for postgraduate study;

4. Demonstrate skills in using the conventions of academic writing and paraphrasing, including appropriate use of referencing and citations; and
5. Demonstrate the improved capacity for independent learning and critical thinking.

## Course Content

1. Choosing an appropriate research topic for postgraduate study
2. Advanced literature searching strategies
3. Using advanced citation and referring tools
4. Critical reading and note-taking from research literature
5. Writing critically in an academic style
6. Using advanced documentation processing for research writing
7. Developing an argument through a critical literature review

## Methods of Facilitation of Learning

The course will be facilitated through the following learning activities:

Interactive face to face lectures, Interactive online lectures, e-learning tutorials, projects, group/syndicate assignments, guest lecturers, case studies, field trips as well as seminars.

## Assessment Strategies

A three-hour examination soon after the completion of the course which constitutes 60% of the final course mark. A continuous assessment mark shall constitute 40% of the final course mark, and this is made up as follows:

1. 20% from a test taken under examination conditions
2. 10% from group/syndicate work
3. 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark

## Quality Assurance Arrangements

Regular course reviews with the input from industry and employers, internal and external moderation of examinations, regular student and lecturer evaluation of each other as well as of the course.

## Student Support and Learning resources

*Student support is provided by:*

- University level – Office of the Dean of Students and The Chief Librarian
- School level – Student Support Officers and School based induction at beginning of year, semester and by respective lecturers
- Course level – Text books, course outline, journals and websites sources

*Prescribed Textbooks:*

- Stephen, B. (2011). *Academic writing a handbook for international students* (3rd ed). New York, NY: Routledge.
- *Publication Manual of the American Psychological Association* (7th edition).

*Recommended Readings:*

Various sources identified by the facilitator/candidate regarding academic writing, especially e-resources.

## D.1. BACHELOR OF ECONOMICS (Honours)(12 BECN) (phased out 2023)

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### D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- **Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.**
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

### D.1.2 CRITERIA FOR ADMISSION

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 25 points in five subjects on the UNAM point scale including English with at least a C symbol; also a C symbol in Mathematics is required.
- A candidate who is in possession with a minimum of 27 points in five subjects on the UNAM point scale including English with at least a D symbol in Mathematics will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

### D.1.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

### D.1.4 ASSESSMENT CRITERIA

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

### D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

### D.1.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

### D.1.7 PASS WITH DISTINCTION

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

### D.1.8 PRACTICAL AND CLASS ATTENDANCE

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

### D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR

A student can register for all courses (128 credits) in a year.

D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

D.1.11 IMPLEMENTATION STRATEGY

The program is already existing and running during the day (face to face) mode.

D.1.12 CAREER OPPORTUNITIES

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

D.1.13 MODE OF DELIVERY

The Bachelor of Economics degree is a four year programme offered during the day through face to face mode.

D.1.14 DURATION OF STUDY

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS:** Candidates holding a three-year diploma in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of THIRTY FOUR (34) courses

TEN(10) courses (equivalent to 144 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

COURSE CODES AND RESTRICTIONS ON COURSES

Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

BECN The curriculum for the B.ECON.degree consists of THIRTY THREE (36) courses

COURSE CODES AND RESTRICTIONS ON COURSES

YEAR 1 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULCE3419	English Communication & Study Skills		4	4	16
CMPP3579	Principles of Management		5	4	16
CAFE3511	Fundamentals Of Accounting		5	4	16
UCLC3409	Computer Literacy		4	4	8
CBCM3579	Business Mathematics		5	4	16
CEMI3571	Basic Microeconomics		5	4	16
Total				336 hrs	88

YEAR 1 : SEMESTER 2

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULEA3419	English for academic purposes		4	4	16
CAFE3512	Fundamentals Of Accounting		5	4	16
CEEM3572	Basic Mathematical Economics	CBCM3579	5	4	16
UCSI3429	Contemporary Social Issues		4	4	8
CEMA3572	Basic Macroeconomics		5	4	16
Total				280 hrs	72

YEAR 2 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
CEEM3651	Intermediate Mathematical Economics I	CBCM3579 & CEEM3572	6	4	16
CEMI3671	Intermediate Microeconomics I	CEMI3571	6	4	16
CEMA3671	Intermediate Macroeconomics I	CEMA3572	6	4	16
CABA3631	Business Statistics	CBCM3579	6	4	16
CEVU3671	Advanced Computer Literacy	UCLC3409	6	4	16
Total				280 hrs	80

## YEAR 2 : SEMESTER 2

CEEM3652	Intermediate Mathematical Economics II	CBCM3579 &CEEM3572	6	4	16
CEMI3672	Intermediate Microeconomics II	CEMI3571 &CEMA3572	6	4	16
CEMA3672	Intermediate Macroeconomics II	CEMI3571&CEMA3572	6	4	16
CABA3632	Business Statistics	CBCM3579	6	4	16
Total				224 hrs	64

## YEAR 3 : SEMESTER 1

CETM3771	Econometrics I	CABA3631/CABA3632	7	4	16
CEIT3771	International Trade	CEMI3571/2; CEMA3571/2	7	4	16
CEMU 3771	Monetary Economics	CEMI3571/2; CEMA3571/2	7	4	16
CEDA3771	Dynamic Quantitative Analysis	CEEM3671/2	7	4	16
CERR3771	Research Methods & Economic Reporting	CABA3631/2; CEEM3652	7	4	16
Total				280 hrs	80

## YEAR 3 : SEMESTER 2

CETM3772	Econometrics II	CABA3631/2	7	4	16
CEIF3772	International Finance	CEMI3571/2;CEMA3571/2	7	4	16
CEFE3772	Financial Economics	CEMI3571/2;CEMA3571/2	7	4	16
CENE3772	Namibian Economy	CEMI3672;CEMA3672	7	4	16
Total				224	64

## YEAR 4 : SEMESTER 1

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3871	Economic Theory & Policy I	CEMI3571/2;CEMA3571/2 CEEM3671/2	8	4	16
CEUP3871	Public Economics	CEMI3571/2;CEMA3571/2	8	4	16
CEAE3871	Applied Econometrics	CETM3771/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
Total				224	64

## YEAR 4 : SEMESTER 2

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3872	Economic Theory & Policy II	CEMI3571/2;CEMA3571/2 CEEM3671/2	8	4	16
CEDE3872	Development Economics	CEMI3571/2;CEMA3571/2	8	4	16
Elective		CEMI3571/2;CEMA3571/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
Total				224	64

## List of Electives\*

CEEA3872	Agricultural economics	CEPA3872	Project Appraisal	CEET3872	Transport Economics
CEEH3872	Health Economics	CEEE3872	Energy Economics	CEEU3872	Urban Economics
CEER3872	Environmental Economics	CERG3872	Regional Economics		

\* These electives will be offered by the department depending on the expertise available

## E.4 BACHELOR OF BUSINESS ADMINISTRATION (Honours)(12BBAD) (phased out 2023)

## E.4.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

#### E.4.2 CRITERIA FOR ADMISSION

In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

#### E.4.3 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### E.4.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module
- At least 144 credits by the end of second year;
- At least 1240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

#### E.4.5 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

#### E.4.6 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

#### E.4.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at the end of a specific year, he/she may not register for any courses on the following higher level. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

A student will not be allowed to register for more than 12 courses per year.

#### E.4.8 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### E.4.9 IMPLEMENTATION STRATEGY

The revised programme will phase in gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.

Also note that no (BBA-honours) part-time classes will be offered in 2014 for Years 1, 2, and 3, students can opt to be re-registered with our Distance Education Centre (Centre for External Studies). For Year 4, a class should not have less than 14 students registered on part-time basis, in such cases; they also will have to be shifted to the Distance Education Centre(Centre for External Studies).

#### E.4.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face – to – face / full time and distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### E.4.11 DURATION OF STUDY

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Sciences may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### E.4.12 SUMMARY OF CHANGES & NEW COURSES

Rational for proposes changes and revisions

*Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)*

*Management Accounting (CAAM 3651)* is proposed to replace *Business Economics (CMBE 3672) and Entrepreneurship (CMRE 3771)* replaces *Managerial Economics (CMMI 3771)*. The department observed that students are acquiring adequate knowledge in *Basic Micro Economics (CEMA 3571)* and *Basic Macro Economics (CEMA 3572)*, hence this change.

Students failing *Business Economics (CMBE 3672)* and *Managerial Economics (CMMI 3771)* in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

*Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)*

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that *Banking and Finance* was inadequately integrated into the curriculum compared to *Marketing and Human resources Management*.

*Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)*

In addition, *Financial Accounting 1A (CAFE3691)* and *Financial Accounting 1B (CAFE3692)* are proposed to replaced *Business Accounting (CMBA 3671)* and *Business Accounting (CMBA 3672)*. Department observed that this two modules will help the students acquire adequate knowledge in *Accounting*.

The proposed modules in *Accounting*, for example, *Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B, Management Accounting 1A and 1B* might address the inadequacies BBA students experience in *Financial Management*.

*Research Paper* was replaced by *Research Project (CMRM3870)*

#### E.4.13 CURRICULUM

Kindly note that: UCSI3580 IS AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

The curriculum for the B.B.A. degree consists of THIRTY FIVE (35) modules.

YEAR 1: SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
English Communication and Study Skills	ULCE3419	4	4 hours	16
<u>Principles of Management</u>	<u>CMPP3579</u>	<u>5</u>	<u>4 hours</u>	<u>16</u>
<u>Computer Literacy</u>	<u>UCLC3409</u>	<u>5</u>	<u>4 hours</u>	<u>8</u>



Fundamentals of Accounting 1A	CAFÉ3511	5	4 hours	16
Basic Micro Economics	CEMI3571	5	4 hours	16

YEAR 1 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
English for Academic Purpose	ULEA3419	4	4 hours	16
Business Mathematics	CBCM3579	5	4 hours	16
Fundamental of Accounting IB	CAFÉ3512	5	4 hours	16
Basic Macro Economics	CEMA3572	5	4 hours	16
Contemporary Social Studies	UCSI3429	4	4 hours	8

YEAR 2 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
Organizational Behaviour 1	CMBO3671	6	4 hours	16
Business Accounting 1	CMBA3671	6	4 hours	16
Commercial Law A	CACL3631	6	4 hours	16
Business Statistics A	CABA3631	6	4 hours	16

YEAR 2 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
Organizational Behaviour 2	CMBO3672	6	4 hours	16
Business Accounting 2	CMBA3672	6	4 hours	16
Commercial Law B	CACL3632	6	4 hours	16
Business Statistics B	CABA3632	6	4 hours	16
Business Economics	CMBE3672	6	4 hours	16

YEAR 3 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
Managerial Economics	CMMI3771	7	4 hours	16
Marketing Management	CMSM3771	7	4 hours	16
Human Resource Management	CMHM3771	7	4 hours	16
Operations Management 1	CMMO3771	7	4 hours	16

YEAR 3 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
Marketing Management	CMSM3772	7	4 hours	16
Human Resource Management	CMHM3772	7	4 hours	16
Entrepreneurship	CMRE3772	7	4 hours	16
Operations Management	CMMO3772	7	4 hours	16
Business Research Methodology	CMBR3772	8	4 hours	16

YEAR 4 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits	Pre-requisites	Co-requisites
<i>Specializations: CHOOSE ONE (1)</i>						
Strategic Human Resource Management A	CMHM3871	8	4 hours	16	CMHM3771: CMHM3772	
A Strategic Marketing A	CMSM3871					
Banking & Finance A	CMBF3871					
Strategic Management A	CMST3871	8	4 hours	16		
Financial Management A	CAMF3871	8	4 hours	16		
Management Information System	CMMI3871	8	2 hours	16	NONE	
Research Project	CMRP3870	8	4 hours	16	CMBR3772	

YEAR4 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits		
<i>Specializations: CHOOSE ONE (1)</i>						

<i>Human Resource management B</i>	CMHM3872	8	4 hours	16		
<i>Strategic Marketing B</i>	CMSM3872					
<i>Banking &amp; Finance B</i>	CMBF3872					
Financial Management B	CAMF3872	8	4 hours	16		CMST3871
Strategic Management B	CMST3872	8	4 hours	16		CAMF3871
Research Project	CMRP3870	8	4hours	16	CMBR3772	

## F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS) (phased out 2023)

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### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort – particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demand-oriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

### F.1.2 CRITERIA FOR ADMISSION

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The latter does not necessarily ensure and/or guarantee admission. Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.

### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the first year of study.
- 7 courses (112 credits) at the end of the second year of study.

### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student must pass not less than 4 courses (equivalent to 64 credits) in the first year in order to advance to the second year.
- A student must pass not less than 7 courses (equivalent to 112 credits) at the end of the second year of study.
- A student must also pass all pre-requisites before registering for courses that require pre-requisites.

### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of 272 CREDITS upon completion of the programme.

### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

#### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

#### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

#### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government (CEPG 2471)	Local Government Finance and Budgeting (CPGF 2472) Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572) PAP2571
Local Government Strategic Management(CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

#### F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises EIGHTEEN (18) COURSES that facilitate accrual of 272 CREDITS upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

#### YEAR 1 : SEMESTER 1

Module	Code	NQF Level	Contact Hours	Credits
English for General Communication	ULEG2410	4	4	16
Introduction to Local Government	CPLG2471	4	4	16
Principles of Economics for Local Government	CEPG2471	4	4	16
Basic Numeracy and Statistics	CABN2471	4	4	16
Computer Literacy	UCLC3409	4	2	8
Total			18	72

#### YEAR 1 : SEMESTER 2

Module	Code	NQF Level	Contact Hours	Credits	Pre-requisite
English for General Communication	ULEG2410	4	4	16	
Local Government Accounting I	CPFG2472	4	4	16	CABN2471
Local Government Finance & Budgeting	CPGF2472	4	4	16	
Contemporary Social Issues	UCSI3429	5	2	8	
Local Governance	CPLD2472	4	4	16	
Total			18(36)	72(144)	

#### YEAR 2 : SEMESTER 1

Legal Framework	CPLF2571	5	4	16	
Local Government Policy Formulation & Evaluation	CPPF2571	5	4	16	

Local Government Accounting II	CPGA2571	5	4	16	CPFG2472
Human Resources Management	CPHM2571	5	4	16	
Local Sustainable Development	CPLA2571	5	4	16	
Total			20(56)	80(224)	

YEAR 2 : SEMESTER 2

Local Government Strategic Management	CPSM2572	5	4	16	
Project development and Management	CPMM2572	5	4	16	
Local Government Auditing Theory	CPLD2572	5	4	16	
Urban Planning and Infrastructure Issues	CPCP2572	5	4	16	
Total			20(76)	72(288)	

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## F.2. BACHELOR OF PUBLIC MANAGEMENT (Honours)(12BPMM) (phased out 2023)

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### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

### F.2.2 CRITERIA FOR ADMISSION

To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission. Entrance is based on availability of places within the Department, and is awarded on merit. The Faculty reserves the right to interview applicants before admission. Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student shall not be re-admitted into the Faculty unless s/he passes

- 4 courses (64 credits) at the end of the First Year
- 9 courses (144 credits) at the end of the Second Year
- 16 courses (256 credits) at the end of the Third Year
- 25 courses (400 credits) at the end of the Fourth Year

### F.2.6 ADVANCEMENT AND PROGRESSION RULES

A student must pass 2/3 of all the courses offered in each year in order to proceed to next level.

That means s/he must pass:

- four (4) courses at the end of first year;
- nine (9) courses at the end of the second year;
- sixteen (16) courses at the end of the third year; and
- twenty-five (25) courses at the end of the fourth year.

### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 10 courses per year.

### F.2.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Public Management (Hons) degree consists of Five Hundred and Forty Four (544) Credits. This qualification will be awarded to students who pass all the required courses.

### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

#### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised institution may be allowed to complete the degree in three years, and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

#### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2012. Students, who have been registered before the 2012 Academic Year (2008 – 2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

CPMM3871	Elective: Municipal Management
CPAG3872	Elective: Public Administration and Governance
CPAP3872	Elective: Political Economy of Asia-Pacific

Choose one(1) Elective:	
CPFP3771	Elective: Public Finance
CPIR3771	Elective: International Relations

Students who have completed the Diploma in Local Government Studies and would want to pursue the degree of Bachelor of Public Management (Hons) (BPMM) will receive exemptions for the following courses only.

These courses are:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues( UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics( CEMI2571/3571)	Basic Micro Economics( CEMI3571)
Basic Macro Economics( CEMI2572/3572)	Basic Macro Economics( CEMI3572)
Politics and Administration (CPPA2572/CPAP2571)	Government Studies ( PIG3572)

#### F.2.12 CURRICULUM

The Bachelor of Public Management degree consists of THIRTY FOUR (34) COURSES. These include a minimum of four University Core Modules, and together total Five Hundred and forty four (544) Credits.

The curriculum for the B. Public Management degree consists of THIRTY FOUR (34) courses:

EIGHT (8) courses must be offered on the first-year level

TEN (10) courses must be offered on the second-year level

EIGHT (8) courses must be offered on the third-year level

EIGHT (8) courses must be offered on the fourth-year level

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite	Co-requisite
YEAR 1: SEMESTER 1						
UCLC3419	English Communication & Study Skills	4	16	Compulsory	None	
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
UCLC3509	Computer Literacy	5	8	Compulsory	None	
CEMI3571	Basic Micro Economics	5	16	Compulsory	None	
Total Credits Semester 1			48			

YEAR 1: SEMESTER 2						
ULEA3519	English for Academic Purposes	5	16	Compulsory	None	
CEMA3572	Basic Macro Economics	5	16	Compulsory		CEMI3571
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
CPIG3572	Government Studies	5	16	Compulsory	None	
CMPP3572	Principles of Management	5	16	Compulsory	None	
Total credits Semester 2			64			
TOTAL CREDITS YEAR 1			112			
YEAR 2 : SEMESTER 1						
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite Co-requisite	
CPSE3671	Public Sector Accounting 1	6	16	Compulsory		
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None	
CMBO3671	Organisational Behaviour A	6	16	Compulsory	None	
CPPW3671	Western Political Philosophy	6	16	Compulsory	None	
CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572	
Total credits Semester 2			80			
YEAR 2 : SEMESTER 2						
CPSE3672	Public Sector Accounting 2	6	16	Compulsory	Co-requisite: CPSE3671	
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None	
CMBO3672	Organisational Behaviour B	6	16	Compulsory	Co-requisite: CMBO3671	
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572	
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572	
Total credits Semester 2			80			
TOTAL CREDITS YEAR 2			160			
YEAR 3 : SEMESTER 1						
CMHM3781	Human Resources Management 1A	7	12	C	None	
CPPP3771	Public Policy	7	16	C	None	
CPSA3771	The State in Africa	7	16	C	CPCP3672	
Choose one(1) Elective:						
CPFP3771	Elective: Public Finance	7	16	E	CPSE3671	
CPIR3771	Elective: International Relations	7	16	E	None	
Total credits Semester 2			64			
YEAR 3: SEMESTER 2						
CPRP3772	Research Methodology	7	16	C	None	
CMHM3782	Human Resources Management 1B	7	12	C	None	
CPPE3772	Public Enterprise Management	7	16	C	None	
CPPI3772	International Political Economy	7	16	C	CEMI3571 and CEMA3572	
Total credits Semester 2			64			
TOTAL CREDITS YEAR 3			128			
YEAR 4: SEMESTER 1						
CPRP3870	Research Project	8	16	C	CPRP3772	
CPSS3871	Political Economy of Southern Africa	8	16	C	CPPI 3772	
CPMD3871	Development Management	8	16	C	None	
CPVB3871	Electoral Systems and Voting Behaviour	8	16	C	CPIG3572	
CPPC3871	Comparative Public Management	8	16	C	CMHM3781	
Students majoring in Political Studies should choose one(1) Elective: CPAC3871 or CPIR3871						
CPMM3871	Elective: Municipal Management	8	16	Elective	CPLR3672	
CPAC3871	Elective: Africa in the Global Economy	8	16	Elective	CPPI3772	
CPIR3871	Elective: International Relations and Organizations	8	16	Elective	CPIR3771	
Total Credits Semester 1			64			



YEAR 4: SEMESTER 2					
CPRP3870	Research Project	8	16	C	CPRP3772
CPMS3872	Strategic Public Management	8	16	C	CMHM3782
CPCP3872	Comparative Politics	8	16	C	CPPP3771
CPDR3872	Conflict and Dispute Resolution	8	16	C	CPSA3771
Choose only one(1) Elective:					
CPLA3872	Elective: Administrative Law	8	16	Elective	None
CPAG3872	Elective: Public Administration and Governance	8	16	Elective	CPPE3772
CPAP3872	Students majoring in Political Studies should only choose: Elective: Political Economy of Asia-Pacific	8	16	Elective	CPPI3772
Total credits Semester 2			64		
TOTAL CREDITS YEAR 4			128		
TOTAL CREDITS FOR THE PROGRAMME			544		

## E.3.1 INTRODUCTION

The purpose of this qualification is to provide students with in-depth knowledge of Business Administration and its specialization. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-improvement, self-evaluation, and peer assessment".

## E.3.2 CRITERIA FOR ADMISSION

An applicant should be a holder of the Further Diploma in Business Administration from the University of Namibia or its equivalent being a Level 6 qualification on the NQF.

## E.3.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

The *Post-Graduate Diploma in Business Administration/Management Science* of the *University of Namibia* or the equivalent level 8 qualifications of the University and any other recognized university.

This qualification provides credits for the following related qualifications:

Any relevant Level 7 qualifications in *Business Administration/Management Science* of the *University of Namibia* or any other recognized University.

## E.3.4 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 50% and 50% of the final mark respectively. Candidates are expected to:

- Obtain a minimum of 50% in both the CA mark and the examination mark.
- Demonstrate an ability to carry out processes that require a command of highly specialized technical or scholastic and basic research skills in Business Administration.
- Demonstrate the application of Business Administration concepts to complex, varied and specialized contexts.
- Demonstrate the analysis, transformation and evaluation of abstract data and concepts in crafting business solutions to specific problems.

## E.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to 42 credits.

## E.3.6 MAXIMUM NUMBER OF COURSES PER YEAR

The student may register for 128 credits which are the maximum number of credits for the programme.

## E.3.7 REQUIREMENTS FOR QUALIFICATION AWARD

The Advanced Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two (2) years of registration. Graduation for the diploma requires the successful completion of 128 credits at Level 7.

## E.3.8 MODE OF DELIVERY

Full-time to be offered in the evening and on Block-Release Basis

## E.3.9 DURATION OF STUDY

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

## E.3.10 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
CBQM4771	Business Quantitative Methods	7	16	YES
CBBM4771	Marketing Management	7	16	YES
CBHR4771	Human Resource Management	7	16	YES
CBFM4771	Financial Management	7	16	YES
Total Credits – semester 1			64	

SEMESTER 2				
CMBE4772	Business Economics	7	16	YES
CBKM4772	Quality Management	7	16	YES
CBOB4772	Organizational Behaviour	7	16	YES
CBOM4772	Operations Management	7	16	YES
Total Credits – Semester 2			64	
TOTAL CREDITS			128	

## YEAR 1 : SEMESTER 1

## BUSINESS QUANTITATIVE METHODS

CBQM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

## Module Description:

The course will provide the student with an understanding of the following mathematical concepts as they relate to business: Set operations, number system, basic arithmetic, simple linear functions and equations, simple differentiation, rates, interest calculations, ratios and matrix algebra.

This course also introduces students to business statistics and covers the following topics: Data and Statistics, Collection of Data, Presentation of Data, Frequency Distributions, Scatter Diagrams and Cross tabulations, Measures of Central Tendency, Measures of Dispersion/Variation, Probability theory and Probability Distributions (Binomial, Poisson, Exponential and Normal)

## MARKETING MANAGEMENT

CBBM4771

NQF Level :7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

## Module Description:

This course outlines the fundamental concepts and principles that underpin the marketing process and deals with all aspects such as: definition of marketing, marketing orientation, environmental analysis, segmentation, buyer behaviour and positioning, original and extended marketing mix, product life cycle, new product development, pricing strategies, distribution options, promotion mix and international marketing.

## HUMAN RESOURCE MANAGEMENT

CBHR4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

## Module Description:

This course details the concepts and practices of Human Resources Management with a particular focus on the management of the recruitment process, the retention of employees, and the cessation of employment. The legal and regulatory context will be that of Namibia although reference will be made to other jurisdictions where appropriate.

## FINANCIAL MANAGEMENT

CBFM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

## Module Description:

This course provides an outline of where and how to access sources of finance for a business, the use of financial information for decision making and for the management of finance. It evaluates the different sources of finance and compares their usage. It deals with the recording of financial information and how it is used to make decision within financial management for example for planning and budgeting. It also considers decisions in relation to pricing and investment appraisal as well as techniques for evaluation of financial performance.

## YEAR 1 : SEMESTER 2

## BUSINESS ECONOMICS

CMBE4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

Module Description:

This course deals with the basic economic problem, and how the economy works; the economic nature of the firm; the economic analysis of the strategic option of firms; how consumers and producers interact on the product market; how producers make the best possible choices; the macroeconomic challenges; the impact of government policies on business as well as the relationship between the broader macro economy and business performance. It also explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.

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QUALITY MANAGEMENT CBKM4772

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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

Module Description:

This course outlines the concepts of quality, quality assurance, quality control, and total quality management (TQM) in the context of business and service operations. It details the different TQM approaches and their implementation in different business settings.

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ORGANIZATIONAL BEHAVIOUR CBOB4772

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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

Module Description:

This course outlines individual and group behaviour in organizations and examines current theories and their application in managing behaviour in the workplace. It deals with issues such as: the link between structure and culture of organizations and how this interact and influence the behaviour of the workforce; and the systems of shared values and beliefs which determines and shape the accepted patterns of behaviour in the workplace.

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OPERATIONS MANAGEMENT CBOM4772

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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

Module Description:

This course deals with the role and importance of operations management in the efficient and effective production of goods and services. It details the management of transformational processes that convert inputs into outputs and the organizational frameworks necessary to do that efficiently and cost effectively within the overall strategic plan of a company.

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Master of Science Economics (M.SC.ECON) (12MSEC)

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INTRODUCTION

The Master of Science (M.Sc) in Economics programme offered by the Economics Department at UNAM is to be upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core courses and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

The first intake of the collaborative Masters programme in Economics at UNAM will commence in July/August 2009 and continue on a full-time basis until May/June 2011. The programme for the subsequent years will follow the same cycle.

During the end-of-academic year break (May/June to August/September), the students will be required to attend the Joint Facility for Electives in the country chosen by the AERC's Academic Board.

OBJECTIVES

The collaborative Masters programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

ADMISSION REQUIREMENTS

1. A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.
2. A candidate must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. Applicants should note that submission of application does not necessarily ensure admission.

DURATION

The Master of Science degree in Economics cannot be obtained in less than two years of study, and must be completed within a period of three academic years. There will be no possibility of re-admission after a student has been discontinued from the programme.

ASSESSMENT AND EVALUATION

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics.

6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.
7. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc degree in Economics.
8. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.
9. A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.
10. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.
11. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.
12. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### TEACHING METHODS

Teaching of courses will include lectures, group discussions, seminar presentations, public lectures, and guest speakers.

#### MODE OF DELIVERY

The programme will be offered face to face during the day on a full-time basis.

#### EXEMPTIONS

A student who has completed and passed any or some of the courses and electives included in this curriculum at the masters' level may qualify for exemption up to a maximum of two courses, subject to recommendation of the Head of Department and approval by the Registrar's Office.

#### CURRICULUM

Code	Course Title	Contact/HoursPer week	Credits	NQFLevel
Year One - First Semester				
UAE5819	Academic Writing for Postgraduate Students	4	24	9
EMT6951	Advanced Microeconomic Theory I	4	24	9
EMA6951	Advanced Macroeconomic Theory I	4	24	9
EME6951	Advanced Mathematical Economics	4	24	9
	Total	224	96	
Year One - Second Semester				
EMT6952	Advanced Microeconomic Theory II	4	24	9
EMA6952	Advanced Macroeconomic Theory II	4	24	9
EAE6952	Advanced Applied Econometrics	4	24	9
	Elective	4	24	9
	Total	224	96	
Year Two - First Semester				
ERM6951	Research Methodology and Econometrics	4	24	9
*First Semester – Students take any two of the *Electives listed below, see note below				
	Elective	4	24	9
Year Two - Second Semester				
ETM6952	Thesis		72	9

\* The electives will be offered at the JFE if the Department of Economics starts to offer the CMAP, otherwise those electives would be offered locally at UNAM.

#### ELECTIVES

EIE6951	International Trade	EIF6951	International	Finance
EMO6951	Monetary Economics	EPE6951	Public Sector	Economics
EEA6951	Agricultural Economics	ERE6951	Resource	Economics

EFE6951	Financial Economics	EPA6951	Policy	Analysis
ECF6951	Corporate Finance and Investment	EIN6951	Industrial Economics	
EET6951	Econometric Theory and Practice	EHE6951	Health Economics	
ELE6951	Labour Economics	EGE6951	Game Theory and Information	
Economics				
EMG6951	Managerial Economics			

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES

\* ALL STUDENTS TO HAND-IN EXEMPTION FORMS TO THE FACULTY OFFICERS

Certificate in Management and Taxation /Accounting and Auditing  
**ARTICULATING TO Higher Diploma In Accounting And Auditing (YEAR 2)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CAFA2411	Basic Financial Accounting A
4.	CAFA2412	Basic Financial Accounting B
5.	CATA2412	Introduction to Taxation

Higher Diploma in Accounting and Auditing –  
**ARTICULATING TO Bachelor of Accounting (YEAR 3)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CLCE3419	English Communication and Study Skills
4.	ULEA3519	English for Academic Purposes
5.	CEMI3571	Basic Microeconomics
6.	CEMA3572	Basic Macroeconomics
7.	CMPP3572	Principles of Management
8.	CBCM3571	Business Mathematics
9.	CAFE3581	Fundamentals of Accounting A
10.	CAFE3582	Fundamentals of Accounting B
11.	CABA3691	Business Statistics A
12.	CABA3692	Business Statistics B
13.	CACL3631	Commercial Law A
14.	CACL3632	Commercial Law B
15.	CAFE3691	Financial Accounting 1A
16.	CAFE3692	Financial Accounting 1B
17.	CAAM3691	Management Accounting 1A
18.	CAAM3692	Management Accounting 1B
19.	CAIS3659	Computerized Accounting Systems

Diploma in Local Government Studies  
**ARTICULATING TO Bachelor of Public Management (YEAR 2)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management



6.	CPIG3572	Government Studies
7.	ULCE3419	English Communication Skills( <i>if completed ULEG2410</i> )

Diploma in Local Government Studies

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills( <i>if completed ULEG2410</i> )

Diploma in Local Government Studies

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

Diploma in Entrepreneurship & New Venture –

ARTICULATING TO Bachelor of Public Management Year 2

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

Diploma in Entrepreneurship & New Venture

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )
7.	CMPP3572	Principles of Management

Diploma in Entrepreneurship & New Venture –

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

7.	CMPP3572	Principles of Management
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Diploma in Business Administration –

ARTICULATING TO Bachelor of Public Management (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532

Diploma in Business Administration –

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

Diploma in Business Administration –

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE NAME	MODULE CODE
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

Please note: Any errors that might be detected, the Faculty can amend accordingly!

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NOTE

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This School Prospectus is valid for 2022 only. Regulations and curricula may be amended. General regulations and information appear in the UNAM General Information and Regulations Yearbook.

Although the information contained in this School Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions that may occur. The University retains the right to amend any regulation or condition without prior notice.

(a) The information is correct up to 31 October 2022

The fact that particulars of a specific course or field of study have been included in this School Prospectus does not necessarily mean that such course or field of study will be offered in 2022 or any consecutive year.

This School Prospectus must be read in conjunction with the General Information and Regulations Yearbook.

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## SCHOOL MISSION

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To provide academic, professional and applied research driven education in the disciplines of management, governance and economics, with a focus on narrowing the knowledge and development gaps in the public and private sectors by continuously engaging relevant stakeholders to ensure translational knowledge and research output.

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## SCHOOL VISION

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To be a custodian in providing targeted training through academic programmes aimed at filling industry specific gaps in the fields of management, governance and economics, while serving as a leading unit in scholarly research as well as community service that contributes to social and economic development locally, regionally and internationally by the year 2030.

*The objectives of the School are to:*

- promote excellence in teaching and research;
- inculcate a critical disposition and an ability for creative problem-solving;
- educate and train high level human resources in support of sustainable development and community service;
- produce responsible citizens with a healthy respect for human dignity.

The School is offering Certificates, Diploma's and Bachelor's degree programmes at undergraduate level and some programmes at post-graduate level.

Some Postgraduate programmes are offered solely by the School and some are in collaboration with other Universities.

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## ACADEMIC CALENDAR – UNAM CORE DATES 2022

### FIRST SEMESTER:

11 January	Start of Summer School (until 22 January)
10 January	University Open
24 January	Academic staff resumes office duties
14 February	Lectures commence for FIRST SEMESTER for Senior Students
28 February	Lectures commence for FIRST SEMESTER for First Year Students
11 April	First semester BREAK starts
19 April	Lectures resume after first semester break
20 May	Lectures end for FIRST SEMESTER for Senior Students
31 May	Regular Examinations commence Senior Students
07 June	Lectures end for FIRST SEMESTER for First Year Students
13 June	Regular Examinations commence First Year Students
21 June	Regular Examinations end Senior Students
24 June	Regular Examinations end First year Students
30 June	End of first semester
04 July	Start of Winter School (until 08 July)
04 July– 08 July	Mid-year Break
11-15 July	Special/Supplementary/Winter Examinations start

### SECOND SEMESTER

25 July	Lectures commence for SECOND SEMESTER
22 August	Second semester BREAK starts
29 August	Lectures resume after second semester break
21 October	Lectures end for SECOND SEMESTER
27 October	Regular Examinations commence
18 November	Regular Examinations end
28 November	Special/Supplementary Examinations start until 2 December
09 December	End of second semester
16 December	End of academic year
12 January 2023	University opens (2023 academic year)
24 January 2023	Academic staff resumes office duty

### DUE DATES FOR THE 2023 ACADEMIC YEAR

#### (i) GENERAL

Last day for application of retention of continuous assessment (CA) mark.....	14 Jan
Last day for application for exemption(s) Senior Students.....	14 Jan
Last day for Late Registration All Senior Students ( <i>Late fee payable</i> ).....	12 Feb
Last day for application of exemption(s) First year Students.....	04 Mar
Last day for approval of module(s) and qualification changes.....	12 Feb
Last day for recommendation of retention of continuous assessment mark and Promotion Exams by Faculties .....	17 Jan
Last day for approval of retention of continuous assessment mark and Promotion Exam by the Examinations Office .....	24 Jan
Promotion Examination .....	07 Feb
Last day for approval of exemption(s) – All Students.....	11 Mar
Last day for students to submit Theses and Dissertations for examinations.. (Spring Graduations 2022)	29 Apr
Last day for Appeals (Semester 1 modules (Regular/Supplementary/Special Exams of June 2019).....	02 Aug
Last day to submit outstanding documentation .....	31 Aug
Last day to cancel enrolment .....	18 Sep
Last day for students to submit Theses and Dissertations for examinations(Autumn Graduations 2023)	28 Oct

#### (ii) CANCELLATIONS

<u>Semester 1 modules</u> Last day to cancel Semester 1 modules .....	13 May
<u>Semester 2 modules</u> Last day to cancel Semester 2 modules .....	07 Oct
<u>Double modules</u> (A double module normally extends over one academic year) Last day to cancel Double modules .....	07 Oct

#### (iii) FINANCE

Semester 1 modules

Last day to cancel semester 1 and double modules with 100 % credit .....	18 Mar
Last day to cancel with 50 % credit .....	30 April
<u>Semester 2 modules</u>	
Last day to cancel with 100 % credit .....	12 Aug
Last day to cancel with 50 % credit .....	31 Aug
<u>Double modules</u> (a double module normally extends over one academic year)	
Last day to cancel with 50 % credit .....	24 Jun

## A. PERSONNEL

### A.1 OFFICE OF THE DEAN

Executive Dean:	Dr JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp) □ (+264-61-2063434) (email: jmnyambe@unam.na)
Associate Dean:	Prof E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal) □ (+264-61-2063757) (email: ekaakunga@unam.na)
Assistant Faculty Officer:	Mr Pinehas Amunyela: B. Public Mgt (Hons) (UNAM) □ (+ 264-61-206-3454) (email: pamunyela@unam.na)
Student Support Lecturer:	Mrs C. Kaereho: Dip in Adult Ed & Comm Dev (UNAM), B Ed, MEd (UNAM) and Cert in Mid-Level Mgt (Cum Laude) (UNAM) □ (+264 61 206 3729)(email: ckaereho@unam.na)
Faculty Manager:	Mr MA Olivier: B Ed, PGDip and HEDip. (Secondary)(UNAM), Ed Specialist (Jackson State, US); MBA (Maastricht, Netherlands); MSc in Ed (Jackson State, US); □ (+ 264-61- 206-3794) (email: volivier@unam.na)
Examination Officer:	Ms EA Muhepa: B. Lifelong Learning and Com. Dev. (Hons) (UNAM) □ (+ 264-61-206-3715)Office Location UNAM Foundation, Ground Floor, D-Block (e-mail: emuhepa@unam.na)
Office Administrator:	Ms. SE Itoolwa: Cert in Banking and Finance (IOB): Dip in Adult Ed and Com Dev (UNAM); BBA (UNAM); Postgrad Dip in BA (NBS) □ (+ 264-61-206-4662) Office Location X - Block, Ground Floor, (e-mail: itoolwa@unam.na)
Postgraduate Studies Coordinator:	Ms. B Tjikotoke B.Tech (NUST); Postgrad Dip in BA (NBS); MBA: MS (NBS) □ (+264-61-206-3111) Office Location Y-Block, Second Floor. (e-mail: btjikotoke@unam.na)

General enquiries regarding the Faculty of Commerce, Management and Law and the qualifications offered by the Faculty must be directed to:

The Assistant Faculty Officer  
Faculty of Commerce, Management and Law  
University of Namibia  
□ Private Bag 13301, Windhoek, Namibia □ (+264-61) 206-3454  
□ (+264-61)206-3914 □ pamunyela@unam.na;

Matters regarding specific modules or programme information must be addressed to the relevant HEAD OF DEPARTMENT

## A.2 ACADEMIC PERSONNEL

### DEPARTMENT OF ECONOMICS

Head of Department: Mr. OM Samahiya

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Professor:	Prof E Ziramba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Pret)
Professor:	Vacant
Associate Professor:	Prof. E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)
Associate Professor:	Vacant
Senior Lecturer:	Dr A Mukong: BSc Econ (Buea), MA Econ (Makerere), PhD Econ (UCT)
Senior Lecturer:	Dr O Kakujaha-Matundu: B.A. (UNAM), M.A. (UB), PhD Dev Studies (ISS, Netherlands)
Senior Lecturer:	Dr JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)
Senior Lecturer:	Dr E.N Tingum: BSc. Econ., Postgraduate Diploma ("Maitrise"), MSc. Econ., (University of Dschang, Cameroon), PhD Econ., (University of Dar es Salam, Tanzania)
Lecturer:	Dr RT Chifamba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Göteborg),
Lecturer:	Dr J de Beer: B Com Cum Laude, MCom Econ, Cum Laude and PhD (UFS)
Lecturer:	Ms J Mumangeni: B. Econ (UNAM), MA Econ (UB)
Lecturer:	Mr OM Samahiya: B. Econ and MSc Econ (UNAM) – <i>Staff Development Fellow</i>
Lecturer:	Dr. SA Kalumbu: B Econ Hons and MSc Econ (UNAM – AERC CMAP)
Lecturer:	Mr Valdemar Undji: B. Econ Hons and MSc Econ (UNAM)
	On secondment from the Bank of Namibia
Lecturer:	Dr P. Mushendami: B Econ and MSc Econ (UNAM), MSc Fin Econ (London), PhD (Durham)
Lecturer:	Dr B. Zaaruka: B Econ (UNAM), MSc Econ (Addis Ababa), PhD (Wits)

### DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

Head of Department: Dr. BF Maseke

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Associate Professor:	Vacant
Senior Lecturer:	Dr BF Maseke: B.Ed -Acc and Mgt Science (UNAM) Advance Dipl in Mgt (SBS) Certificate in HR practices (UNISA) MBA (MANCOSA) and PhD ( NBS UNAM)
Senior Lecturer:	Dr E. Amadhila: BBA Hons and M A (UNAM), PhD-Dev. Finance (Stell).
Senior Lecturer:	Ms FT Kandjeo: B-Tech Marketing Mgt (Polytechnic of Namibia); MIB (Polytechnic of Namibia); MDP (Stell),
Lecturer:	Dr M Tjueza: Dip Dev Admin (South Devon College, UK), B-Tech-HND Public Admin (Brighton, UK), PGDip. HR Development (Curtin), MBA (Edithowan), PhD (Zim)
Lecturer:	Ms J //Haubas: HPEC, UNAM, Snr Dip in Education CACC-Zimbabwe, MSc. Strategic HRM (Glamorgan)
Lecturer:	Mr NP Uzera: B. Econ and PDip in Bus Admin (UNAM), MPhil in Mathematical Finance (UCT)
Lecturer:	Ms A Mutorwa: B Econ (UNAM), Masters in Banking and Finance (Wales)
Lecturer:	Ms V. Unengu: BBA, PGDip in Bus Admin and MBA (UNAM)
Lecturer:	Dr. BN Namweya: ND in Commerce (Technikon Namibia), B. Econ (UNAM), MBA in General and Strategic Mgt (MSM), PhD Public Admin. (UNAM) – <i>Staff Development Fellow</i>
Lecturer:	Ms P Mushendami: MA (Financial Mgt, North Umbria)

DEPARTMENT OF PUBLIC MANAGEMENT AND POLITICAL STUDIES

Head of Department: Ms E Thomas

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Associate Professor: Prof L Blaauw: B.A. (UNAM), B.A. Hons , M A and PhD (Rhodes )  
Associate Professor: Prof C A Keyter: B.Admin, B.Admin (Hons), M Admin and PhD Public and Dev Mgt (Stell)  
Associate Professor: Prof I Liebenberg: B.A Political Science (Stell), B.A (Hons) (Stell), M.A Political Science (Stell), M.A Dev. Studies (UWC), PhD (UNISA)  
Senior Lecturer: Dr SB Lwendo: B-Admin. and M Admin (UNAM), (PhD (North-West)  
Senior Lecturer: Mr R Marenga: BA and MPA (UNAM)  
Senior Lecturer: Dr J Amupanda: B. A. (UNAM); B. A. Political Science (Hons) (Stell); B.A Hons History (UNISA); M. A. Political Sci (Stell) Ph.D Political Science (UNAM)  
Lecturer: Mr P Kaapama: N Dip. Pub Admin (Polytechnic of Namibia), MSc. Dev Admin (Bristol)  
Lecturer: Mr M Sikanda: B. Admin. (UNAM); MPA (UB)- *Staff Development Fellow*  
Lecturer: Ms EK Thomas: BA, MA (Public Policy and Admin) (ISS, The Hague and UNAM), HEDip (UNAM)  
Lecturer: Mr KH Namakando: MA -Public Policy and Admin (ISS, The Hague and UNAM)  
Lecturer: Mr R Tyitende, B Admin (Hons) and MPA (UNAM) *Staff Development Fellow*  
Lecturer: Ms. C Louw: B.A. Hons International Studies and M.A. International Relations (Stell)  
Lecturer: Ms RM Nawases: B.A Hons -Media and Industrial Psychology- (UNAM); Master of law - International Relations (CNUU, China)

SOUTHERN CAMPUS

FACULTY OF COMMERCE, MANAGEMENT AND LAW

LOCATION: KEETMANSHOOP, Gordon street, Kronlein

Head of Department: Dr. B. F. Maseke

☐ (+264-61) 2063127 ☐(+264-61)2063914 Email: [bmaseke@unam.na](mailto:bmaseke@unam.na)

Assistant Faculty Officer: Mr Kandjou, Abel Nandjaveru:☐ (+264-63) 220 2038 ☐(+264-63) 63 222211 ☐ [akandjou@unam.na](mailto:akandjou@unam.na)

PROGRAMMES OFFERED AT CAMPUS

Bachelor of Business Administration (BBA) (Honours) (12BBAD) 4 YEARS FM

ACADEMIC STAFF

Senior Lecturer: Mr E Odero: B. Acc, Postgraduate certificate in Labour Law and MSc. Acc & Finance (UNAM)  
Lecturer: Mr J Ngozu: Mr J Ngozu: BBA Hons, (East London), LLM International Commercial Law (Sterling)  
Lecturer: Ms Tulonga M Shaalukeni: B. Acc Hons and M Sc in Acc & Finance (UNAM)  
Lecturer: Mr SW Denk: B Tech Hons Marketing (Polytechnic of Namibia), MIB (NUST),  
Lecturer: Ms MK Nangolo: B Econ Hons and MBA (UNAM)

RUNDU CAMPUS

FACULTY OF COMMERCE, MANAGEMENT AND LAW

Head of Department: Dr. BF Maseke

☐ (+264-61) 2063127 ☐(+264-61)2063914 Email: [bmaseke@unam.na](mailto:bmaseke@unam.na)

Assistant Faculty Officer: Ms Nikosia R Kamwi:☐ (+264-66) 2686074/2686002 ☐(+264-66)255564 ☐[nrkamwi@unam.na](mailto:nrkamwi@unam.na)

PROGRAMMES OFFERED AT CAMPUS

Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS	PM
Bachelor of Business Administration (Honours)	(12BBAD)	4 YEARS	FM

#### ACADEMIC STAFF

Lecturer:	Dr G Kavei: Dip-Manager Development (Damelin), PGDip-HRMgt, MSc-HR Dev and PhD- Dev Policy and Mgt (Manchester).
Lecturer:	Ms PW Msiska: B Econ (UNAM), MIB (London Metropolitan);
Lecturer:	Mr E Augustinus: MSc in Acc. (De La Salle y, Manila,Phil).
Lecturer:	Mr B Kerima: M.Com Acc& bus statistics (Udaipur, India, CPA) (Associate), Kenya.
Lecturer:	Mr L Chibahwile: BBA (UNAM), MBA – Finance (Bangalore, India)
Lecturer:	Ms K. T. Mbambo: MBA (HRM – Marketing), (Punjab Tech University)
Lecturer:	Ms S Mundjenge: B. Accounting (UNAM), Msc International Economics (East Ukrainian National University)
Lecturer:	Dr. C Shafuda: Doctor of Philosophy in Economics (North-Eastern Hill University, India)

## B. QUALIFICATIONS OFFERED BY THE SCHOOL

The School may award the following certificates, diploma and degrees:

### B.1 Undergraduate Programmes

<u>QUALIFICATION</u>	<u>QUALIFICATION-CODING</u>	<u>MINIMUM DURATION</u>
Diploma in Local Government Studies	(12DLGS)	2YEARS FM/DISTANCE
Diploma in Entrepreneurship and New Venture	(12DNVM)	2YEARS PM/DISTANCE
Diploma in Business Administration	(12DIBA)	2YEARS PM
Bachelor of Economics (Honours)	(12BECN)	4 YEARS FM
Bachelor of Business Administration (Honours)	(12BBAD)	4 YEARS FM/DISTANCE
Bachelor of Public Management (Honours)	(12BPMM)	4 YEARS FM
Bachelor of Arts in Political Science (Honours)	(12BPOL)	4 YEARS FM

### B.2 Postgraduate Programmes

Qualification Code	Qualification Name	Study Period
12MPST	Master of Arts in Political Studies (taught programme)	2 YEARS
12MPSR	Master of Arts in Political Studies (by Thesis only)	2 YEARS
12MPAN	Master of Public Administration (taught programme)	2 YEARS
12MPAR	Master of Public Administration (by Thesis only)	2 YEARS
12MSEC	Master of Science in Economics	2 YEARS
12DPST	Doctor of Philosophy in Political Studies	3 YEARS
12DPAN	Doctor of Philosophy in Public Administration	3 YEARS
12DMAN	Doctor of Philosophy in Management Science	3 YEARS

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## TERMS OF REFERENCE OF THE FACULTY POSTGRADUATE STUDIES COMMITTEES

### 1. COMPOSITION:

Members of the Faculty PGSC will be nominated by each department and approved by the relevant Faculty Board according to the following criteria:

- (a) Chairperson: Faculty HoD for Postgraduate Studies.
- (b) At least one member from each department/campus with a PhD, except departments without PhD holders where a Masters holder with extensive research experience may serve. Schools will function as departments with regards to representations at Faculty Committees.
- (c) Secretary: Faculty Officer or Assistant Faculty Officer.
- (d) Faculty or Campus Representative on URPC should be a member.
- (e) Any other staff member, on invitation, as need arises.

### 2. QUORUM RULES:

The quorum of the Faculty Postgraduate Studies Committee shall be one half plus one of the members holding office at the time of the meeting.

### 3. TERMS OF REFERENCE:

- (a) To ensure quality control of all research proposals in accordance with Postgraduate guidelines;
- (b) To critically scrutinize and approve research proposals and submit approved research proposals for noting to the UNAM Postgraduate Studies Committee (UNAM PGSC);
- (c) To organize postgraduate seminars for all postgraduate students admitted into the Faculty in accordance with Postgraduate guidelines;
- (d) To ensure that submitted Master and Doctorate research proposals and theses/dissertations comply with the guidelines;
- (e) To monitor progress of postgraduate students and make recommendations to the UPGSC for approval;
- (f) To recommend the appointment of postgraduate examiners and supervisors to the UPGSC for approval;
- (g) To submit notifications of intent to submit theses/dissertations for noting to the UPGSC.
- (h) To recommend new and revised postgraduate programmes to the UPGSC;
- (i) To compile and submit to the Centre for Postgraduate Studies (CPGS) annual reports on postgraduate activities (through the chairperson);
- (j) To monitor equity and regional representation in postgraduate student admissions;
- (k) To assist postgraduate students in obtaining ethical clearance certificates from RPC through their faculty representatives on RPC;
- (l) To recommend Masters and Doctoral Viva Voce Panels to CPGS.
- (m) To inspect the final bound copies and digital formats (in pdf format) of theses/dissertations of graduating students before they are submitted to the CPGS;
- (n) To develop and maintain a faculty database of postgraduate students and their progress;
- (o) To process and submit claim forms for payment of supervisors and examiners;
- (p) To submit agenda items for UPGSC to the PGS secretariat (chairperson);
- (q) To undertake any other duties that may be assigned to the Faculty PGC by the UPGSC or CPGS that relate to postgraduate studies.

Article III. B. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

#### PREAMBLE

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



#### Article IV. B.1. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

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

##### Section 4.01 B.1.1. Postgraduate Diploma Programmes

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

##### Section 4.02 B.1.2. **Master's Degree Programmes**

- 1) Postgraduate training programmes at Master's degree level are of two types:
  - (a) Master's degree by research culminating in a thesis.
  - (b) Taught Master's degree involving at least one academic year of coursework followed by a mini thesis.
- 2) Students admitted to Master's degree programmes enrol 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.

##### Section 4.03 B.1.3. Doctoral Programmes

- 1) Doctoral programmes at UNAM are normally undertaken by research and the writing of a dissertation unless otherwise approved by Senate. The duration of a doctoral programme is a minimum of three for full-time studies and four years for part-time students; and a maximum of four years for full time students and maximum of six years for part-time students.
- 2) Doctoral study opportunities at UNAM are offered where the departments have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.

##### Section 4.04 B.1.4. Approval of Postgraduate Programmes

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

#### Article V. B.2. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE APPLICATIONS

##### Section 5.01 B.2.1 Eligibility for Admission/ Procedures to Apply for Postgraduate Studies

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

##### Section 5.02 B.2.2 Postgraduate Diploma

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

##### Section 5.03 **B.2.3 Master's Degree**

- 1) Prospective students must be in possession of a 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).

Section 5.04 B.2.4 Doctor of Philosophy Degree and other Doctoral Programmes

- 1) Prospective candidates must be in possession of a 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.

Article VI. B.3 APPLICATION PROCEDURES FOR POSTGRADUATE STUDIES

Section 6.01 B.3.1 Application forms

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

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

Prospective students with qualifications obtained from an institution outside Namibia (or non-accredited institutions in Namibia) must submit a Namibia Qualifications Authority (NQA) evaluation for such qualification together with their application forms compulsory. Please Note: this process takes at least 30 days and proof of submission to NQA will NOT be accepted.

**All Master's by Thesis and Doctorate by Dissertation must submit a research topic concept note (maximum two pages) together with the application form. No consideration will be given to applications without the concept note.**

Incomplete applications will not be considered.

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

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

Section 6.02 B.3.2 Processing of applications

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

Section 6.03 B.3.3 Admission of students

The Department/School recommends admission through the Faculty to the Centre for Postgraduate Studies taking into account 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.

#### Section 6.04 B.3.4 Study Permit Requirements

According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective (first and senior) students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy or Ministry of Home Affairs and Immigration (Namibia) website.

Only persons with permanent Namibian Residence, Refugees or Asylum Seekers and Diplomatic representatives are exempted from applying for a Study Permit and Visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. Permanent Residence Permit, approved and endorsed Refugee/ Political Asylum Seekers status, a Courtesy Visa which confirms diplomatic status) to the University of Namibia.

Study Permits, Work Permits and Tourist Visas are not interchangeable. Kindly note that candidates in possession of a work permit will need to apply for a study permit if offered provisional admission to the University of Namibia.

The University of Namibia and the Ministry of Home Affairs and Immigration (Namibia) have a temporary arrangement that students may apply for their Study Permits during the duration of the scheduled registration period.

### Article VII. B.4 REGULATIONS AND GUIDELINES GOVERNING REGISTRATION OF ADMITTED STUDENTS

#### Section 7.01 B.4.1 REGISTRATION FOR MASTER'S/DOCTORAL BY THESIS/DISSERTATION ONLY

##### B.5.1.1 Registration of admitted students

- 1) All postgraduate students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 2) All Postgraduate Students shall be required to register for the **compulsory module on "Academic Writing for Postgraduate Students"**.
- 3) Students who apply for Masters/Doctoral may be required to enrol in selected modules, which will help to bridge any gaps in their earlier training or expose them to new developments in their study disciplines, as may be recommended by relevant FPGSC and approved by the UNAM PGSC. Students must pass these modules before they qualify for graduation.
- 4) All Postgraduate Students shall be required to register every year for the duration of the specific programme, unless approval has been granted for a break in studies.
- 5) Students who fail to register for any particular academic year will have to apply for re-admission to the programme and provide valid reasons why he/she could not register for the particular academic year.
- 6) A registered student may be allowed to transfer to the University of Namibia (from another institution) subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved. Registration is subject to the availability of suitable supervisors and all relevant processes and regulations of the University of Namibia.
- 7) A registered student may be allowed to transfer from the University of Namibia subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved.
- 8) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.
- 9) Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.

#### Section 7.02 B.4.2 REGISTRATION FOR MASTER'S/DOCTORAL PROGRAMMES BY COURSEWORK

##### Registration of admitted students

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

##### Section 7.03 B.4.3 Approval of Research Proposal

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

Within six (6) months of registration for a Master's and within nine (9) months of registration for a Doctoral programme, the research proposal accompanied by all supporting documents(informed consent form, interview guide etc) must be presented to the Faculty PGSC. The Faculty PGSC makes one of three recommendations:

1. Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRP, to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies;
2. Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC.
3. Grants an extension period of three (3) months for re-submission after which the Faculty PGSC makes one of the following recommendations:
  - 3.1 Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRP, to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies;
  - 3.2 Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC;
  - 3.3 Recommends registration at a lower level for a PhD candidate (Master's by Thesis only).

#### Article VIII. B.5 COLLABORATIVE POSTGRADUATE TRAINING

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

#### Article IX. B.6 CANCELLATION AND EXEMPTION OF MODULES

- 1) All postgraduate students are expected to acquaint themselves with the deadline dates for cancellation and exemption of modules as stipulated in the Faculty, Postgraduate and General Rules and Regulations Prospectuses.
- 2) No module cancellations or cancellation of studies will be effected 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.

#### Article X. B.7 APPLICATION FOR BREAK IN STUDIES

- 1) Students who are unable to register for a specific year are expected to apply before 31 October for break in studies for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee for a maximum period of one academic year. Reasonable justifications for the leave of absence should be provided.
- 2) When a student is on approved break in studies, the year of non-registration will not count as part of the duration of the study. However, students must re-apply before the closing date of applications for admission to activate their registration for the subsequent academic year.

- 3) A student who takes a break studies for a period of one (1) years will be required to:
- 4) Apply for re-admission to the University and Faculty/program.
- 5) Satisfy all requirements for admission, and
- 6) Start the programme from the first year.

Article XI. **B.8 APPLICATION FOR LEAVE OF ABSENCE**

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

Section 11.01 B.8.1 ABSENCE DUE TO MATERNITY

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

Section 11.02 B.8. 2 ABSENCE DUE TO FUNERALS

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

Section 11.03 B.8.3 ABSENCE DUE TO ILLNESS & OTHER REASONS

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

Article XII. **B.9 COURSEWORK EVALUATION AND GRADING**

- 1) Students who are registered for postgraduate programmes by coursework will be examined according to procedures approved by Senate.
- 2) In all Faculties, the meaning attached to letter grades awarded by examiners is as follows:

<u>Grade</u>	<u>Interpretation</u>	<u>% Equivalence</u>
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.

Article XIII. B.10 THESIS/DISSERTATION RESEARCH

- 1) Students who successfully complete the coursework phase, or who are registered for postgraduate studies by thesis/dissertation alone, undertake research in an approved research topic, and write a thesis/dissertation. This shall be after a specified period set by the relevant Committees and approved by Senate.
- 2) Thesis and Dissertation research may include an artistic/aesthetic component, presented in the form of a composition, a theatre/musical performance, and/or an exhibition of original works, as a partial fulfilment of the requirements for a **Master's** or Doctoral degree, respectively.
- 3) As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university (Annex 2).
- 4) The thesis must contain a concise and comprehensive abstract of between 200-300 words and 300-400 words for the dissertation, indicating the main findings and major conclusions of the research. The abstract should be Times New Roman, font size 12, and 1.5 line spaced.

Article XIV. B.11 REGULATIONS ON THE TEACHING AT POSTGRADUATE LEVEL

- 1) To teach and supervise students at the master's and doctoral programme levels, a member of staff shall have a doctoral degree or equivalent in the discipline of the postgraduate programme being offered.
- 2) To teach and supervise students at the postgraduate diploma programme levels, a member of staff shall have a Master's or equivalent in the discipline of the postgraduate programme being offered.
- 3) Members of staff without PhD or equivalent qualifications but with specialised expertise can co-teach with members of staff holding doctoral degrees.

Article XV. B.12 GUIDELINES ON THE RESEARCH SUPERVISION OF POSTGRADUATE STUDENTS

Section 15.01 B.12.1 ASSIGNMENT OF SUPERVISORS

- 1) Every postgraduate student shall be assigned a supervisor/supervisors (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.

Section 15.02 B.12.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

- 1) The supervisor must have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the student towards attaining the stipulated standards.
- 2) The supervisor has the responsibility of ensuring that their students make progress in their studies. Where there are problems affecting the student's research progress, these shall be communicated to the UNAM Postgraduate Studies Committee through the Head of the relevant Department and the Faculty Postgraduate Studies Committee.
- 3) Supervisors should understand that:
  - (a) The Master's thesis research programme is designed as a training course, whereby it is intended that the student will:
    - \* be exposed, acquire and apply fundamentals of research,
    - \* acquire certain new techniques and methods of research,
    - \* learn how to present the results of research in a scholarly manner, and
    - \* make some contribution to knowledge.

- (b) **Master's students require close and careful supervision** because they usually lack previous research experience, especially during the early stages of their theses (when learning about research methodology, experimental design and research technique) and also when preparing the initial drafts of their theses.
- 4) The supervisor of a Doctoral candidate should recognise that the candidates, in most cases, will have acquired some **research experience when they were Master's degree students**. What is expected of the Doctoral candidate is thus qualitatively and quantitatively more than outlined above for Master's degree students. Here the supervisor expects the candidate to:
- \* make a distinct and original contribution to knowledge, of fact and/or theory;
  - \* produce a considerable amount of original work;
  - \* undertake a more critical and extensive review of the relevant literature than is the case for Master's students, and
  - \* exercise considerable initiative in conducting the research.
- 5) After completion of a research proposal, the doctoral candidate should be able to work independently and be guided rather than be directed by his/her supervisor. It is, nevertheless, the supervisor's responsibility to guide the candidate in the right direction.
- 6) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects.
- 7) Supervisors should be able to determine, through their previous research experience, potential impediments to the research problem and advise the students on what can be achieved meaningfully, within the time allocated for the study.
- 8) **The supervisors have the responsibility of monitoring the student's research progress throughout the research period:**
- (a) Both the supervisor and the student must submit compulsory report on the progress of the student to the relevant Departmental HoD before the end of each semester (Annex 3A and 3B). The Faculty PGSC will study the reports and take the necessary steps to resolve problems (where necessary).
- (b) Where the departmental HoD is the supervisor, the deputy dean of faculty should sign.
- (c) A summary report of all progress reports received and recommendations from the Faculty PGSC on problems identified and actions taken must be tabled during the July and November UNAM PGSC meetings.
- (d) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate programmes shall, in consultation with the supervisors, arrange at least one compulsory research seminars, which will enable the candidates to refine and improve the research proposal, report on progress and learn from others.
- 9) The supervisor has the ultimate responsibility of assisting the student to give an appropriate title to the thesis/dissertation, and to guide him/her on the presentation of the research results in the form of a scholarly thesis/ dissertation, in accordance with the set guidelines.
- 10) The supervisor and student should have regular meetings to discuss progress on the research project.
- 11) **Although the writing of the postgraduate thesis/dissertation is the responsibility of the student, it is the supervisor's role to ensure that the standards set by the University are adhered to.** The supervisor should:
- (a) be accessible to the student during the critical stage of thesis/dissertation writing;
  - (b) discuss the drafts of the thesis/ dissertation with the student throughout the process;
  - (c) **read the student's thesis/ dissertation carefully and critically, indicating where improvements are needed, e.g., where there is paucity of information, and where the important findings could be published, , etc.;**
  - (d) at the conclusion of the work, read the entire thesis/ dissertation, and advise whether or not it is in a form suitable for presentation to examiners;
  - (e) but should not be responsible for personally editing language usage in the thesis, or correcting typographical errors. He/she should however, point out language and typographical errors.
- 12) If the student has two or more supervisors, one of these should be appointed as main supervisor and the rest as co-supervisor(s).
- 13) Should a supervisor be away from the University for more than three consecutive months, an acting supervisor must be appointed. In the case of absence of main supervisor, the co-supervisor will act. Where a student has only one supervisor an acting supervisor must be appointed by UNAM PGSC on recommendation of the FPGSC.
- 14) Where continued supervision is a condition of sabbatical or extended research leave, the Head of Department must ensure that these conditions are adhered to.
- 15) Where a supervisor retires or resigns from the University, he/she shall cease from supervising any student(s) under his charge, unless there is an agreement in writing for the continued supervision of the student(s).

- 16) If, in the course of the student's research, a situation develops whereby:
  - (a) there is a breakdown in communication between the student and the supervisor;
  - (b) 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 FPGSC will study the report and take action or make a recommendation (where applicable) to the UPGSC.
- 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.**

#### Section 15.03 B.12.3 REMUNERATION OF SUPERVISORS

All supervisors will be remunerated upon approval of the graduation of the student by AEC, according to the tariffs determined by the University from time to time (Annex 17). Progress reports of the student during the duration of the study, signed by the supervisor(s), should accompany the claim form (Annex 18).

### Article XVI. B.13 REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS FOR EXAMINATION

#### Section 16.01 B.13.1 NOTICE OF INTENT TO SUBMIT THE THESIS/DISSERTATION FOR EXAMINATION

- 1) At least three (3) months prior to the scheduled date for the submission of the thesis and four (4) months prior to the scheduled date for the submission of the dissertation, the respective postgraduate students shall, through their supervisors, Departments and Faculty PGSC, submit a written notice, to the UPGSC, declaring their intention to submit their theses/dissertations (Annex 4A). This is in order to allow sufficient time to organise the appointment of examiners before the submission of the thesis/dissertation.
- 2) Students who submit a notice of intent within a shorter period than specified in paragraph 1 above should note that the examination might be delayed.
- 3) Students who fail to submit their theses or dissertations within the time period indicated in the notice of intent should note that the examination of their thesis/dissertation may be delayed as new examiners may need to be appointed.
- 4) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty PGSC and Annex 4B shall be submitted together with the notice as per Annex 4A for approval by the UNAM Postgraduate Studies Committee (see Annex 5 for the format of the abridged curriculum vitae).
- 5) Student shall submit three **ring bound copies of the Master's thesis and four ring bound copies of the doctoral dissertation** (including soft copy in word version) through the relevant HoD postgraduate studies to the Centre for Postgraduate Studies for examination by the end of October of each year. The submission of the bound copies should be accompanied by a signed form (Annex 6).
- 6) Students submitting the thesis or dissertation after the due date may not graduate and must re-register and pay the required fees for the subsequent academic.
- 7) Students with no re-admission statuses must appeal for re-admission for the subsequent academic year, irrespective of the fact that the thesis or dissertation might have been submitted for examination.

#### Section 16.02 B.13.2 APPOINTMENT OF EXAMINERS

- 1) **Every Master's thesis submitted shall be examined by at least two examiners approved by the UNAM Postgraduate Studies Committee on recommendation by the Faculty Postgraduate Studies Committee.** At least one of the examiners in each case must be external to the University of Namibia, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.
- 2) Upon receipt of the notice of intent from the student, the Head of the Department should complete and submit Annex 4B **together with the abridged CV's of the potential examiners to the FPGSC for recommendation and approval by the UNAM PGSC.** Heads of Departments must declare any potential conflict of interest in the nomination and appointment of examiners. Examiners may NOT be selected from the pool of moderators already approved for modules in the specific taught programme.



- 3) In the case of doctoral dissertations, at least three examiners shall be appointed, of whom two must be external to the University, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.
- 4) Internal and External Examiners will be appointed on the basis of their expertise, independent from appointment of external moderators already approved for modules in the specific programme.
- 5) The examiner should not have any direct involvement in the research project of the student and must declare any past or present (personal or professional) connections with the student. Before final appointment the examiner should declare any direct conflict of interest by signing Annex 7.
- 6) **An examiner for Master's students and Doctoral candidates must have a doctoral degree and expertise in the field of study that he/she is expected to examine. In addition, the examiner must have relevant research and publication experience.**
- 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.**

Article XVII. B.14 REGULATIONS AND GUIDELINES GOVERNING THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS

Section 17.01 B.14.1 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 PGS within a stipulated time from the date of receipt of the documents. If the assessments are not received within two months, new examiners may be appointed.

- 3) The Director: Centre for Postgraduate Studies will forward the reports to the relevant HoD PGS, who will be responsible for distributing the reports to the supervisor.
- 4) Once the relevant HoD PGS has received all the reports for a particular student he/she removes the names and affiliation of the examiner as well as the allocated marks and distributes the amended report to the supervisor.
- 5) The supervisor will share the reports with the student to make the indicated corrections. Where the reports contain conflicting recommendations, the supervisor will guide the student in addressing them.
- 6) The revised thesis or dissertation together with a comprehensive table of corrections must be submitted to the supervisor to verify that all corrections have been made before the thesis or dissertation is bound.
- 7) Upon evaluation of the thesis, the examiner will recommend one of the following:
  - a) PASSES subject to MINOR corrections ( $\geq 50\%$ )
  - 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 PGSC for approval to serve as arbiter on the thesis or dissertation.
- 14) For both theses and dissertations the assessment of the arbiter will be FINAL.
- 15) A copy of the first version of the thesis or dissertation submitted for examination will be sent to the arbiter.
- 16) In cases where the difference in the pass marks allocated for a thesis, by the internal and external examiner, is 20% or more, the Departmental Head must set up a departmental committee (excluding the supervisor and internal examiner) to study the case and recommend a mark for the thesis and provide a motivation on the decision to the UNAM PGSC, through the Faculty PGSC. Where the departmental Head is the supervisor or the examiner, the Dean shall appoint an independent person to study the case and recommend a mark for the thesis and provide a motivation for his/her decision to the UNAM Postgraduate Studies Committee.
- 17) All examination reports, including any reports that recommended a fail must be submitted by the faculty PGS HoD to the UNAM Postgraduate Studies Committee for recommendation to AEC.
- 18) A postgraduate student, who disagrees with the results of the examination as approved by AEC, may appeal to the HoD PGS within two weeks after the release of the results giving reasons and evidence to support the appeal.

#### Section 17.02 B.14.2 PUBLICATION FROM A THESIS OR DISSERTATION

Students are encouraged to publish work from their thesis/dissertation in accredited journals. The following acknowledgements must be included in such publications:

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

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

#### Section 17.03 B.14.3 VIVA VOCE EXAMINATION FOR STUDENTS REGISTERED BY THESIS OR DISSERTATION

- 1) In addition to writing a thesis or dissertation, the postgraduate students who are registered for Master's by Thesis and all Doctoral students, shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.
- 2) The Centre for Postgraduate Studies is responsible for administering the viva voce examinations for doctoral students while the respective Faculties/departments are responsible for administering the viva voce examinations for master's students.
- 3) The viva voce examination shall take place only after the UNAM PGSC is satisfied that the thesis or dissertation submitted by the student is considered by the examiners to be of an acceptable standard.
- 4) The questions to be asked in the viva voce examination shall primarily be focused on the student's thesis or dissertation research area. The public can attend and WILL BE PERMITTED to ask questions.
- 5) The viva voce panel shall consist of the examiners and supervisors of the thesis or dissertation.
- 6) The Chairperson of the viva voce panel shall be a senior academic (at least at the rank of Associate Professor for Doctoral students and Senior lecturer for Master's students) and shall not be one of the supervisors or examiners. The viva voce panel (including the chairperson) shall be approved by the Director of the CPGS on recommendation of the relevant HoD PGS.
- 7) The main supervisor must provide the relevant HoD PGS with an electronic copy of the corrected thesis or dissertation, who will distribute it, together with copies of the examiners' reports to the panel members at least two weeks before the date of the viva voce examination.
- 8) All members of the viva voce panel must acquaint themselves with the postgraduate processes and procedures.
- 9) The functions of the viva voce panel shall be:
  - (a) to ascertain that:
    - \* the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the student
      - \* the shortcomings identified during the examination process have been addressed.
    - \* the broader subject area in which the study is based is fully grasped by the student.
    - \* any weaknesses in the thesis/dissertation can be adequately clarified by the student,
  - (b) to make a definite recommendation to AEC through the UNAM PGSC, as to whether the student be deemed to have passed or failed the study (Annex 12).
- 10) The viva voce panel shall, as far as possible, endeavour to reach a unanimous decision on the student's performance. Where the panellists are unable to reach a consensus as to whether the student passes or fails, a vote may be taken to arrive at a reasonable decision. A majority vote shall be required for passing the viva voce examination.
- 11)
  - (a) At the end of the viva voce, the panel shall sign a viva voce Examination Results Form (Annex 12) making a specific recommendation to AEC through the UNAM PGSC on the student's performance.
  - (b) The Chairperson of the panel shall also submit to the UNAM PGSC a comprehensive report (Annex 13) signed off by the viva voce panellists. This should be done within one week of the examination. The report should include, an attendance register, challenges faced with the viva voce examination, a summary of the presentation, the discussion during the viva voce examination, any strong/weak points identified during the presentation and discussions, including any specific recommendations to the student.
- 12) The duration of the viva voce shall be two hours for masters and three hours for PhD.
- 13) The Chairperson of the viva voce Panel should announce the recommended outcome of the examination to the audience; but the qualification can only be awarded after approval by AEC.

#### Section 17.04 B.14.4 SUBMISSION OF FINAL BOUND THESES OR DISSERTATIONS

After all the corrections as recommended by the examiners (including those from the viva where applicable) have been made to the satisfaction of the supervisor(s), five fully bound copies of the theses or dissertations shall be submitted to the Faculty PGSC for inspection before submission to the Centre for Postgraduate Studies. Where a student has been supervised by more than one supervisor, an additional copy for each additional supervisor must be provided. In addition, an electronic version of the thesis or dissertation compiled as a single document in PDF format shall be submitted. Please note that the final thesis or dissertation must be in the format as prescribed in B19.

#### Section 17.05 B.14.5 PRESENTING STUDENTS FOR GRADUATION

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

- 1) Updated academic record reflecting the eligibility of the student for graduation.
- 2) Completed checklist confirming, amongst others, that corrections have been effected 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.

#### Section 17.06 B.14.6 REMUNERATION OF EXAMINERS

All examiners will be remunerated upon receipt of the examination report compiled using the examination guidelines in B.16.1, according to the tariffs determined by the University from time to time.

#### Section 17.07 B.14.7 AWARDING OF A QUALIFICATION AT A LOWER LEVEL

- 1) A student who is de-registered for a taught Masters programme due to failure to successfully complete the research component, may be awarded a relevant and existing Postgraduate Diploma in the field provided that all the taught modules are passed and the research component is re-written and passed as a research project/paper. Award of this PGD is subject to approval by AEC on recommendation of the UNAM PGSC.
- 2) A student who was awarded a Postgraduate Diploma according to paragraph (1) above, will not be allowed to register for the same taught master programme at a later stage.
- 3) A student who fails a Masters by research, may be allowed to re-apply for re-registration on a completely different topic or a taught Masters programme.
- 4) A student who fails a PhD, may be allowed to re-write the dissertation in the format of a thesis incorporating all the recommended amendments and corrections of the examiners within a period of 12 months after the release of the results. The re-submitted thesis will be examined according to the regulations of Masters degrees.
- 5) A Student who was awarded a Master's degree according to paragraph (4) above, and wish to apply for a Doctoral programme at a later stage, will have to choose a different topic.

### B.15 POSTGRADUATE FEES

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

#### Article XVIII. B.16 GUIDELINES ON THE WRITING OF POSTGRADUATE WORK

##### Section 18.01 B.16.1 GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS

###### Outline of the proposal

All research proposals must be prepared according to the following layout:

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

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

###### 1. Introduction

###### 1.1 Background of the study

Give a general overview and background of the research problem.

###### 1.2 Statement of the problem

Students should concisely formulate their research problems by clearly indicating research issues they would like to investigate in their studies. This should include the purposes of their studies

###### 1.3 Either objectives of the study or research questions (NOT BOTH)

Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.

- 1.4 Hypotheses of the study (where applicable)  
Where applicable, particularly in the Natural Sciences, students should state unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.
- 1.5 Significance of the study  
Students should state the importance of their studies, the anticipated contribution of such studies to knowledge and to socio-economic progress.
- 1.6 Limitation of the study  
Students should indicate the logistical, resource and other limitations of their studies and indicate the possible impact of such limitations.
- 1.7 Delimitation of the study  
Students should indicate the specific scope of the study, providing the rationale for such delimitation.
2. Literature Review and where applicable, the theoretical framework  
Students should prepare critical, synthesised and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, and disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains to be investigated.
3. Research Methods
- 3.1 Research Design  
Students should provide clear statements on either quantitative or qualitative research designs they intend to use. It is not necessary to provide the definitions of the research designs. However, they should specify how they intend to use particular research designs in their studies. They should not merely provide the distinction between the two generic designs.
- Population (where applicable)  
Students should, where applicable, specify the population to which they would like to confine their research/studies.
- 3.2 Sample (where applicable)  
Students should clearly explain how they intend to draw samples from the target populations. They should specify how they intend to appropriately use either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.
- 3.3 Research Instruments (where applicable)  
Research instruments and measures that would be used to collect data should be clearly provided under this section.
- 3.4 Procedure  
The manner in which data would be collected should be explained here. How research instruments would be used to collect data should be specified in this section.
- 3.5 Data analysis (where applicable)  
In this section, students should provide specific descriptive and/or statistical tests that they would employ to analyse their data, and rationale. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.
- 3.6 Budget (where applicable)
4. Research Ethics  
Students should provide detailed information about ethical issues and *how* they will address potential ethical dilemmas when conducting their research.
5. References  
Students should use the referencing format approved by respective faculties/departments. Where there is no prescribed referencing format by faculty/department, the *American Psychological Association (APA)* becomes the default. There must be consistency between sources cited in the text of the proposal and sources of information indicated in reference lists. Unless critical in the area of research, primary and secondary sources of information cited shall not be more than 10 years old. Students should use refereed/verifiable sources of information.  
Research proposals submitted for consideration by the Faculty Postgraduate Studies Committee shall capture the above information in a clear and concise manner and not exceed the maximum page number stated below:
- a) Master's by coursework (mini thesis) shall not exceed 6 pages  
b) Master's by research shall not exceed 8 pages.  
c) Doctoral Degree shall not exceed 10 pages.

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

The faculty PGSC recommends the research proposal to UNAM PGSC for noting after evaluating the proposal using Annex 15, and issuing of the Research Permission Letter (Annex 16) by the Director: Postgraduate Studies;  
De-registration of postgraduate students who fail to make progress

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

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

### 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):

- 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).
- 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).
- 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 1

SUPERVISION AGREEMENT BETWEEN GRADUATE STUDENT AND SUPERVISOR

This supervision agreement between

Name of student: .....

Student number: .....

Faculty: .....

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 obligations of the general expectations and responsibilities regarding the supervision of the thesis/dissertation as contained in the UNAM Postgraduate Studies regulations prospectus.

.....

.....

.....

Name of Student

Signature

Date

.....

.....

.....

Name of Supervisor

Signature

Date

.....

.....

.....

Name of co-supervisor (where applicable)

Signature

Date

.....

.....

.....

.....

Name of Department HoD

Signature

Date

.....

.....

.....

Name of Faculty HoD: PGS

Signature

Date

## ANNEX 2

### DECLARATIONS WHICH MUST BE CONTAINED IN THE SUBMITTED THESES/ DISSERTATIONS

Format of declarations to be included in every thesis/dissertation:

#### DECLARATIONS

I, [student's name], hereby declare that this study is my own work and is a true reflection of my research, and that this work, or any part thereof has not been submitted for a degree at any other institution.

No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form, or by means (e.g. electronic, mechanical, photocopying, recording or otherwise) without the prior permission of the author, or The University of Namibia in that behalf.

I, [student's name], grant The University of Namibia the right to reproduce this thesis in whole or in part, in any manner or format, which The University of Namibia may deem fit.

.....

Name of Student

.....

Signature

.....

Date

(To be completed by student for main and co-supervisors)

CENTRE FOR POSTGRADUATE STUDIES

**Semester....., 20.....**

Student Name: .....

Student Number: .....

Postgraduate 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:

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
Please indicate the frequency of your face to face academic consultation this semester with your supervisor	0	1-3	4-6	>6	
Please indicate the frequency of other forms of academic communication with your supervisor (never, less frequent, more frequent)	Telephone				
	e-mail				
	Social media				
Are there any other problems/issues that you would like to draw to the attention of the Faculty/Centre for Postgraduate Studies?	YES		NO		
If yes, have you discussed these problems with your Supervisor or Head of Department?	YES		NO		
Has the problem been resolved?	YES		NO		
Do you require any further intervention to address these issue(s)? If yes, please provide details on a separate page.	YES		NO		

Comments: (You may use a separate page for your comments)

.....  
Name of student

.....  
Signature

.....  
Date

.....  
Name of Departmental HOD

.....  
Signature

.....  
Date

(To be completed by each supervisor, main and co-supervisors)

CENTRE FOR POSTGRADUATE STUDIES

**Semester.....20.....**

Student Name: .....

Student Number: .....

Postgraduate 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:

On a scale of 1 to 5 (with 1 being poor and 5 excellent), indicate student progress according to plan of study. If you rate 1-2, please provide details on a separate page.	1	2	3	4	5
Please indicate the frequency of your face to face academic consultation this semester with your student	0		1-3	4-6	>6
Please indicate the frequency of other forms of academic communication with your student(never, less frequent, more frequent)	Telephone				
	e-mail				
	Social media				
Are there any other problems/issues that you would like to draw to the attention of the Faculty/Centre for Postgraduate Studies?	YES			NO	
If yes, have you discussed these problems with the student or Head of Department?	YES			NO	
Has the problem been resolved?	YES			NO	
Do you require any further intervention to address these issue(s)? If yes, please provide details on a separate page.	YES			NO	

Comments: (You may use a separate page for your comments)

.....

Name of Supervisor

.....

Signature

.....

Date

.....  
Name of Department HoD

.....  
Signature

.....  
Date

ANNEX 4A: NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

(To be completed by student)

Date .....

The UNAM Post Graduate Committee  
The University of Namibia  
Private Bag 13301  
WINDHOEK  
Namibia

Dear Director,

NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

I, \_\_\_\_\_ (Student no : \_\_\_\_\_) hereby notify the  
Postgraduate Studies Committee of my intention to submit my thesis / dissertation  on \_\_\_\_\_ (date )  
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



## CENTRE FOR POSTGRADUATE STUDIES

Student Number:		
Surname and Initials:		
Department and 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 HOD: Department

Signature

Date

Recommended by FPGSC on..... Resolution no:.....

.....

Name of HOD: PGS

Signature

Date

ANNEX 5:

RECOMMENDED FORMAT OF SUMMARIZE CURRICULUM VITAE

CENTRE FOR POSTGRADUATE STUDIES

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			
Title & Authors: Journal/Proceedings Name			
NATIONAL AND INTERNATIONAL CONFERENCES			
Title & Authors & Conference			
CONTRIBUTION IN BOOKS, CHAPTERS IN BOOKS ECT.			
Title & Authors		Book & ISBN	
List of key research projects undertaken or coordinated for the last 10 years, starting with the 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			

*The abridged CV should not be more than three pages long*

CENTRE FOR POSTGRADUATE STUDIES

CHECKLIST FOR SUBMITTING THESIS/DISSERTATION TO CPGS  
(To be completed by the supervisor)

Faculty:

.....

Department:

.....

Degree registered for:

.....

Name of Student:

.....

Student Number:

.....

Title of thesis/dissertation:

.....

Name(s) of supervisor(s):

.....

.....

Date when the thesis/dissertation was sent to examiners: .....

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

Table of corrections received from student:                      Yes.....                      No.....

Supervisor(s) checked the thesis/dissertation to verify that the student made the revisions according to the table of corrections                      Yes.....                      No.....

Supervisor checked the thesis/dissertation for conformity with regards to formatting before binding:

Yes.....                      No.....

.....  
Name of Supervisor                      signature                      Date

.....  
Name of HOD: department                      signature                      Date

Date when the bound copies of the thesis/dissertation were submitted to Faculty Postgraduate Studies Committee for inspection and noting.....

.....  
Name of HOD: FPGS                      signature                      Date

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

.....  
Name of Faculty Officer CPGS

.....  
signature

.....  
Date

ANNEX 7

CENTRE FOR POSTGRADUATE STUDIES

WILLINGNESS TO SERVE AS AN EXAMINER AND DECLARATION OF POSSIBLE CONFLICT OF INTEREST

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

ANNEX 8

EXAMINER APPOINTMENT LETTER

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 8 weeks from the date of receipt of the manuscript to the Director, Centre for Postgraduate Studies ([directorpgs@unam.na](mailto:directorpgs@unam.na)). If there is a need to return the hardcopy of the manuscript, kindly do so via DHL to the return address provided. However, note that no reports or forms should accompany the manuscript.

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  
Director, Centre for Postgraduate Studies,  
Tel: +264 61 206 3275  
E-mail: [directorpgs@unam.na](mailto:directorpgs@unam.na)

Cc. Faculty of xxxxxx HOD: Postgraduate Studies (e-mail)

**MARK ALLOCATION OF MASTER'S THESIS**

Name of Student: .....

Student Number: .....

Thesis title: .....

.....

Assessment Criteria	Allocated mark	Maximum mark
Title: (appropriateness, clear and informative)		2
Abstract: (concise, outlines aims 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

## SUMMARY OF EXAMINATION RESULTS (MASTER THESIS)

Name of student: .....

Thesis title: .....

.....

.....

Faculty:.....

	EXAMINERS RECOMMENDATIONS	(X)
1.	Thesis PASSES subject to MINOR corrections Mark allocated: ..... ( $\geq 50\%$ )	
2.	Thesis PASSES subject to MAJOR corrections as indicated in the report Mark allocated: ..... ( $\geq 50\%$ )	
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: ..... ( $\leq 50\%$ )	

.....

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 (PhD/DOCTORAL DISSERTATION)

Name of student: .....

Dissertation Title: .....

.....

.....

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

ANNEX 12

VIVA VOCE EXAMINATION RESULTS FORM (NO MARK SHOULD BE ALLOCATED – ONLY PASS/FAIL)  
 (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 instructions contained in B.16.3 under Viva voce Examinations.
- In case of disagreement, each panellist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 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 panellists who are unable to sign off the report must acknowledge approval of the report via e-mail*

(Research Proposal/Summary/Mini Thesis/Thesis/Dissertation title page)

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



RESEARCH PERMISSION LETTER

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 guidelines 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

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Name  
Director: Centre for Postgraduate Studies  
Tel: +264 61 2063275  
E-mail: [directorpgs@unam.na](mailto:directorpgs@unam.na)

.....  
Date

## POSTGRADUATE TARIFFS LIST

## A. PhD EXAMINATION AND SUPERVISION

	Examination	Supervision
Internal	N\$ 2,500	N\$ 4,000
External	N\$ 5,000	N\$ 10,000

## B. MASTER EXAMINATION AND SUPERVISION

	Examination	Supervision
Internal	N\$ 2,000	N\$ 2,000
External	N\$ 2,500	N\$ 5,000

## POSTGRADUATE CLAIM FORM FOR EXAMINATION/SUPERVISION

SECTION A		PERSONAL DETAILS	
NAME OF CLAIMANT & TITLE (Prof/Dr/Mr/Mrs/Ms)			
STAFF NUMBER (UNAM STAFF ONLY)			
RESIDENTIAL/PHYSICAL ADDRESS (NB) ERF: STREET NAME: TOWN/CITY:			
SECTION B		DETAILS OF SERVICE PROVIDED	
NAME OF STUDENT			
FACULTY			
TITLE OF THESIS/DISSERTATION			
DEGREE (PhD / Masters)			
TYPE OF SERVICE (Examination / Supervision)			
AMOUNT CLAIMED		N\$	
SECTION C		FULL BANK DETAILS	
BANK & COUNTRY (NB)			
BRANCH NAME			
BRANCH CODE			
TYPE OF ACCOUNT			
ACCOUNT NUMBER			
FULL NAME AND SURNAME OF ACCOUNT HOLDER			
BANK PHYSICAL ADDRESS			
IBAN NUMBER (INTERNATIONAL BANK ACCOUNT NUMBER)			
SWIFT CODE (required for foreign banking)			
SECTION D		CLAIMANT SIGNATURE AND DATE	
SIGNATURE _____		DATE: _____	
SECTION E		OFFICIAL VERIFICATION	
	SIGNATURE	DATE	
Checked by HOD: Department			
Checked by HOD: PGS			
Approval by Director: CPGS			
Finance Department:			

\* ALL CLAIMS MUST BE ACCOMPANIED BY RELEVANT EVIDENCE ON THE SERVICE BEING CLAIMED FOR:

Examiner: Detailed examination report

Supervisor: Bi-annual progress reports for the duration of the study

Note: Claimants outside Namibia and South Africa, must please attach **a copy of ID or Passport**

Please note **there is NO payment** for chairing or participating in a viva voce examination panel.

D. DEPARTMENT OF ECONOMICS



## D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

## D.1.2 CRITERIA FOR ADMISSION

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 25 points in five subjects on the UNAM point scale including English with at least a C symbol; also a C symbol in Mathematics is required.
- A candidate who is in possession with a minimum of 27 points in five subjects on the UNAM point scale including English with at least a D symbol in Mathematics will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.
- Advanced Subsidiary (AS) - 25 points in five subjects including a C or above in English and a C or above in Mathematics as compulsory subjects with at least two subjects at AS Level (minimum grade E)

## D.1.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

## D.1.4 ASSESSMENT CRITERIA

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

## D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

## D.1.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

## D.1.7 PASS WITH DISTINCTION

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

## D.1.8 PRACTICAL AND CLASS ATTENDANCE

The attendance of lectures and practical classes is compulsory.  
No exemption from class attendance shall be given to a student because of employment.

D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR

A student can register for all courses (128 credits) in a year.

D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

D.1.11 IMPLEMENTATION STRATEGY

The program is already existing and running during the day (face to face) mode.

D.1.12 CAREER OPPORTUNITIES

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

D.1.13 MODE OF DELIVERY

The Bachelor of Economics degree is a four-year programme offered during the day through face to face mode.

D.1.14 DURATION OF STUDY

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS:** Candidates holding a three-year diploma in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of THIRTY FOUR (34) courses

TEN(10) courses (equivalent to 144 credits) must be offered on the first-year level

ELGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

COURSE CODES AND RESTRICTIONS ON COURSES

Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credits	Compulsory (C) Electives (E)	(Co-requisite)/ Pre-requisite
YEAR 1 : SEMESTER 1					
ULCE3419	English Communication & Study Skills	4	16	C	None
CAFE3581	Fundamentals of Accounting A	5	12	C	None
CBCM3571	Business Mathematics	5	16	C	None
CEMI3571	Basic Microeconomics	5	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
Total credits Semester 1			68		
YEAR 1 : SEMESTER 2					
ULEA3519	English for Academic Purposes	5	16	C	None
CMPP3572	Principles of Management	5	16	C	None
CEEM3572	Basic Mathematical Economics	5	16	C	CBCM3571 (Co-requisite)
UCSI3580	Contemporary Social Issues	5	8	C	None
CEMA3572	Basic Macroeconomics	5	16	C	None
Total credits Semester 2			72		
TOTAL CREDITS YEAR 1			140		
YEAR 2 : SEMESTER 1					
CEEM3671	Intermediate Mathematical Economics I	6	16	C	CBCM3571, CEEM3572 CEMI3571 & CEMA3572
CEMI3671	Intermediate Microeconomics I	6	16	C	CEMI3571, CEMA3572& CEEM3572
CEMA3671	Intermediate Macroeconomics I	6	16	C	CEMI3571, CEMA3572& CEEM3572
CEST3671	Economic Statistics I	6	16	C	CBCM3571, CEMI3571,

					CEMA3572& CEEM3572
Total credits Semester 1			64		
YEAR 2 : SEMESTER 2					
CEEM3672	Intermediate Mathematical Economics II	6	16	C	CBCM3571, CEEM3671, CEMI3571, (Co-requisite), CEEM3572 and CEMA3572
CEMI3672	Intermediate Microeconomics II	6	16	C	CEMI3571;CEEM3671(Co-requisite) CEMA3572 & CEEM3572
CEMA3672	Intermediate Macroeconomics II	6	16	C	CEMI3571,EMA3671(Co-requisite) EMA3572; CEEM3572
CEST3672	Economic Statistics II	6	16	C	CEMI3571, CEST3671(Co-requisite)CEMA3572 & CEEM3572
Total credits Semester 2			64		
TOTAL CREDITS YEAR 2			128		
YEAR 3 : SEMESTER 1					
CETM3771	Econometrics I	7	16	C	CEST3671 & CEST3672
CEIT3771	International Trade	7	16	C	CEMI3671, CEMI3672, CEMA3571 & CEMA3572
CEDA3771	Dynamic Quantitative Analysis	7	16	C	CEEM3671, CEEM3672, CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERR3771	Research Methods and Economic Reporting	7	16	C	CEST3671& CEST3672
Total credits Semester 1			64		
YEAR 3 : SEMESTER 2					
CETM3772	Econometrics II	7	16	C	CETM3771 (Co-requisite), CEST3671 & CEST3672
CEIF3772	International Finance	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEFE3772	Financial Economics	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CENE3772	Namibian Economy	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
Total Credits Semester 2			64		
TOTAL CREDITS YEAR 3			128		
YEAR 4 : SEMESTER 1					
CEPT3871	Economic Theory and Policy I	8	16	C	CEMA3671, CEMA3672 & CEEM3671 & CEEM3672and EMI3671 & EMI3672
CEMU3871	Monetary Economics	8	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERP3870	Research Project	8	16	C	CERR3771
* Elective	* Elective (Choose one (1) below)	8	16	E	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEEA3871	Agricultural economics	CEPA3871	Project Appraisal	CEET3871	Transport Economics
CEEH3871	Health Economics	CEEE3871	Energy Economics	CEEU3871	Urban Economics
CEER3871	Environmental Economics	CERG3871	Regional Economics	CEMM3871	Minerals and Mining Econom
CECR3871	Economics of Competition and Market Regulation				
<i>* These electives will be offered by the department depending on the expertise available</i>					
Total Credits Semester 1 = 64					
YEAR 4 : SEMESTER 2					
CEPT3872	Economic Theory and Policy II	8	16	C	CEMI3671, CEMI3672, CEMA3671, CEMA3672; CEEM3671,CEEM3672 &CEPT3871 (Co-requisite),
CEUP3872	Public Economics	8	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEGD3872	Economics of Growth and Development	8	16	C	CEMI3671, CEMI3672, CEMA3671, CEMA3672, CEEM3671&CEEM3672
CERP3870	Research Project	8	16	C	CERR3771
Total Credits Semester 2			64		
TOTAL CREDITS YEAR 4			128		

TOTAL CREDITS FOR THE PROGRAMME	524		
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#### D.1.16 Syllabi

##### YEAR 1 : SEMESTER 1

FUNDAMENTALS OF ACCOUNTING A	CAFE3581	EQUIVALENT: CAFE3511
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NOF Level: 5 Credits: 12 Contact hours: 3 hours & 1 hour tutorial per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: None

Module Description:

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

BUSINESS MATHEMATICS	CBCM3571
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NOF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous Assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: None

Module Description:

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

BASIC MICROECONOMICS	CEMI3571
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NOF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

Module Description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

##### YEAR 1 : SEMESTER 2

PRINCIPLES OF MANAGEMENT	CMPP3572
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NOF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)  
 Pre-requisite: None

Module Description:

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

BASIC MATHEMATICAL ECONOMICS	CEEM3572
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NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites:

Basic Mathematics (CBCM 3571) (Co-requisite)

Module Description:

This course, which will run through the second semester of the first year, introduces the student to functions, derivatives, integration and matrix algebra. It presupposes knowledge of basic mathematics. The contents are: Functions: Remainder and factor theorem with applications i.e. drawing graphs of cubic functions. Derivatives: Definition; differentiation rules; higher order derivatives, application of derivatives (maxima and minima, stationary points, price elasticity) functions of more than one variable. Integration: Definition; integration rules; applications of integrals; numerical integration (trapezium rule). Matrices: Definition; matrix operations; inverse of matrix, Gauss reduction; applications.

<b>BASIC MACROECONOMICS</b>	<b>CEMA3572</b>
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NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites:

None

Module Description:

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

<b>YEAR 2 : SEMESTER 1</b>
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<b>INTERMEDIATE MATHEMATICAL ECONOMICS I</b>	<b>CEEM3671</b>	<b>EQUIVALENT: CEEM3651</b>
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites:

Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic Microeconomics (CEMI3571) and Basic Macroeconomics (CEMA3572)

Module Description:

This course, which will run through the first semester of the second year, will cover static and comparative static non-goal equilibrium analyses. It presupposes knowledge of total and partial techniques of differentiation (Differential Calculus). Static (equilibrium) analysis: A linear partial market equilibrium model; a non-linear partial market equilibrium model; general market equilibrium; a two – commodity market model; national income equilibrium model; linear models and matrix algebra. Comparative static analysis: Comparative static analysis of general function models; applications of partial differential calculus to comparative static analysis; national income model; input-output model; IS-LM analysis of a closed economy; IS-LM analysis of an open economy.

<b>INTERMEDIATE MICROECONOMICS I</b>	<b>CEMI3671</b>
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NQF Level: 6 Credits: 16 Contact hours: 4 lectures per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites:

Microeconomics (CEMI3571), Basic Macroeconomics, (CEMA3572)and Basic Mathematical Economics (CEEMI3572)

Module Description:

Microeconomics is a sub-field of economics concerned with the behaviour of households and firms and the interaction of buyers and sellers in various types of markets. It deals with how households and firms make decisions and how their interactions determine market prices. The prices in turn determine the allocation of scarce resources and their benefits. The course aims at providing students with a good foundation of the microeconomics analysis and to familiarize students with the key concepts of microeconomics theories. The behaviour of individuals and firms are analysed under the assumptions of maximization of consumer's utility and profit of the firms. Contents: 1: Introduction, 2: Consumer theory; 3. Theory of the firm; 4. Production; 5. Cost; 6. Perfect competition; 7. Monopoly; 8. Imperfect Competition.

<b>INTERMEDIATE MACROECONOMICS I</b>	<b>CEMA3671</b>
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours lecture for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites:

Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572), and Basic Mathematical Economics (CEEMI3572)

Module Description:

Macroeconomics will be presented in three inter-related parts. The first part will cover an analysis of the *real* sector of the economy. That is, an analysis of what happens in the market for goods and services. The course will cover the following issues in macroeconomics: Scope and methodology of macroeconomic analysis, goals of macroeconomic policy and schools of macroeconomic thought, National income accounting (Measurement of GDP, GNP, nominal growth, real growth and the rate of inflation), Analysis of changes in the level of economic activity (injections into and withdrawals from the national income stream), Keynesian expenditure multipliers, Consumption theories, and Investment theories. This course will run through the first semester.

ECONOMIC STATISTICS I		CEST3671	EQUIVALENT: CABA3631
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NQF Level: 6	Credit: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572), Basic Mathematical Economics (CEEM3572) and Business Mathematics (BCM3579)	

Module Description: The detailed contents are as follows:

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. The definition of statistics is that it involves organizing, presenting, analysing and summarizing the data in an informative way, while inferential statistics can be used to determine something about population characteristics on the basis of a sample. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

YEAR 2 : SEMESTER 2			
INTERMEDIATE MATHEMATICAL ECONOMICS II		CEEM3672	EQUIVALENT: CEEM3652

NQF Level: 6	Credits: 16	Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic Microeconomics (EMI3571) and Basic Macroeconomics (EMA3572) and Intermediate Mathematical Economics I (CEEM3671) (Co-requisite)	

Module Description:

This course, which will run through the second semester of the second year, will cover optimization, which is goal-equilibrium analysis. It presupposes knowledge of total and partial differentiation techniques. Contents:

1. Optimization problems: Optimum values and extreme values; relative maximum and minimum turning points; first - and second - derivative tests; Maclaurine and Taylor series; n-th derivative test; exponential and logarithmic functions.
2. Optimization: the case of more than one explanatory variable; economic applications: problem of a multi-product firm, price discrimination, input decisions of a firm; comparative static aspects of optimization; optimization with equality constraints; constraint qualification; and economic applications.

INTERMEDIATE MICROECONOMICS II		CEMI3672
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NQF Level: 6	Credits: 16	Contact hours: 4 lectures per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572), Basic Mathematical Economics (CEEMI3572) and Intermediate Microeconomics II (CEMI3672) (Co-requisite)	

Module Description:

This course involves the application of demand and supply to policy issues such as taxation, and price controls. It is relevant to students who have a good grasp of basic microeconomic theory. The course will consist of both theory and case studies drawn from Namibia and other countries. Generally, there is a need for economists to understand the role of government as the policy maker and how its actions affect different economic agents in any economy. Contents: Applications of supply and demand analysis; Allocative efficiency and Market Structure; Market Failure; Labour Market and the different types of actors; Choice under uncertainty; Economics of Information.

INTERMEDIATE MACROECONOMICS II		CEMA3672
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NQF Level: 6	Credits: 16	Contact Hours: 4 Lecture hours per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572) and Basic Mathematical Economics (CEEMI3572); CEMA3671 Intermediate Macroeconomics I (Co-requisite),	

Module Description:

This module will cover an analysis of the *financial sector* of the economy. That is, an analysis of what happens in the market for money and other financial assets. It will also bring together *real sector* and *financial sector* analyses, to define *general equilibrium of the economy* and use it in analysing economic issues and problems as well as possible policy measures to deal with macroeconomic problems. It will run through the second semester. Course Contents: Supply of money; demand for money; general equilibrium of the economy: IS-LM analysis; general equilibrium of the economy: AD-AS analysis; general equilibrium of the economy: Rational Expectations; Inflation and Unemployment.

ECONOMIC STATISTICS II	CEST3672	EQUIVALENT: CABA3632
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NQF Level: 6	Credit: 16	Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572) and Basic Mathematical Economics (CEEM3572) and Economic Statistic I( CEST3672) (Co-requisite)	

Module Description:

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. It covers estimation and sampling distributions, estimation of point and intervals, hypothesis testing for one and two populations, Chi-Square tests, simple linear regression and analysis of variance. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

YEAR 3 : SEMESTER 1	ECONOMETRICS I	CETM3771
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NQF Level: 7	Credit hours: 16	Contact hours: 4 lectures per week over 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Economic Statistics I (CEST3671) and Economic Statistics II (CEST3671)	

Module Description:

This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. It will start with the discussion on multicollinearity, heteroscedasticity, and autocorrelation. After that, it will introduce students to model specification, non-linear regression models and qualitative response regression models. A very important part of the course involves giving students a practical know-how on to apply econometric software package such as "Gretl, Eviews, etc." to work with the economic data.

INTERNATIONAL TRADE	CEIT3771
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NQF Level: 7	Credits: 16	Contact hours: 4 lectures per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672), Intermediate Macroeconomics I&II (CEMA3671& CEMA3672)	

Module Description:

The course introduces the students to theories of International trade. This includes the early form of trade by the Mercantilism. It then goes further to look at other trade theories such as The Ricardian model: Factor Productivity and Comparative Advantage; Assumptions of a One-factor Economy; Absolute vs. Comparative Advantage; Gains from Trade; Misconceptions about Comparative Advantage, The Specific factors model: Assumptions; Specific Production Factors; Factor Movements; Income Distribution; Misconceptions about Specific Factors (model), The Heckscher-Ohlin model: Two-factor economy; Assumptions; Factor prices and goods prices; Effects of trade between two-factor economies. The course also introduces students to issues regarding Protection of domestic industries, that is tariff and NTBs protection. The course also examines trade policy and the WTO that is History, WTO and developing countries; main tasks of WTO; Regional Trade Integration.

DYNAMIC QUANTITATIVE ANALYSIS	CEDA3771
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NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment will account for 50% of the final mark, obtained from 4 tests. A 1x3 hour examination at the end of the semester will account for the other 50%.	
Pre-requisites:	Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672), Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)	

Module Description:

This course, which will run through the first semester of the third year, will cover dynamic analysis. It presupposes basic understanding of integral calculus. Course Content: Dynamic Analysis: Dynamics and integration; indefinite integrals;

definite integrals; rules of integration; economic applications: investment and capital formation; present value of a cash flow; present value of a perpetual flow; and Domar Growth Model. Continuous time first-order differential equations: linear differential equations with constant coefficient and constant term; dynamics of market price; variable coefficient and variable term; exact differential equations; Solow Growth Model; and discrete time first-order difference equations.

<b>RESEARCH METHODS &amp; ECONOMIC REPORTING</b>	<b>CERR3771</b>
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NQF Level: 7 Credits: 16 Contact hours: 4 hours lecture for week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Economic Statistics I & II (CEST3671 & CEST3672)

Module Description:

The application of learned theories and analytical tools to a concrete research question, either of an academic or a briefing nature, and to put this into the prescribed format of a written Research Paper often poses problems for students. It is also of importance that the formalities of doing a Research Paper are mastered. In their later professional life students will often have to do presentations. Doing research, putting the results into a written standard form, respecting the formalities and presenting the findings to an audience is a matter of knowledge gained through lecturing as well as a matter of ability gained by exercising. The course introduces students to applying economic theory and research methods in an academic paper and in business and policy briefings. The course aims at preparing students for the 4<sup>th</sup> year Research Paper course as well as for economic and policy briefings to be done in a later non-academic professional career. Thus, the writing of an Exercise Research Paper, with either an academic or a briefing character, and the presentation of the Paper to a student audience is the focus of the course. The didactical methods used in this course are lecturing and exercising.

<b>YEAR 3 : SEMESTER 2</b>
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<b>ECONOMETRICS II</b>	<b>CETM3772</b>
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NQF Level: 7 Credit hours: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 2.5 hour examination paper

Pre-requisites: Economic Statistics I (CEST3671), Economic Statistics II (CEST3672) and Econometrics I (CETM3771)(co-requisites)

Module Description:

This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. The course covers General introduction to usage of lags in economic modelling, estimation methods: Maximum likelihood, Generalised least square, problem of Simultaneity and OLS estimators, identification problems, methods of estimating simultaneous equation models and their uses in forecasting and policy, econometric forecasting methods: single equation, simultaneous equation models, exponential smoothing methods, time series econometrics: unit root stochastic process, trend and difference stationary, detecting nonstationary and unit root tests, spurious regression, cointegration and error correction mechanism and panel data.

<b>INTERNATIONAL FINANCE</b>	<b>CEIF3772</b>
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NQF Level: 7 Credits: 16 Contact hours: 4 lectures per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671&CEMI3672),  
Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)

Module Description:

The course starts by analyzing the statement of international transactions and highlights the main items that constitute the components of the BOP namely the current, capital and financial accounts. The second component emphasizes the role of exchange rates, as determined by market forces as well as the exchange rates that are fixed, and how policy intervention influence the relative price of foreign currencies. The third component analyses how the BOP can be adjusted through the automatic in- and out-flow of foreign exchange and through policy intervention. The course ends with a focus on the traditional and more recent approaches of exchange rate determination, the empirical testing of these models.

<b>FINANCIAL ECONOMICS</b>	<b>CEFE3772</b>
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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 2.5 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672),  
Intermediate Macroeconomics I&II (CEMA3671& CEMA3672)



Module Description:

This module acquaints students with the workings of the financial institutions. The contents are: Overview of financial markets (objectives, participants and instruments), financial market institutions. Basic tools for portfolio analysis (concept of risk aversion, investor preferences), mean variance analysis- diversification, risk and return, efficiency frontiers of risky assets etc. Capital asset pricing model (CAPM) – difference between mean variance analysis and CAPM, required return of common stock using CAPM, beta analysis. Factor models and arbitrage pricing theory – concept of arbitrage, hedging portfolio etc. Markets, traders and the trading process - motivation for security trade and the process involved. Fixed income securities – main sources of debt financing, its features, yield to maturity and relation to coupon yields etc. Bond pricing and the term structure of interest rates – spot and forward rates, theories of the term structure of interest rate, pricing of default free bonds. Derivatives: pricing, options and futures, hedging and speculation. Capital structure: sources, gearing and risk, Modigliani- Miller Theorem, valuation models. Agency problem.

NAMIBIAN ECONOMY		CENE3772
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Intermediate Microeconomics I & II (CEMI3671& CEMI3672); and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)	

Module Description:

In Namibian Economy, Namibian issues are analysed in the context of developing countries. Main themes are the characteristics of the Namibian economy and, Namibia in the context of global capitalism. It is a comprehensive survey of the problems and challenges facing the Namibian economy. These include income distribution, population dynamics, sectoral performance, agriculture and land policy, trade policies, external debt, and macroeconomic stability. The course also examines the role of government and market incentives in the development process.

YEAR 4 : SEMESTER 1

ECONOMIC THEORY AND POLICY I		CEPT3871
NQF Level: 8	Credit: 16	Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Intermediate Macroeconomics I & II (CEMA3671& CEMA3672), Intermediate Mathematical Economics I & II (CEEM3671& CEEM3672) and Intermediate Microeconomics I and II (CEMI3671 & CEMI3672)	

Module Description:

This course is designed to help the students to learn how various aggregate economic identities are related, and problems and policy lessons that can be learned from them. Labour market structure issues and policy choices used elsewhere to improve employment. Behavioral theories of macroeconomics, how policies can bring about behavioral changes and impact the economy. To learn about AD and AS and how to use them to study business fluctuations, about demand and supply policies that are used to influence the economy.

MONETARY ECONOMICS		CEMU3871
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Intermediate Microeconomics I & II (CEMI3671&CEMI3672), Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)	

Module Description:

This course will introduce students to a basic understanding of monetary theory and working finance institutions. It will also provide students with an elementary understanding of the relationship between money and macroeconomic variables like employment, output, and price.

Course content: Money- Nature, definitions, and the value of money, role of money in the modern economy; Commercial Banking; Other Financial Institutions; Central banking; International banking; The Demand and Supply of Money; The Theory of Inflation; The Theory of Interest Rate Determination; Techniques of Monetary Control; The Administration of Monetary Policy in Namibia; The Transmission Mechanism of Monetary Policy; Strategies of Monetary Policy; Relative Effectiveness of Monetary and Fiscal Policy; Impact of Monetary Policy; Money and the International Economy.

RESEARCH PROJECT		CERP3870	EQUIVALENT: CERM3870
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		

Pre-requisites: Research Methods and Economic Reporting (CERR3771)

Module Description:

Students will be required to produce a Research Paper of between 7000 and 10 000 words. A student will be allocated a supervisor normally from the Department. The student's supervisor helps the student synthesize his/her ideas into a cohesive work of research coupled with the hypotheses that should be supported by data and its application when warranted. The first stage of the Research Paper involves the preparation of the research proposal which is presented at a seminar organized by the department for that particular purpose. The Supervisor and a Discussant (a knowledgeable person in the field – does not necessarily need to be from UNAM) form the Seminar Committee and allocate a mark which counts for 30% of the Research mark. The other 70% is allocated to the completed research papers which are examinable by a first reader (supervisor) and a second Reader (from UNAM or outside) must approve the proposal beforehand.

#### YEAR 4 : SEMESTER 2

##### ECONOMIC THEORY AND POLICY II

CEPT3872

NQF Level: 8 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672); Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672) and Intermediate Microeconomics I & II (CEMI3671 & CEMI3672);

Co-requisite: Economic Theory and Policy I (CEPT3871)

Module Description:

This is an important foundation course in economics that will help develop rational approach on microeconomic events as well as on economic and business decision-making. This course will offer theoretical insights into demand, production, exchange and welfare concepts and present their applications wherever possible.

##### PUBLIC ECONOMICS

CEUP3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672) and

Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672)

Module Description:

This course develops a theoretical framework so that students can analyse both normative questions (what should the state do) and positive questions (what is the impact of state activity, what are the implications of alternative public choices). The draws on the rich sources of innovative developments in state expenditure, project evaluation, taxation, privatisation and accountability those are associated with sectors and tax reforms in LDCs. Specific contents: Market failure; Forms of state intervention in the economy; Economic role of government; Economic effects of government policies; Criteria for policy evaluation; Taxation; Government production; The government sector and stabilization; Government borrowing and monetary conditions.

##### ECONOMICS OF GROWTH AND DEVELOPMENT

CEGD3872

NQF Level: 8 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672) and

Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672)

Module Description:

This course aims to examine the meaning and measurement of economic growth and development, and the review development theories, growth, institutional and policies. Develop skills in the application of theoretical and empirical economic growth and development.

#### ELECTIVES

##### AGRICULTURAL ECONOMICS

CEEA3871

EQUIVALENT: CEEA3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This course introduces students to the applications of microeconomics and business management tools to farm operations. The course contains both theory and empirical case studies of farm management, drawn from Namibian and other countries' experiences. It focuses on enterprise budgeting for crops and livestock, analysing farm management risk issues and the concept of time value for money. Topics include the use of budgets in management decisions, such as budget worksheets, and scenario and breakeven analysis. The course also entails the preparation of financial statements and addresses the issue of how to cope with the agricultural risk environment and how to measure risk and the ability to bear risk.

HEALTH ECONOMICS	CEEH3871	EQUIVALENT: CEEH3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This module demonstrates how theoretical and empirical microeconomics can be applied to health and health care to provide useful insights for health policy. Basic health care economics tools and institutions, health and medical care and spending, demand for medical services, medical care production and costs, benefit and cost analysis, health care systems and institutions, objectives of health care providers, profit maximization in perfectly competitive and imperfect markets, non-profit goals, government and health care programmes, private health insurance industry, physician and hospital and pharmaceutical industries, health care reform, proposals of health care reform, international health care watchdogs.

ENVIRONMENTAL ECONOMICS	CEER3871	EQUIVALENT: CEER3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This course applies theoretical and empirical economic tools to a number of environmental issues. The broad concepts discussed are externalities, public goods, property rights, market failure, and social cost-benefit analysis. These concepts apply to a number of are including non-renewable resources, air pollution, water pollution, solid waste management, and hazardous substances. The valuation of environmental resources; Resource and Environmental and Accounting Environmental impact assessment. Special emphasis is devoted to analysing the optimal role for public policy i.e., coming up with policy to correct for market failures.

PROJECT APPRAISAL	CEPA3871	EQUIVALENT: CEPA3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This course covers project appraisal techniques is seven parts. Part 1 introduces project appraisal and evaluation: what is a project: the project cycle; project planning techniques; project quality factors and basic needs; the measurement of project performance. Part 2 covers investment appraisal techniques: cash flow analysis; private sector appraisal techniques; an introduction to spreadsheet modelling; mutually exclusive projects. Part 3 covers social cost-benefit analysis: basic steps in social cost-benefit analysis; theoretical basis of social cost-benefit analysis; the social discount rate Part 4 covers valuation techniques and applications: revealed preference methods; contingent valuation methods; cost effectiveness analysis. Part 5 covers risk & uncertainty analysis in project appraisal; techniques for risk analysis; uncertainty measures; risk and large projects; spreadsheet modeling and risk analysis. Part 6 covers distributional issues and social cost-benefit analysis: measurement of income distribution; theoretical basis for welfare or distributional weighting; multi- criteria analysis. Part 7 covers environmental and social impact assessment (ESIA): impact assessment: tools and techniques; impact assessment, reporting and decision-making.

ENERGY ECONOMICS	CEEE3871	EQUIVALENT: CEEE3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

The course focuses on the technological and cost "fundamentals" of emerging energy technologies, including solar, wind, biomass, oceanic, geothermal, hydropower, fuel cell (hydrogen), nuclear, and other more exotic energy sources. A premise of the course is that a sustainable energy technology must both be technically feasible and economically viable. The course also investigates the technological promise and progress of each technology, as well as its economic opportunities and challenges. It further explores the theoretical and empirical perspectives on individual and industrial demand for energy, energy supply, energy markets, and public policies affecting energy markets. It discusses aspects of the oil, natural gas, electricity, wind solar power and nuclear power sectors and examines energy tax, price regulation, deregulation, energy efficiency and policies for controlling emission.

REGIONAL ECONOMICS	CERG3871	EQUIVALENT: CERG3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This course contains both theory and empirical case studies of regional and municipal management drawn from the Namibian economy and other developing economies. It focuses on regional economic theory, neoclassical and neo-keynesian approaches, demand and supply in spatial modification and other theoretical concepts. Topics covered includes: regional economic structure, economic base of regions and municipalities, assessment of economic performance of territory systems; regional growth; economic aspects of localization, location theory; migration as economic factor, classical approaches to the assessment of migration, evaluation of migration by means of human capital, factors having impact on migration; regional policy; its origin and development regional policy supporting territorial convergence and regional policy promoting comparative advantage, traditional and modern approach to regional policy; issues of effectiveness on the level of municipalities, optimum size of cities; property of municipalities and regions its functions in their social and economic development provision of public goods property as an economic tool; and regional finances as a part of public finances and regional budgets.

TRANSPORT ECONOMICS	CEET3871	EQUIVALENT: CEET3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

This course applies microeconomic theory to transportation. Topics covered includes demand and demand estimation, cost and cost estimation, pricing and investment, and regulation and deregulation. Applications cover both urban and intercity passenger transportation as well as freight transportation.

URBAN ECONOMICS	CEEU3871	EQUIVALENT: CEEU3872
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

The course examines the relationship between the city and the economy. It examines the relationship between urbanization and economic growth. Part one covers urban growth and decline: The rise and fall of industrial cities; The industrial city and social conflict; Planned cities.

Part two covers theoretical foundations: Theory of land rent and land use; Welfare and Ethical aspects of land rent; Theoretical analysis of Urban Structure; Urban areas and industry location; Households in an Urban spatial context; Firms and households location with decentralized employment; Part three covers service industries and metropolitan economics: The growth of the service sector; The role of the public sector; Global shift of services; The globalization and world cities; Command and control centres of the global economy; The national economy and capital cities; Part four covers the relationship between the cities and the national economy. It also covers issues on challenges from globalization.

ECONOMICS OF COMPETITION AND MARKET REGULATION	CECR3871	
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NQF Level: 8 Credits:16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and  
 Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

In recent years competition and market regulation are re-emerging in economics as an important subject area. It is a branch of applied micro-economics specializing in questions related to imperfect competition, effect of market structure on behaviour of firms, concentration & monopoly power, cartel formation, anti-competitive practices and anti-trust issues. The revolution in the field is related to the development of non-cooperative game theory which allows economists to study strategic behaviour of firms in the market. This course focuses on strategic competition between firms, how this is related to market structure and market power and the implications for public regulation of industries as well as the consequences of such regulation.

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MINERALS AND MINING ECONOMICS CEMM3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and  
 Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

Module Description:

The module will provide students with a deeper understanding of the economics of several minerals vital to Namibia's economy and to consider macroeconomic and microeconomic issues of importance to a mining dependent economy. Students will be taught how to undertake mine evaluation from a commercial as well as economic standpoint.

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UNAM CORE MODULES

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

CONTEMPORARY SOCIAL ISSUES	UCSI3580
COMPUTER LITERACY	UCLC3509
ENGLISH COMMUNICATION AND STUDY SKILLS	ULCE3419
ENGLISH FOR ACADEMIC PURPOSES	ULEA3519

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## E. DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

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### E.1 DIPLOMA IN ENTREPRENEURSHIP AND NEW VENTURE MANAGEMENT (12DNVM) (phased out 2023)

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#### E.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide the aspiring entrepreneur the relevant knowledge on how to go about setting up a new venture. The Diploma in Entrepreneurship and New Venture Management will equip students with relevant practical and theoretical knowledge on how to successfully set up and run a new venture. Holders of this qualification will be able to understand innovation and creativity, *distinguish* between the different typologies of new ventures, analyse risk involved in setting up a new venture, understand the legal requirements of new ventures, evaluate resource requirements and design and formulate a feasible business plan.

#### E.1.2 CRITERIA FOR ADMISSION

- To register for the Entrepreneurship and New Venture Management Diploma, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade D.
- A candidate should obtain a minimum of 22 points in five subjects on the UNAM Point Scale to be admitted.
- However, if the minimum of 22 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.
- The Faculty reserves the right to interview or test students before admission.
- Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.
- Advanced Subsidiary (AS) - 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).

#### E.1.3 ASSESSMENT CRITERIA

Continuous assessment in the form of class tests, assignments, or industry projects will contribute fifty percent (50%) to the final mark. Each course will be examined with a three hour paper at the end of each semester. The examination mark will contribute fifty (50%) to the final mark. The student must obtain at least 50% in the examination to pass, irrespective of the continuous assessment mark.

#### E.1.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

To be readmitted to the faculty for a particular year of registration a student:

- must have passed the equivalent of the minimum number of four courses required (4 x 16 credits = 64 credits).
- must complete all first year level courses (128 credits) by the end of the second year of registration.

#### E.1.5 ADVANCEMENT AND PROGRESSION RULES

A student must have passed the minimum number of six courses (96 credits), of which at least three (48 credits) must be faculty courses to be admitted into the second year of study.

#### E.1.6 MAXIMUM NUMBER OF COURSES PER YEAR

The maximum number of credits a student can enrol for is 128 credits in first year at NQF level 4. A student may enrol for a maximum of 128 credits at NQF level 5 in their second year.

#### E.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 128 credits in the first year at NQF level 4 and a minimum of 128 credits in the second year at NQF level 5, giving a total of 256 credits.

#### E.1.8 ARTICULATION OPTIONS

The student will be eligible for admission into the second year of the BBA degree after successful completion of the Diploma.

#### E.1.9 EXEMPTIONS

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

E.1.10 MODE OF DELIVERY & CAMPUSES OFFERING THE PROGRAMME

MAIN CAMPUS (Distance), RUNDU CAMPUS AND SOUTHERN CAMPUS (Full time) and Distance mode

E.1.11 DURATION OF STUDY

The Entrepreneurship and New Venture Management Diploma cannot be obtained in less than TWO years. However, the diploma must be obtained within THREE YEARS of full-time registration. Students studying through the distance mode cannot obtain this diploma in less than two years and have a maximum of four years to obtain the diploma.

E.1.12 CLASS ATTENDANCE

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

E.1.13 CURRICULUM

Course Code	Course	NQF Level	Credits	Compulsory
YEAR 1 : SEMESTER 1				
ULEG2410	English for General Communication	4	16	Compulsory
UCLC3509	Computer Literacy	5	8	Compulsory
CABM2411	Basic Mathematics	4	16	Compulsory
CMEM2471	Basics of Entrepreneurial Mind	4	16	Compulsory
CME02471	New Venture Creation 1A	4	16	Compulsory
Total credits for Semester 1			72	
YEAR 1 : SEMESTER 2				
UCSI3580	Contemporary Social Issues	5	8	Compulsory
ULEG2410	English for General Communication	4	16	Compulsory
CME02472	New Venture Creation 1B	4	16	Compulsory
CMPV2432	Planning the Venture 1	4	16	Compulsory
Total credits for Semester 2			56	
TOTAL CREDITS – YEAR 1			128	
YEAR 2 : SEMESTER 1				
CEMI3571	Basic Micro Economics	5	16	Compulsory
CMPV2531	Planning the Venture 2	5	16	Compulsory
CMEL2571	The Entrepreneurial Leader and Team	5	16	Compulsory
CMVM2571	New Venture Management 1A	5	16	Compulsory
Total credits for Semester 1			64	
YEAR 2 : SEMESTER 2				
CMVM2572	New Venture Management 1B	5	16	Compulsory
CMPP3572	Principles of Management	5	16	Compulsory
CEMA3572	Basic Macro Economics	5	16	Compulsory
CMCE2512	Contemporary Issues in Entrepreneurship	5	16	Compulsory
Total credits for Semester 2			64	
TOTAL CREDITS FOR YEAR 2			128	
TOTAL COURSE CREDITS			256	

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

E.1.14 Syllabi

YEAR 1 : SEMESTER 1

BASIC MATHEMATICS

CABM2411

NQF Level:4 Credits: 16 Contact hours: 4 lecture hour & 1 tutorial hour per week for 14 weeks

Module assessment: Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

Pre-requisites: None

Module Description:

The details contents are as follows:

Number systems – Roman, Decimal, Binary; Four basic operations on whole numbers, Integers and Fractions; Powers and roots, rates, ratios and percentage calculations. Measurement – Length, time, temperature, mass and capacity. Mensuration – areas and volumes.

BASICS OF ENTREPRENEURIAL MIND		CMEM2471
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NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This module will cover - Entrepreneurship flattens the world – two noble prizes recognize entrepreneurship, entrepreneurship and micro- phenomenon; Entrepreneurship: fourth years as a transformational force; four entrepreneurial transformations that are changing the world; Entrepreneurship as the new management paradigm; Entrepreneurship as the new non-for-profit and philanthropy management paradigm; Entrepreneurship as the new education paradigm; the energy creation effect; Entrepreneurship- innovation, prosperity and philanthropy.

NEW VENTURE CREATION 1A		CMEQ2471
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NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This module will cover – The entrepreneurial Process – the classic entrepreneurship – start- up, Entrepreneurship- beyond start – up; Entrepreneurship paradoxes; the high potential venture, clean commerce; seeing opportunity through a sustainable lens. The opportunity; grading, shaping, recognizing and seizing

YEAR 1 : SEMESTER 2		
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NEW VENTURE CREATION 1B		CMEQ2472
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NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This module will cover – **what is social entrepreneurship; type's social entrepreneurship, hybrid models social entrepreneurship, the Timmons Model of interpreted for social entrepreneurship; the importance of the Brain Trust in Social Entrepreneurship.**

PLANNING THE VENTURE 1		CMPV2432
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NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
The students will cover aspects such as: the business plan- preparing a business plan, aspects covered in the business plan, international business plan, a pro-forma business plan; Basic financial planning – basic financial concept; accounting, financial statements, the use of financial statements; financial plan – the financial planning, setting prices and break and the break-even analysis, financial capital requirements.

YEAR 2 : SEMESTER 1		
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BASIC MICROECONOMICS		CEMI3571
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NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	

Module Description:  
Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand **that society's** economic choices often involve trade-offs between efficiency and equity.



<b>PLANNING THE VENTURE 2</b>		<b>CMPV2531</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This module will cover - The budgeting process- reasons for budgeting, the budgeting process, the three pro-forma statements used in the budgeting process; the marketing plan – conduct market analysis, market research, forecasting sales, the marketing strategy, the pricing strategy, sales strategy, service strategy, advertising and promotion strategies, the distribution strategies and a pro-forma marketing plan; Operational plan – conducting operational planning, the operational cycle, the location, the facilities, the employees required, administration, the strategy and plans, manufacturing, retail, and services processes, the layout, a pro-forma operational plan.

<b>THE ENTREPRENEURIAL LEADER AND TEAM</b>		<b>CMEL2571</b>	<b>EQUIVALENT: CMEL2572</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This module will cover – The Entrepreneurial leader – the importance of the team; stages of growth; managing for rapid growth; Entrepreneurial Culture – what entrepreneurial leader need to know; competencies and skills; skills in building entrepreneurial culture, helping, coaching, and conflict management, teamwork and influence. Forming and building teams, rewards and incentives.

<b>NEW VENTURE MANAGEMENT 1A</b>		<b>CMVM2571</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:  
This course will introduce students to: the concept of management, the process of strategic management; human resource function, the financial function, the marketing function, the purchasing function, the manufacturing function and the administration function as it relates to venture management.

<b>YEAR 2 : SEMESTER 2</b>			
<b>PRINCIPLES OF MANAGEMENT</b>		<b>CMPP3572</b>	<b>EQUIVALENT: CMPP3579</b>

NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)	
Pre-requisite:	None	

Module Description:  
Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

<b>NEW VENTURE MANAGEMENT 1B</b>		<b>CMVM2572</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	

Module Description:

The course will cover motivation as part of leading, Methods and techniques of motivation, managing individual motivation, leadership, leadership theories, and power and influence tactics of an entrepreneur.

<b>BASIC MACROECONOMICS</b>	<b>CEMA3572</b>
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NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.	

<b>CONTEMPORARY ISSUES IN ENTREPRENEURSHIP</b>	<b>CMCE2512</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
Pre-requisites:	None	
Module Description:	This course will cover: Legal aspects – Establishment of venture, registration of the venture, name of the venture, registering a trade mark, publicizing the business venture, partnerships, close corporations, companies, Revenue Services, Contracts, Personnel contracts with regards to entrepreneurship and new venture management; Reasons for business failure- internal and external reasons for failure; business ethics and social responsibility; managing growth; customer career.	

<b>UNAM CORE MODULES</b>
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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

COMPUTER LITERACY	UCLC3509
CONTEMPORARY SOCIAL ISSUES	UCSI3580
ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION	ULEG2410

## E.2.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The aim of this qualification is to provide necessary skills, knowledge and attitudes appropriate to the pursuit of a variety of careers in industrial, commercial or public sector organisations. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

## E.2.2 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

## E.2.3 CRITERIA FOR ADMISSION

- An applicant should be in possession of a minimum Grade 12 certificate, with a minimum of 22 points in five subjects on the UNAM point scale including English with at least a *D* symbol.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus. A special application is available for this purpose.
- Advanced Subsidiary (AS) - 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).

## E.2.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to a total of 42 credits.

## E.2.5 ADVANCEMENT AND PROGRESSION RULES

1. In order to advance to the following academic level of study second (2) year, a student must pass at least two-thirds (2/3) of the courses for the curriculum for first (1) year which amounts to 88 credits.
2. If a student passes only one third (1/3) (64 credits) of the full curriculum of a specific year, s/he may not register for any course on the following higher level.
3. Furthermore, pre-requisites for courses have to be passed before a student can proceed to register for courses that require pre-requisites.
4. Also a student is expected to complete the Diploma before seeking to register for any other programme in the Department.

## E.2.6 EXEMPTIONS

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

## E.2.7 MODE OF DELIVERY

Part time programme.

## E.2.8 DURATION OF STUDY

The minimum duration of this programme is two (2) year and the maximum duration is three (3) years.

## E.2.9 CLASS ATTENDANCE

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

## E.2.10 CURRICULUM

Course Code	Course	NOF Level	Credits	Compulsory	Pre-requisite
YEAR 1 : SEMESTER 1					
ULEG2410	English for General Communication Skills	4	16	YES	
CBBM2431	Principles of Business Mathematics	4	16	YES	
CBBS2431	Principles of Business Statistics	4	16	YES	
CBBN2431	Principles of Business Management	4	16	YES	
Total credits for Semester 1			64		
YEAR 1 : SEMESTER 2					

ULEG2410	English for General Communication	4	16	YES	
CBBA2472	Principles of Business Accounting	4	16	YES	
CBBE2422	Principles of Business Economics	4	8	YES	
CBBT2422	Principles of Business Ethics and Law	4	8	YES	
CBBC2432	Principles of Business Computing	4	8	YES	
CBBH2422	Principles of Business Entrepreneurship	4	8	YES	
Total credits for Semester 2			64		
TOTAL CREDITS FOR YEAR 1			128		
YEAR 2 : SEMESTER 1					
ULCE3419	English Communication and Study Skills	5	16	YES	ULEG2410
UCLC3509	Computer Literacy	5	8	YES	
UCSI3580	Contemporary Social Issues	5	8	YES	
CBCM2531	Business Mathematics	5	16	YES	CBBM2431
CBEB2531	Elements of Banking	5	16	YES	
Total Credits for Semester 1			64		
YEAR 2 : SEMESTER 2					
ULEA3519	English for Academic Purposes	5	16	YES	ULCE 3419
CBSS2532	Business Statistics	5	16	YES	CBBS2431
CBCR2532	Principles of Credit	5	16	YES	
CBBM2532	Business Management	5	16	YES	CBBN2431
Total Credits for Semester 2			64		
TOTAL CREDITS FOR YEAR 2			128		
TOTAL CREDITS			256		

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

## E.2.11 Syllabi

### YEAR 1: SEMESTER 1

#### PRINCIPLES OF BUSINESS MATHEMATICS

CBBM2431

NQF Level: 4 Credits:16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

#### Module Description:

This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are logarithms, Indices, Sequences and Series, Introduction to calculus, especially differentiation and integration.

#### PRINCIPLES OF BUSINESS STATISTICS

CBBS2431

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

#### Module Description:

The detailed contents of the course are as follows: identify the various measures of dispersion; compute measures of skewness; identify the various measures of central location for both grouped and ungrouped data; application of probabilities rules as well as construction and interpretation of probability from a contingency table (joint probability table); and identify when to apply each of these distributions (probability distribution), and the computation thereof.

#### PRINCIPLES OF BUSINESS MANAGEMENT

CBBN2431

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module Assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Pre-requisites: None

#### Module Description:

The course provides an introduction to organisational culture and styles of management; leadership style and teamwork building; personal time management, stress management, and management skills and competencies; boundary management and external environment.

YEAR 1: SEMESTER 2		
PRINCIPLES OF BUSINESS ACCOUNTING		CBBA2472
NQF Level: 4	Credits:16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course introduces the students to the conceptual framework of accounting and the accounting principles in general. It also covers the formats of financial statements and the purpose of these statements for different users. It will deal with the completion of financial statements from records and various categories and adjustments for effective management of cash flow. This course also assesses the performance of business through the application of ratio analysis.	
PRINCIPLES OF BUSINESS ECONOMICS		CBBE2462
NQF Level: 4	Credits: 8	Contact Hours: 2 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course provides a definition and scope of business economics. It deals with factors influencing demand and supply of products and services, elasticity of demand and supply, price determination of products and services under different market structures, production functions, cost concepts, optimal level of output and input use, risk and uncertainty, and the macroeconomic environment and its impact on business.	
PRINCIPLES OF BUSINESS ETHICS AND LAW		CBBT2422
NQF Level: 4	Credits: 8	Contact Hours: 2 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course will examine the theoretical roots of Business Ethics. It will consider the different types of ethical issues in business and how the development of ethical values impact on business behaviour including the effects on stakeholders and the environment. The course will also examine how an individual's ethical position impacts upon the moral relationship between the employer and the employee against the backdrop of the contractual relationship between both parties.	
PRINCIPLES OF BUSINESS COMPUTING		CBBC2432
NQF Level: 4	Credits: 8	Contact Hours: 2 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course seeks to introduce students to the world of technology in general and how technology is being used within a business context in particular. Various aspects would be covered such as the primary operation of a computer, basic types of computers and electronic commerce.	
PRINCIPLES OF BUSINESS ENTREPRENEURSHIP		CBBH2422
NQF Level: 4	Credits: 8	Contact Hours: 2 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course will expose the students to the entrepreneurial perspective: types of entrepreneurs, characteristics of entrepreneurs and features of successful entrepreneurs. It also deals with pursuit of generating and screening ideas which cover the challenges to creativity thinking, creativity myths and the idea generation process. The course is designed to give students an overview on assessing market feasibility and viability, writing business plans, Finance, growth and exit strategy and entrepreneurial leadership.	
YEAR 2: SEMESTER 1		

<b>BUSINESS MATHEMATICS</b>	<b>CBCM2531</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Principles of Business Mathematics (CBBM2431)	
Module Description:	This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are linear programming, logarithms, Indices, Sequences and Series, calculus, especially differentiation and integration.	

<b>ELEMENTS OF BANKING</b>	<b>CBEB2531</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course provides a comprehensive introduction to the business of banking. It covers both practical and theoretical issues relating to banking, central banking & bank regulation, and comparative banking markets. The course also deals with the rationale for the existence of banks, the different services they offer, and the recent trends impacting on the banking industry.	

<b>YEAR 2: SEMESTER 2</b>
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<b>BUSINESS STATISTICS</b>	<b>CBSS2532</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Principles of Business Statistics (CBBS2431)	
Module Description:	The detailed contents of the course are as follows: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Test of goodness of fit and independence, Simple linear regression and index numbers.	

<b>PRINCIPLES OF CREDIT</b>	<b>CBCR2532</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This course provides an overview of all aspects, steps, and issues that are integral to credit and its risk elements. It provides an introduction to the concepts, techniques, and practical examples to the process of credit allocation and risk modelling.	

<b>BUSINESS MANAGEMENT</b>	<b>CBBM2532</b>
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks
Module Assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	Principles of Business Management (CBBN2431)	
Module Description:	The course provides an introduction to management and covers areas such as change management and innovation, decision-making, leading organizations, controlling and evaluation, organizational structures and their relationship to the functional areas of business: finance, marketing, operations and human resources.	

<b>UNAM CORE MODULES</b>
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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89



E.3.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

E.3.2 CRITERIA FOR ADMISSION

- In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessary ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.
- The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.
- Advanced Subsidiary (AS) - 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

E.3.3 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

E.3.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

*For readmission into the faculty a student should have passed:*

- *At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module*
- *At least 144 credits by the end of second year;*
- *At least 240 credits by the end of third year;*
- *At least 336 credits by the end of fourth year;*

E.3.5 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

E.3.6 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

E.3.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at of a specific year, he/she may not register for any courses on the following higher level. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

A student will not be allowed to register for more than 12 courses per year.



### E.3.8 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

### E.3.9 IMPLEMENTATION STRATEGY

The revised programme will phase is gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.

### E.3.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face-to-face / Full time and Distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

### E.3.11 DURATION OF STUDY

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Science may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

### E.3.12 SUMMARY OF CHANGES & NEW COURSES

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Rational for proposes changes and revisions

*Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)*

*Management Accounting (CAAM 3691)* is proposed to replace *Business Economics (CMBE 3672) and Entrepreneurship (CMRE 3771)* replaces *Managerial Economics (CMMI 3771)*. The department observed that students are acquiring adequate knowledge in *Basic Micro Economics (CEMA 3571)* and *Basic Macro Economics (CEMA 3572)*, hence this change.

Students failing *Business Economics (CMBE 3672)* and *Managerial Economics (CMMI 3771)* in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

*Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)*

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that *Banking and Finance* was inadequately integrated into the curriculum compared to *Marketing and Human resources Management*.

*Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)*

In addition, *Financial Accounting 1A (CAFE3691)* and *Financial Accounting 1B (CAFE3692)* are proposed to replaced *Business Accounting (CMBA 3671)* and *Business Accounting (CMBA 3672)*. Department observed that this two modules will help the students acquire adequate knowledge in *Accounting*.

The proposed modules in *Accounting*, for example, *Fundamentals of Accounting 1A and 1B*, *Financial Accounting 1A and 1B*, *Management Accounting 1A and 1B* might address the inadequacies BBA students experience in *Financial Management*.

Research Paper was replaced by Research Project (CMRM3870)

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

E.3.13 CURRICULUM

Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS						
Course code	Course	NOF Level	Credits	Compulsory	Pre-requisites /Co-requisites	
<b>YEAR 1 : SEMESTER 1</b>						
ULCE3419	English Communication and Study Skills	4	16	C	None	
UCLC3509	Computer Literacy	5	8	C	None	
CAFE3581	Fundamentals of Accounting A	5	12	C	None	
CEMI3571	Basic Micro Economics	5	16	C	None	
CBCM3571	Business Mathematics	5	16	C	None	
Total credits Semester 1			68			
<b>YEAR 1 : SEMESTER 2</b>						
ULEA3519	English for Academic purpose	5	16	C	None	
CMPP3572	Principles of Management	5	16	C	None	
CAFE3582	Fundamentals of Accounting B	5	12	C	Co-requisites	CAFE3581
CEMA3572	Basic Macro Economics	5	16	C	Co-requisites	CEMI3571
UCSI3580	Contemporary Social Studies	4	8	C	None	
Total credits Semester 2			68			
TOTAL CREDITS YEAR 1			136			
<b>YEAR 2 : SEMESTER 1</b>						
CMBO3671	Organizational Behaviour A	6	16	C	Pre-requisites	CMPP3572
CAFE3691	Financial Accounting 1A	6	12	C	Pre-requisites	CAFE3581
CACL3631	Commercial Law A	6	16	C	None	
CABA3691	Business Statistics A	6	12	C	Pre-requisites	CBCM3571
CAAM3691	Management Accounting 1A	6	12	C	None	
Total credits Semester 1			68			
<b>YEAR 2 : SEMESTER 2</b>						
CMBO3672	Organisational Behaviour B	6	16	C	Co-requisites	CMBO3671
CAFE3692	Financial Accounting 1B	6	12	C	Pre-requisites	CAFE3581 and CAFE3582
CACL3632	Commercial Law B	6	16	C	Co-requisites	CACL3631
CABA3692	Business Statistics B	6	12	C	Pre-requisites Co-requisite	CBCM3571 CABA3691
CAAM3692	Management Accounting 1B	6	12	C	Co-requisites	CAAM3691
Total credits Semester 2			68			
TOTAL CREDITS YEAR 2			136			
<b>YEAR 3 : SEMESTER 1</b>						
CMRE3781	Entrepreneurship A	7	12	C	Pre-requisites	CMBO3671 and CMBO3672
CMSM3781	Marketing Management 1A	7	16	C	Pre-requisites	CMBO3671 and CMBO3672
CMHM3781	Human Resource Management 1A	7	16	C	Pre-requisites	CMBO3671 and CMBO3672
CMMO3781	Operations Management 1A	7	12	C	Pre-requisites	CABA3691 and ABA3692
CMBF3781	Banking and Finance 1A	7	16	C	Pre-requisites	CAFE3691 and CAFE3692, CAAM3691 and CAAM3692
Total credits Semester 1			72			
<b>YEAR 3 : SEMESTER 2</b>						
CMRE3782	Entrepreneurship B	7	12	C	Co-requisites	CMRE3781
CMSM3782	Marketing Management 1B	7	16	C	Co-requisites	CMSM3781
CMHM3782	Human Resource Management 1B	7	16	C	Co-requisites	CMHM3781
CMMO3782	Operations Management 1B	7	12	C	Co-requisites	CMMO3781
CMBF3782	Banking and Finance 1B	7	16	C	Co-requisites	CMBF3781
CMBR3772	Business Research Methodology	7	16	C	None	
Total credits Semester 2			88			
TOTAL CREDITS YEAR 3			136			

YEAR 4 : SEMESTER 1						
<u>SPECIALISATIONS: CHOOSE ONLY 1</u>						
CMHM3851 CMSM3851 CMBF3851	Strategic Human Resources Management 2A Strategic Marketing 2A Banking & Finance 2A	8	16			CMHM3781/2 CMSM3781/2 CMBF3781/2
CMST3871	Strategic Management A	8	12	C		CMHM3782; CMSM3782; CMRE3782; CMMO3782
CAMF3871	Financial Management A	8	16	C		CAAM3652
CMMI3871	Management Information System	8	12	C		None
CMRP3870	Research Project	8	16	C		CMBR3772
Total credits Semester 1			72			
YEAR 4 : SEMESTER 2						
<u>SPECIALISATIONS: CHOOSE ONLY 1</u>						
CMHM3852 CMSM3852 CMBF3852	Strategic Human Resources Management 2B Strategic Marketing 2B Banking & Finance 2B	8	16			CMHM3871 CMSM3871 CMBF3871
CMST3872	Strategic Management B	8	12	C		CMST3871
CAMF3872	Financial Management B	8	16	C		CAMF3871
CMRP3870	Research Project	8	16	C		
Total credits Semester 2			72			
TOTAL CREDITS YEAR 4			144			
COURSE TOTAL			548			

### E.3.14 Syllabi

YEAR 1 : SEMESTER 1		
FUNDAMENTALS OF ACCOUNTING A	CAFE3581	EQUIVALENT: CAFE3511
NOF Level: 5	Credits: 12	Contact hours: 3 hours & 1 hour tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:	The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.	
BASIC MICROECONOMICS		CEMI3571
NOF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.	
BUSINESS MATHEMATICS		CBCM3571

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous Assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

Pre-requisites: None  
 Module Description:

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

<b>YEAR 1 : SEMESTER 2</b>		
<b>PRINCIPLES OF MANAGEMENT</b>		<b>CMPP3572</b>

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)  
 Examination (50%): 1 x 3 hour paper

Pre-requisite: None

Module Description: This course will expose students to the various functions of management which are planning, organizing, leading and control. As management form part and parcel of businesses, students will be exposed to the business environment looking at the macro and micro, social, economic, political and cultural environments. Additional topics to be covered in the module are: introduction to various forms of entrepreneurship, the four core functions of businesses such as Human Resources (HR), and marketing, finance and operations management. Various economic systems shall be discussed in detail.

Above all students will be introduced to the history and evolution of the theories of management.

<b>FUNDAMENTALS OF ACCOUNTING B</b>	<b>CAFE3582</b>	<b>EQUIVALENT: CAFE3512</b>
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NQF Level: 5 Credits: 12 Contact hours: 3 hours & 1 tutorial hour per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

Pre-requisites: None

Module Description:

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.

<b>BASIC MACROECONOMICS</b>		<b>CEMA3572</b>
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NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

Module Description:

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

<b>YEAR 2 : SEMESTER 1</b>		
<b>ORGANIZATIONAL BEHAVIOUR A</b>		<b>CMBO3671</b>

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Principles of Management (CMPP 3572)

Module Description:

The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

<b>FINANCIAL ACCOUNTING 1A</b>	<b>CAFE3691</b>	<b>EQUIVALENT: CMBF3671</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: Fundamentals of Accounting A & B (CAFE3581/2)

Module Description:

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

<b>COMMERCIAL LAW A</b>	<b>CACL3631</b>
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NOF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50% (Minimum 2 tests and 1 assignment)  
 Examination 50% (1 x 3 hour examination paper)

Pre-requisite: None

Module Description:

Introduction to the theory of Law, the definition of the concept of "law", the various sources of Namibian law. Customs, legislation (statute), common law etc. as sources of Namibian law. Direct and indirect sources of law, the various divisions of our law. The administration of justice in Namibia. The hierarchy of the Namibian courts .The general principles of natural justice "audi alteram partem rule". The law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality. Termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc. Various forms of breach of contract: mora creditoris, moradebitoris, defective performance, prevention of performance, repudiation. Remedies for breach of contract .specific performance as a remedy for breach of contracts and other potential remedies availed to an aggrieved party.

<b>BUSINESS STATISTICS A</b>	<b>CABA3691</b>	<b>EQUIVALENT: CABA3631</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

Pre-requisites: Business Mathematics (CBCM3571)

Module Description:

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

<b>MANAGEMENT ACCOUNTING 1A</b>	<b>CAAM3691</b>	<b>EQUIVALENT: CAAM3651</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

Pre-requisites: None

Module Description:

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

<b>YEAR 2 : SEMESTER 2</b>
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<b>ORGANIZATIONAL BEHAVIOUR B</b>	<b>CMBO3672</b>
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NOF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment 50%: two tests and one assignment  
 Examination 50%: 1 x 3 hour examination paper  
 Co-requisite: Organizational Behaviour A (CMBO 3671)  
 Module Description:

Module Description:

The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles

<b>FINANCIAL ACCOUNTING 1B</b>	<b>CAFE3692</b>	<b>EQUIVALENT: CAFE3632</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: Fundamentals of Accounting A & B (CAFE3581/2)

Module Description:

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

<b>COMMERCIAL LAW B</b>	<b>CACL3632</b>
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NOF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: None

Module Description:

The detailed contents are as follows: Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgraatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

<b>BUSINESS STATISTICS B</b>	<b>CABA3692</b>	<b>EQUIVALENT: CABA3632</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: Business Mathematics (CBCM3571) & Co-requisite: CABA3691

Module Description:

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

<b>MANAGEMENT ACCOUNTING 1B</b>	<b>CAAM3692</b>	<b>EQUIVALENT: CAAM3652</b>
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NOF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks  
 Module assessment: Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 Pre-requisites: Management Accounting 1A (CAAM 3691)

Module Description:

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

YEAR 3 : SEMESTER 1		
ENTREPRENEURSHIP A		CMRE3781
NQF Level: 7	Credits:12	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and 1 assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisite:	Organisational Behaviour (CMBO 3671/2)	
Module Description:	The module aims to equip students with the insights, tools, concepts, and skills necessary to successfully overcome obstacles and achieve the vision pertaining to the various forms of entrepreneurship. The topics to be covered in this module are defining the various forms of entrepreneurship, explaining what each of these forms of entrepreneurship means in the Namibian and SADC context, exploring the entrepreneurship theories, traditions of entrepreneurship and looking at the various models of entrepreneurship in a Namibian, African and international context.	

MARKETING MANAGEMENT 1A		CMSM3781	EQUIVALENT: CMSM3771
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Pre-requisite:	Organisational Behaviour (CMBO 3671/2)		
Module Description:	The following topics will be covered: the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behavior, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.		

HUMAN RESOURCE MANAGEMENT 1A		CMHM3781	EQUIVALENT: CMHM3771
NQF Level: 7	Credits:16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Pre-requisite:	Organisational Behaviour (CMBO 3671/2)		
Module Description:	The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self -confidence, self -image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm – fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage – the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage - individual models of leadership – trait –based approach, behavioral- based approach, situational – based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.		

OPERATIONS MANAGEMENT 1A		CMMO3781	EQUIVALENT: CMM03771
NQF Level: 7	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Pre-requisite:	Business Statistics A & B (CABA 3691/2)		
Module Description:			

The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are operations strategy, design of goods and services, process management, quality management, forecasting layout and location strategies.

BANKING & FINANCE 1A		CMBF3781
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisite: Financial Accounting 1A/1B & Management Accounting 1A/1B (CMBA 3671/2 & CAAM 3691/2)		
Module Description: The course will cover Security and portfolio analysis – introducing students to the principles of financial investment decisions from an industry perspective. Student will be also exposed to key drivers driving investment decisions and factors driving investment decisions at a corporate level.		

### YEAR 3 : SEMESTER 2

MARKETING MANAGEMENT 1B		CMSM3782	EQUIVALENT: CMSM3772
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Co-requisite:	Marketing Management 1A (CMSM 3781)		
Module Description: This module covers- learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.			

HUMAN RESOURCE MANAGEMENT 1B		CMHM3782	EQUIVALENT: CMHM3772
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Co-requisite:	Human Resource Management (CMHM 3781)		
Module Description: This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts: interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.			

BANKING & FINANCE 1B		CMBF3782
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co-requisite:	Banking and Finance 1A (CMBF 3781)	
Module Description: Students will cover- investment from a company perspective. It exposes students to single analysis before investment. Students will be expected to know the types of securities in which a single investor may draw upon his investment decisions like bonds, real estate, stocks and precious metals. Institutional Investment analysis- this course provides students with the fundamentals of the company valuation. The students should be able to unearth the various factors that may impact <b>directly on the company's operations by going beyond the analysis of financial students in order to find out of its worth buying that particular company or not.</b>		

ENTREPRENEURSHIP B		CMRE3782	EQUIVALENT: CMRE3772
NQF Level: 7	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks	



Module assessment: Continuous assessment 50%: two tests and 1 assignment  
Examination 50%: 1 x 3 hour examination paper

Co-requisite: Entrepreneurship A (CMRE 3781)

Module Description: The module build upon the knowledge and skills students gained in semester one (1). In the first part of module two (2) students will be introduced to the typologies of entrepreneurship. This module will also enable students to explore and understand the various reasons for business success and failure. In the second phase of module two (2) students will learn more about the description and the importance of drawing up a business plan. They will be exposed to the various challenges entrepreneurs both in Africa and around the world. They will be exposed to the various challenges entrepreneurs are faced with and how they are exploiting opportunities in their business ventures. In this module students are expected to apply their theoretical understanding of entrepreneurship into practice and it will be expected from them to draw a business plan of a product or a service in a local, African or international context.

OPERATIONS MANAGEMENT 1B	CMMO3782	EQUIVALENT: CMMO3772
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NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Business Statistics A & B (CABA 3691/2 Business Mathematics: (BCM3571)  
Co-requisite Operations Management 1A (CMMO 3781);

Module Description:

This course is designed to expose the student with the functional area of operations Management. The course covers the foundations of operations Management in both manufacturing and service industries. The course deals with broadly introducing students to selection of topics in Operations Management. This course builds on the work covered in the first module in operations management.

BUSINESS RESEARCH METHODOLOGY	CMBR3772
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NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisite: None

Module Description:

The detailed contents are as follows: Introduction to research, research in business, the role and types of research, Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal, Ethics in research Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables, Research design, primary and secondary data sources, data collection, questionnaire construction, Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals).

YEAR 4 : SEMESTER 1
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Specializations:

STRATEGIC HUMAN RESOURCES MANAGEMENT 2A	CMHM3851
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Human Resource Management 1A & 1B (CMHM 3781/2)

Module Description:

Students will cover – ethical issues and challenges in human resources management - the problem of dual loyalties; HR professional codes of conduct: an integrity-oriented approach to strategic business partnership: ethical decision-making frameworks; the consequences of action: Teleological theory; the importance of duty to others: Deontological theory; Corporate Governance – Corporate social responsibility; the narrow classical economic view; socio-economic view of CSR; broad maximal view of CSR; current developments in CSR: corporate ethics programmes – operationalizing corporate ethics programmes; effectiveness of corporate ethics programmes; Corporate governance – corporate governance and its importance; theories of corporate governance; governance standards and principles; Corporate Citizenship and: Implications for the HR function; Corporate Social responsibility and HRM.

STRATEGIC MARKETING 2A	CMSM3851
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NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Marketing Management 1A & 1B (CMSM 3781/2)

Module Description:

This course introduces the concept of strategy and strategic marketing planning. It further provides an understanding of the Strategic Missions and Strategic Goals, and Environmental Scanning. It also inculcates an in depth knowledge in the context of customer, competitor and market analysis, and creation of the marketing mix. It illuminates the concept of Marketing Research, Marketing Implementation and Control, and culminates as a toolkit for the comprehensive strategic marketing plan development.

**BANKING & FINANCE 2A**

BANKING & FINANCE 2A		CMBF3851
NOF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisite:	Banking and Finance 1A /1B (CMBF 3781/2)	

Module Description:

This module will expose students to the Financial System in general. It also introduces students to the regulation of the financial system of the Namibian, South African and the United States of America. The module further concentrates on the various financial assets and institutions that are traded in the financial markets.

STRATEGIC MANAGEMENT A		CMST3871
NOF Level: 8	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisite:	Human Resource Management 1B (CMHM3782); Marketing Management 1B (CMSM3782); Operations Management 1B (CMMO3782); Entrepreneurship B (MRE3782)	

Module Description:

This course aims to provide students with strategic awareness, strategic analysis, strategy development, strategic decision knowledge. The course is designed to equip the students with ability to prepare strategic plans. Environmental scanning as it is increasingly important for day to day business operations is a catalyst that the course will have an in-depth look. Through this course the students will be equipped with an understanding of how functional areas of management ( in which they are most likely to be employed in) contribute to strategic management and to strategic changes within organizations. Overly, the course or module is concerned with the actions the organizations take to deal with the changes, opportunities, threats, challenges and surprises in their external and internal environment. The course content under the main topics shall be detailed as follow : Understanding Strategy and Strategic Management: What is strategy and who is involved, Strategic Planning, Strategic purpose Analysis and Positioning The business Environment and strategy, Resource led Strategy- Business model and Revenue Model, Introducing culture and values .Strategy Development :Creating and formulating strategy: alternatives, evaluation and choice, Strategic Leadership and intrapreneurship: Towards visionary leadership, strategic management today: business agility

FINANCIAL MANAGEMENT A		CAMF3871
NOF Level: 8	Credits: 16	Contact hours: 4 hours lecture & 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 1A &1B (CAFE3691/2); Management Accounting 1A & 1B (CAAM3691/2)	

Module Description:

The detailed contents are as follows: Financial statements analysis – ratio analyses, Du Pont Identity; Sources and uses of cash, standardised financial statements; Time value of money – present and future values, discounted cash flow valuation; Risk and return – basics, returns, Capital asset pricing model; expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index; Project cash flows, incremental cash flows discounted cash flow analysis, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their

relative costs, estimating the cost of equity, cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

MANAGEMENT INFORMATION SYSTEMS		CMMI3871
NQF Level: 8	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisite:	None	
Module Description:	<p>This is a capstone module in the field of management information systems. The module integrates the organizational, managerial, and technical aspects of management information systems. Emphasis is on the internal management of information resources and on the management of information systems. Coverage of the subject matter will be through lectures, case studies, class discussion, independent readings and research.</p> <p>Fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, management information systems for business data processing, office automation, information reporting, and decision making will be covered. Emphasis is on managerial and strategic aspects of information systems as opposed to the technology aspects.</p> <p>Because this course is an MIS course and is meant to expose contemporary managerial thought associated with a new and dynamic environment, the information technologies associated with the delivery of Internet sites, etc. will be only briefly mentioned. This course is NOT an Information Technology course.</p>	

RESEARCH PROJECT		CMRP3870
NQF Level: 8	Credits: 32	Contact hours: 4 hours lecture per week for 28 weeks
Module assessment:	100%: Mini Thesis	
Pre-requisite:	Business Research Methodology (CMBR3772)	
Module Description:	<p>Students have to prepare a research proposal and get it approved from a supervisor. Conduct the research and write a brief report. The report must include: A clear identification of a problem statement in the industry and its importance or relevance to the welfare of the business and industry. A clear theoretical analysis of objectives identified, presentation of some type of empirical evidence and conclusion.</p>	

#### YEAR 4 : SEMESTER 2

STRATEGIC HUMAN RESOURCES MANAGEMENT 2B		CMHM3852
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co-requisite:	Strategic Human Resources Management 2A (CMHM3871)	
Module Description:	<p>Module covers - Human Resources Management and the Legislative environment - freedom of association and general <b>protections, trade unions and employer's</b> organisations, work times and rules, payment, remuneration and deductions, termination of employment, collective bargaining, strikes and lock outs, dispute resolution, unfair dismissals, health and safety at work. Interdependency between employment relations and human resource management- covers the individual contract of employment, essentials of employer-employee communication, dispute handling procedures, strike handling grievance and discipline.</p>	

STRATEGIC MARKETING 2B		CMSM3852
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co-requisite:	Strategic Marketing 2A (CMSM 3871)	
Module Description:	<p>Module covers - Strategic marketing develops a structured approach to understanding and managing the marketing function. By learning how to successfully understand the markets in terms of identifying threats and new business opportunities, tracking competition by <b>staying on top of changing customer expectations, shaping an organization's</b> strategy in terms of selection of suitable opportunities, product portfolios to sustain, target market decisions and competitive positioning, managing brands and creating compelling product value propositions intended to excite customers, attracting new customers by developing new product solutions with an attempt to outwit competition. The course would ensure that students understand how physical distribution activities are integrated into marketing channels and overall marketing strategies and will examine physical distribution objectives. The course will further</p>	

explore how digitalization has impacted the consumer behavior and decision making or the marketing of good and services

BANKING & FINANCE 2B		CMBF3852
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co -requisite:	Banking and Finance 2A (CMBF 3871)	
Module Description:		

This module will focus on the operations and management of banking institutions. It would cover topics related to the analysis of bank Performance, managing interest rate risk, liquidity management, global regulatory framework and credit risk management.

FINANCIAL MANAGEMENT B		CAMF3872
NQA Level: 8	Credits: 16	Contact hours: 4 hours & 5 lectures per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2); Management Accounting 1A&1B (CAAM3691/2)	
Module Description:		

The detailed contents are as follows: Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure; Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, finance for small and medium-size entities; Advanced investment appraisals; discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing; International investment and financing decisions; Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers; Risk management – nature and types of risk and approaches to risk management.

STRATEGIC MANAGEMENT B		CMST3882
NQF Level:8	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co -requisite:	Strategic Management A (CMST3871)	
Module Description:		

The course is meticulously designed to enable students to make structural and performance analysis of competitive forces and to position a firm to gain strategic advantages in various business and organizational context. Implementation and control measures of strategy shall be explored. The course attempts to develop knowledge-integrated analytical understanding of practical issues associated with the formulation, selection and implementation of business strategy choices. The course also helps the students to understand the relevance of Western Sub Saharan strategic management theories and practices to the local settings. In addition, the course discusses the sub Saharan perspective of formulating, implementing, and managing organizational strategies. The following major topics shall be elaborated upon: organising for success, Processes, relationships, enabling for success and managing information.

### UNAM CORE MODULES

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

CONTEMPORARY SOCIAL ISSUES	UCSI3580
COMPUTER LITERACY	UCLC3509
ENGLISH COMMUNICATION AND STUDY SKILLS	ULCE3419
ENGLISH FOR ACADEMIC PURPOSES	ULEA3519

## F. DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

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### F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS) (phased out 2023)

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#### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort – particularly at the level of the local state in Namibia.
- **Support local authorities' capacity building in a focused manner by offering largely tailor-made and demand-oriented academic programmes.**
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

#### F.1.2 CRITERIA FOR ADMISSION

- Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The latter does not necessarily ensure and/or guarantee admission.
- Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose.
- Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.
- Advanced Subsidiary (AS) - 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).
- UNAM Foundation programme win a minimum 55% average pass.

#### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

#### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

#### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the first year of study.
- 7 courses (112 credits) at the end of the second year of study.

#### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student must pass not less than 4 courses (equivalent to 64 credits) in the first year in order to advance to the second year.
- A student must pass not less than 7 courses (equivalent to 112 credits) at the end of the second year of study.
- A student must also pass all pre-requisites before registering for courses that require pre-requisites.

#### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

#### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of 272 CREDITS upon completion of the programme.

#### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

#### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

#### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

#### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government (CEPG 2471)	Local Government Finance and Budgeting (CPGF 2472) Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572)PAP2571
Local Government Strategic Management(CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises EIGHTEEN (18) COURSES that facilitate accrual of 272 CREDITS upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credits	Compulsory(C)/ Elective (E)	(Co-requisite) Pre-requisite
<b>YEAR 1: SEMESTER 1</b>					
ULEG2410	English for General Communication	4	16	Compulsory	None
CPLG2471	Introduction to Local Government	4	16	Compulsory	None
CPNS2471	Basic Numeracy and Statistics	4	16	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
Total credits Semester 1			72		
<b>YEAR 1: SEMESTER 2</b>					
ULEG2410	English for General Communication	4	16	Compulsory	None
CPFG2472	Local Government Accounting 1	4	16	Compulsory	None
CPGF2472	Local Government Finance & Budgeting	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	(Co-requisite) CEMI3571
Total credits Semester 2			72		
TOTAL CREDITS YEAR 1			144		
<b>YEAR 2 : SEMESTER 1</b>					
CPPF2571	Local Government Policy Formulation & Evaluation	5	16	Compulsory	None
CPGA2571	Local Government Accounting II	5	16	Compulsory	CPFG 2472
CPMM2571	Project Development and Management	5	16	Compulsory	None
CPLA2571	Local Sustainable Development	5	16	Compulsory	None
Total credits Semester 1			64		
<b>YEAR 2 : SEMESTER 2</b>					
CPAP2572	Politics and Administration	5	16	Compulsory	None
CPCP2572	Urban Planning and Infrastructure Issues	5	16	Compulsory	None
CPLD2572	Local Government Auditing Theory	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
Total credits Semester 2			64		
TOTAL CREDITS YEAR 2			128		
TOTAL CREDITS FOR THE PROGRAMME			272		

F.1.14 Syllabi

<b>YEAR 1 : SEMESTER 1</b>		
INTRODUCTION TO LOCAL GOVERNMENT	CPLG2471	EQUIVALENT: CPLD2472

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous Assessment: 50 %: two tests  
Final Examination: 50 %: 1 x 2 hours written examination

Pre-requisites: None

Module Description:

The module focuses on political decentralisation and decentralized structures of government, local government roles and responsibilities, and the principles of urban governance namely: sustainability in all dimensions of local development<sup>1</sup> service provision; subsidiarity of authority and resources to the closest appropriate level consistent with efficient and cost effective delivery of services; equity of access to decision-making processes and the basic necessities of community life;

efficiency in the delivery of public services and in promoting local economic development; transparency and accountability of decision-makers and all stakeholders; civic engagement and citizenship with all citizens participating in and contributing to the common good; and security of individuals and their living environment.

BASIC NUMERACY AND STATISTICS		CPNS2471	EQUIVALENT: CABN2471
NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks	
Module Assessment:	Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hours written Paper		
Pre-requisites:	None		
Module Description:	This is a foundation course that focuses on basic mathematics and statistics. The focus includes concepts and probability theories.		

BASIC MICROECONOMICS		CEMI3571	
NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Pre-requisites:	None		
Module Description:	Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.		

YEAR 1 : SEMESTER 2			
LOCAL GOVERNMENT ACCOUNTING I		CPFG2472	
NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks	
Module Assessment:	Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper		
Pre-requisites:	None		
Module Description:	This Module offers a broad academic knowledge on the Local Government accounting administration and control. It also deals with the cost and management accounting applicable to the activities of local governments, mainly focusing on internal reporting and management decision making. It also probes the tenets of financial planning and reporting requirements of local government accounts.		

LOCAL GOVERNMENT FINANCE AND BUDGETING		CPGF2472	EQUIVALENT: CEPG2471
NQF Level: 4	Credits: 16	Contact Hours: 4 hours lecture per week for 14 weeks	
Module Assessment:	Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper		
Pre-requisites:	None		
Module Description:	The module introduces students to the concepts of public finance by focusing on local government finance, linking costs incurred and services delivered. It also explores aspects of budgeting, sources of revenue, and monitoring and controls systems in local government. Additionally, it discusses the role of councillors in financial management.		

BASIC MACROECONOMICS		CEMA3572	
NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks	
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
Pre-requisites:	None		

Module Description:  
This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt;



aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

<b>YEAR 2 : SEMESTER 1</b>		
<b>LOCAL GOVERNMENT POLICY FORMULATION AND EVALUATION</b>		<b>CPPF2571</b>

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper

Pre-requisites: None

Module Description:

The course aims to impart specialized skills on policy focusing on specific areas, namely the definition of policy; content and operational scope of public policy; policy theories and typologies; the rationale behind policy formulation; knowing who the policy stakeholders are and what roles they play in the policy process; and the synergy between public policy formulation and formation.

<b>LOCAL GOVERNMENT ACCOUNTING II</b>		<b>CPGA2571</b>
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NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper

Pre-requisites: Local Government Accounting I (CPFG 2472)

Module Description:

This Module deals with the standardization of local government financial statements developed over the years, the objectives attached to the statements and how the published annual financial statements of local authorities are compiled and what the contents of these statements entail. The other key areas dwelt on in this module are why certain financial statements are prepared for internal purposes only and the purpose of each.

<b>PROJECT DEVELOPMENT AND MANAGEMENT</b>	<b>CPMM2571</b>	<b>EQUIVALENT: CPSM2572</b>
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NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper

Pre-requisites: None

Module Description:

The course addresses the application of project management skills, such as project planning, team building, logical framework analysis, project budgeting, project implementation and monitoring and evaluation.

<b>LOCAL SUSTAINABLE DEVELOPMENT</b>		<b>CPLA2571</b>
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NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper

Pre-requisites: None

Module Description:

The course focuses on approaches to sustainable urban and rural development, strategic planning, tactical economic decision-making, evaluating economic development strategies and projects. It also concerns itself with urban and rural planning and economic development. Furthermore, it explores current issues in urban and rural development, team project presentations and reviews, analysis for economic development strategy: inter-relationships within and between local authorities, developing linkages with other local authorities. The conceptual underpinnings of development aid are explored, as well as the rationale and type of aid, and technical knowledge of handling aid is dealt with. The genesis, conceptualization, importance, types and relations that Non-Governmental Organisations (NGOs) have with government are also investigated. In addition, the legal and institutional framework in which NGOs functions is also examined. Finally, ways in which communities are mobilized empowered and how they participate in ensuring local sustainable development are dealt with.

<b>YEAR 2 : SEMESTER 2</b>		
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<b>POLITICS AND ADMINISTRATION</b>	<b>CPAP2572</b>	<b>EQUIVALENT: CPLF2571</b>
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NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper

Pre-requisites: None

Module Description:

The course covers introductory topics of Public Administration and Political Science such as, defining politics and describes the role of the state and civil society in transitional democratic modern societies. It discusses democracy and good governance, government institutions, decentralization, regimes and party systems. It also covers the scope of public administration, evolution, theories and ethical issues.

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**URBAN PLANNING AND INFRASTRUCTURE ISSUES** CPCP2572

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NQF Level: 5                      Credits: 16                      Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment:        Continuous assessment: 50%: two tests  
 Final Examination: 50% :1 x 2 hour paper

Pre-requisites:                None

Module Description:

The content offers a wide range of fields of knowledge that are essential to the comprehension of city (town) and infrastructure planning. At various scales, the module familiarises students with phenomena of urban living, the formation of contemporary cities, causes and effects of urbanisation, mobility and infrastructure development, observed under different politico-economic and socio-cultural conditions. It examines a set of problem formations experienced in sector and spatial planning, emerging from paradoxes pertaining to urban development paradigms, concepts of city planning, asset management and distinct public services; claimed by and provided to polarised urban societies and their interest groups. With view to the role research plays in urban planning and infrastructure development, the module invites students to discuss scenarios related to planning, implementation and sustainability of the quality of urban live, the politico-economic future of Namibian cities and national settlement systems.

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**LOCAL GOVERNMENT AUDITING THEORY** CPLD2572

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NQF Level: 5                      Credits: 16                      Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment:        Continuous assessment: 50%: two tests  
 Final Examination: 50%:1 x 2 hour paper

Pre-requisites:                None

Module Description:

The module seeks to provide descriptive study of auditing theory and practice at Local Government level. To that end, it focuses on auditing systems and practices. These include measurement of performance used to assess and verify value for money in local government. It also seeks to enhance students' understanding of the accountability of municipalities and counties. Additionally, the course takes cognisance of the fact that practices in auditing and accounting grew out of new management paradigms in the public sector with the object to achieve accountability, effectiveness, and efficiency.

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**PRINCIPLES OF MANAGEMENT** CMPP3572 EQUIVALENT: CPHM2571

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NQF Level: 5                      Credits: 16                      Contact hours: 4 hours lecture per week for 14 weeks

Module assessment:        Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

Pre-requisite:                None

Module Description:

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

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**UNAM CORE MODULES**

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

COMPUTER LITERACY UCLC3509

CONTEMPORARY SOCIAL ISSUES UCSI3580

ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION ULEG2410

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IMPORTANT NOTE TO ALL STUDENTS WHO HAVE COMPLETED THE DIPLOMA IN LOCAL GOVERNMENT STUDIES

The 2010 Prospectus of the Faculty of Economic and Management Science states that students who successfully complete the Diploma in Local Government, will be exempted from all first year courses offered in the Faculty of Economic and Management Science, except Business Mathematics and English.

Following consultations with the various departments, it was agreed that the above provided for exemptions, did not take into consideration the difference in levels on which the courses are offered at diploma and under-graduate degree level.

Moreover, the fact that the diploma was tailor-made for those interested in pursuing the degree of Bachelor of Public Management (BPAM), it is unrealistic to expect other departments within the faculty to exempt students from courses others who have met the requirements for degree courses are expected to do. Thus it was decided that students who have finished the above-mentioned Diploma and would like to pursue the degree of Bachelor of Public Management (BPAM), will receive exemptions for certain courses only. These courses are:

1. Computer Literacy (UCLC3409);
  2. Contemporary Social Issues (UCSI3429);
  3. Principles of Management Science (CMPP3572);
  4. Basic Micro Economics (CEMI3571);
  5. Basic Macro Economics (CEMA3572); and
  6. Government Studies (PIG3572)
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### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

### F.2.2 CRITERIA FOR ADMISSION

- To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification.
- English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission.
- Entrance is based on availability of places within the Department and is awarded on merit. The Faculty reserves the right to interview applicants before admission.
- Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.
- Advanced Subsidiary (AS) - 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

This submission is a proposal to amend the re-admission requirement as follows:

- 48 credits by the end of Year 1
- 112 credits by the end of Year 2
- 192 credits by the end of Year 3
- 326 credits by the end of Year 4
- 428 credits by the end of Year 5

### F.2.6 ADVANCEMENT AND PROGRESSION RULES

This submission is a proposal to improve the existing advancement and progression rules of the Bachelor of Public Management (Honours) (12 BPMM) on page 81 of the Faculty Prospectus 2015. The current advancement and progression rules of the Bachelor of Public Management (Honours) are not experimenter at all.

- 96 credits by the end of Year 1 (At least 48 credits should be NON-UNAM CORE)

- 192 credits by the end of Year 2
- 272 credits by the end of Year 3

F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 12 modules or 192 credits, provided that all pre-requisites are met.

F.2.8 NUMBER OF MODULES/CREDITS IN THE PROGRAMME & REVISED PRE-REQUISITES

SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

The Bachelor of Public Management degree consists of THIRTY FOUR (34) Modules. These include a minimum of four University Core Modules, and together total Five Hundred and Forty Four (544) Credits.

The curriculum for the B. Public Management degree consists of THIRTY FOUR (34) courses

F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2016. Students, who have been registered before the 2012 Academic Year (2008–2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.

CPMM3871	Elective: Municipal Management
CPAG3872	Elective: Public Administration and Governance
CPAP3872	Elective: Political Economy of Asia-Pacific
Choose one(1) Elective:	
CPFP3771	Elective: Public Finance
CPIR3771	Elective: International Relations

Students who have completed the Diploma in Local Government Studies and would want to articulate into the degree of Bachelor of Public Management (Honours) (12BPMM) will receive exemptions for the following courses:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues( UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics( CEMI2571/3571)	Basic Micro Economics( CEMI3571)
Basic Macro Economics( CEMA2572/3572)	Basic Macro Economics( CEMI3572)
Politics and Administration (CPA2572/CPAP2571)	Government Studies ( PIG3572)

F.2.12 CURRICULUM

As indicated in the table below the credits for year two are too high 160 credits compared to other years with 112;128 & 128 credits respectively, therefore this proposed to move Public Sector Accounting one and two (CPSE3571) & CPSE3572) to year one. The summary curriculum of Public Sector Accounting 1 & 2 are attached, at the end of the submission.

TEN (10)	=	144 credits
EIGHT (8)	=	128 credits
EIGHT (8)	=	120 credits
EIGHT (8)	=	128 credits
(34) modules	=	520 credits

SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NOF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
<b>YEAR 1: SEMESTER 1</b>					
UCLE3419	English Communication & Study Skills	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
CPSE3571	Public Sector Accounting 1	5	16	Compulsory	None
Total credits Semester 1			64		
<b>YEAR 1: SEMESTER 2</b>					
ULEA3519	English for Academic Purposes	5	16	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	Co-requisite: CEMI3571
CPIG3572	Government Studies	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
CPSE3572	Public Sector Accounting 2	5	16	Compulsory	Co-requisite: CPSE3571
Total credits Semester 2			80		
TOTAL CREDITS YEAR 1			144		
<b>YEAR 2 : SEMESTER 1</b>					
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None
CMBO3671	Organisational Behaviour A	6	16	Compulsory	CMPP3572
CPPW3671	Western Political Philosophy	6	16	Compulsory	None
CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572
Total credits Semester 1			64		
<b>YEAR 2 : SEMESTER 2</b>					
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None
CMBO3672	Organisational Behaviour B	6	16	Compulsory	Co-requisite: CMBO3671
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572
Total credits Semester 2			64		
TOTAL CREDITS YEAR 2			128		
<b>YEAR 3 : SEMESTER 1</b>					
CMHM3781	Human Resources Management 1A	7	12	Compulsory	CMBO3671/2
CPPP3771	Public Policy	7	16	Compulsory	CPNP3671
CPSA3771	The State in Africa	7	16	Compulsory	CPCP3672
<b>CHOOSE ONE(1) ELECTIVE BELOW</b>					
CPFP3771	Elective: Public Finance	7	16	ELECTIVE	CPSE3571/2
CPIR3771	Elective: International Relations	7	16	ELECTIVE	None
Total credits Semester 1			60		
<b>YEAR 3: SEMESTER 2</b>					
CPRP3772	Research Methodology	7	16	Compulsory	None
CMHM3782	Human Resources Management 1B	7	12	Compulsory	Co-requisite: CMHM3781
CPPE3772	Public Enterprise Management	7	16	Compulsory	None
CPPI3772	International Political Economy	7	16	Compulsory	CEMI3571 and CEMA3572
Total credits Semester 2			60		
TOTAL CREDITS YEAR 3			120		
<b>YEAR 4: SEMESTER 1</b>					
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
CPMD3871	Development Management	8	16	Compulsory	None
<b>CHOOSE ONLY ONE(1) ELECTIVE BELOW</b>					
CPSS3871	Elective: Political Economy of Southern Africa	8	16	Compulsory	CPPI 3772
CPPC3871	Elective: Comparative Public Management	8	16	Compulsory	CPPE3772

CHOOSE ONE(1) MAJOR ELECTIVE BELOW					
Political Science Majors					
CPAC3871	Africa in the Global Economy	8	16	Elective	CPPI3772
CPIR3871	International Relations and Organizations	8	16	Elective	CPIR3771
Public Management Majors					
CPMM3871	Municipal Management	8	16	Elective	CPLR3672
CPVB3871	Electoral Systems and Voting Behaviour	8	16	Elective	CPIG3572
Total credits Semester 1			64		
YEAR 4: SEMESTER 2					
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
CPCP3872	Comparative Politics	8	16	Compulsory	CPPP3771
CPLA3872	Administrative Law	8	16	Compulsory	CPPP3771
CHOOSE ONLY ONE(1) ELECTIVE BELOW					
CPDR3872	Elective: Conflict and Dispute Resolution	8	16	Compulsory	CPSA3771
CPAP3872	Students majoring in Political Studies should only choose: Elective: Political Economy of Asia-Pacific	8	16	Elective	CPPI3772
CPMS3872	Elective: Strategic Public Management	8	16	Compulsory	CMHM3781/2
Total credits Semester 2			64		
TOTAL CREDITS YEAR 4			128		
TOTAL CREDITS FOR THE PROGRAMME			520		

These electives below will be offered by the department depending on the expertise available

#### F.2.13 Syllabi

YEAR 1 : SEMESTER 1		
BASIC MICROECONOMICS		CEMI3571
NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:		
Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.		
PUBLIC SECTOR ACCOUNTING 1		CPSE3571
NQF Level: 5	Credits: 16	Contact Hours: 4 lectures per week for 14 weeks (56 hours)
Module assessment:	Continuous assessment: 50%: 2 x tests& Assignment 1 Examination: 50%: 1 x 3 hours written paper	
Pre-requisites:	None	
Module Description:		
The course will focus on imparting skills in fundamentals of public sector accounting including introduction to public sector accounting standards and basics of management accounting and its application within public sector institutions.		
YEAR 1 : SEMESTER 2		
BASIC MACROECONOMICS		CEMA3572
NQF Level: 5	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment	

Examination 50%: 1 x 3 hour examination paper  
Basic Microeconomics (CEMI3571)

Co-requisites:

Module Description:

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

GOVERNMENT STUDIES	CPIG3572
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NQF Level: 5 Credits: 16 Contact Hours: 4 hours lectures per week over 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: None

Module Description:

Political science and public administration introductory topics will be covered such as theories of politics and politics as public affairs. Important topics also will be regimes of the modern world and political ideologies, state and democracy, political interaction. It focuses also on the development of public administration, theories, environment and ethical guidelines in public administration.

PRINCIPLES OF MANAGEMENT	CMPP3572	EQUIVALENT MODULE:CMPP3579
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NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

Pre-requisite: None

Module Description:

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

PUBLIC SECTOR ACCOUNTING 2	CPSE3572
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NQF Level: 5 Credits: 16 Contact Hours: 4 lectures per week for 14 weeks (56 hours)

Module assessment: Continuous assessment: 50%: 2x tests& Assignment 1

Examination: 50%: 1 x 3 hour written paper

Co-requisites: Public Sector Accounting 1(CPSE3571)

Module Description:

The course will focus on imparting skills in corporate governance, linear programming, risk management and internal auditing and control within public institutions.

YEAR 2 : SEMESTER 1
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REGIONAL AND LOCAL GOVERNMENT 1	CPLR3671
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week over 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: None

Module Description:

The course focuses on Regional and Local Government's constitution and other statutory provisions that include Ministerial operational mandates. Additionally, it looks at and seeks to explain inter-governmental structural relations; and the internal dynamics of local government units, urban and rural government's administrative and management Issues, and local community involvement.

ORGANIZATIONAL BEHAVIOUR A	CMBO3671
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NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Principles of Management (CMPP 3579)

Module Description:

The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation,



rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

WESTERN POLITICAL PHILOSOPHY		CPPW3671
NQF Level: 6	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:	This course develops and unlocks a student's understanding, scholarly disposition and critical thinking skills on some of the most perennial questions in Western political philosophy. These include: the nature of philosophical reasoning and discourse; the State of Nature; Justifying the State; who should rule? the place of liberty; the distribution of property; individualism and justice. Political insights will be culled from the writing and ideas of Plato, Aristotle, Machiavelli, Locke, Hobbes, Rousseau, Marx, Mill, Hegel Kant, John Rawls, Robert Nozick and Amartya Sen.	

NAMIBIAN POLITICS		CPNP3671
NQF Level: 5	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Government Studies (CPIG3572)	
Module Description:	This course introduces students to the political history of the country focusing on: pre-colonial, colonial, and post-colonial administrations with a preface on political and economic theories applied thereto; evaluates the role of U.N.O. in bringing about independence, and the post-colonial politics with emphasis on the democratisation and decentralization processes; and assesses the value of Namibia's membership in regional, continental and international organisations in terms of national development.	

YEAR 2 : SEMESTER 2 REGIONAL & LOCAL GOVERNMENT 2		CPLR3672
NQF Level: 6	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:	The course provides a theoretical and conceptual framework on the study of regional and local government. Through a selection of country studies (capita selecta), the course takes an in depth analysis of the structure, the role, modes and functions of local government organizations in developed and the developing world. Additionally, it examines issues of democracy, development and decentralization.	

ORGANIZATIONAL BEHAVIOUR B		CMBO3672
NQF Level: 6	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co-requisite:	Organizational Behaviour A (CMBO 3671)	
Module Description:	The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.	

AFRICAN POLITICAL PHILOSOPHY		CPPP3672
NQF Level: 6	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Government Studies (CPIG3572)	
Module Description:	The different approaches to African philosophy are explored, with reference to ethno-philosophy, sage philosophy, political-ideological philosophy and professional/academic philosophy. Concepts such as ethnicity and culture, human-	

relatedness (ubuntu), the dignity of creation and the interrelated matrix of existence are discussed. The role that philosophical concepts such as these play in the lives of Africans and in the way they approach their everyday existence is explored. These include normative aspects such as justice, obligations, rights, gender and equality. These ideas are contextualized by relating them to political and social movements in specific countries. The contemporary discourses and trends within African thought are explored in the works of authors like Kaunda, Nyerere, Fanon, Kenyatta, Biko, Biakolo, Achebe, Akoko, Boduntin, Appiah and Soyinka.

CONTEMPORARY AFRICAN POLITICS		CPCP3672
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Government Studies (CPIG3572)

Module Description:

An overview of contemporary African politics, with a focus on the social categories relevant to the study of colonial and post-colonial politics: ethnicity, race, class, gender, culture, and sub-colonialism. Party rule, military and bureaucratic systems of rule, and the debate on the post-colonial state are also emphasised. Additionally, democratisation in Africa, the African Union, the New Partnership and their relevance to contemporary Africa are investigated.

YEAR 3 : SEMESTER 1		
HUMAN RESOURCE MANAGEMENT 1A	CMHM3781	EQUIVALENT: CMHM3771

NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Organizational Behaviour A&B (CMBO3671/2)

Module Description:

The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self -confidence, self- image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm – fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage – the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage - individual models of leadership – trait –based approach, behavioral- based approach, situational – based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.

PUBLIC POLICY		CPPP3771
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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Namibian Politics (CPNP3671)

Module Description:

The course seeks to inculcate in students a sense of appreciation of the need and the complexity of [public] policy process; and to provide an understanding of policy theories and conceptual framework and rationale; to facilitate academic discussions on policy functions, processes, scope, domains and arena, levels, quality of actors, and the instruments for implementation and evaluation; and the role of public policy in national development and international co-existence.

THE STATE IN AFRICA		CPSA3771
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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Contemporary African Politics (CPCP3672)

Module Description:

This course focuses on debates on the State in Africa from a diversity of theoretical perspectives, Western and African, such a modernization/development theory, structuralism, neo-Marxism, post-structuralism, failure of state theories and state-in-society approaches, globalization and the future of the State and post-coloniality. Capita Selecta of case studies, mostly from West and Southern Africa.

PUBLIC FINANCE		CPFP3771
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NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Public Sector Accounting 1(CPSE 3571/2)

Module Description:

The course covers issue such as the nature of fiscal policy, public revenue and the management of public debt. In addition, it focuses on tax, money and monetary values and tools of normative analysis. Public goods, externalities, cost-benefit analysis and expenditure programmes for the poor are also interrogated.

<b>INTERNATIONAL RELATIONS</b>	<b>CPIR3771</b>
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	None	

**Module Description:**

This course introduces conceptual discourses international relations. The development of the modern international system is outlined, through the theoretical prisms of classical realism, liberalism, and Marxism. The place of concepts such as state, power and security are interrogated. Substantive issues such as foreign policy, human rights, the methodological debates and global governance are investigated. The context and relationship of Africa in the international system is also considered.

<b>YEAR 3 : SEMESTER 2</b>
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<b>RESEARCH METHODOLOGY</b>	<b>CPRP3772</b>	<b>EQUIVALENT: CPRP3781</b>
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	None	

**Module Description:**

The course offers students extensive content on understanding the research process, including the nature of statistical information and numerical data. In particular, the course exposes students to statistics and their role in scientific methods for collecting, organizing, summarizing, presenting and analysing data, as well as drawing scientifically-valid conclusions and making reasonable decisions on the basis of this analysis. Since statistics provide a method of systematically summarizing aspects of the complexities of political, economic and social problems, students will be introduced to both descriptive and inductive statistics. Finally, the importance of statistics for both private and public enterprises will be highlighted, and students will be taught how to conduct surveys and samples so as to produce trends and forecasts, which can provide the basis for informed decisions.

<b>HUMAN RESOURCE MANAGEMENT 1B</b>	<b>CMHM3782</b>	<b>EQUIVALENT: CMHM3772</b>
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NQF Level: 7	Credits: 12	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment	Examination 50%: 1 x 3 hour examination paper
Co-requisite:	Human Resource Management 1A (CMHM3781)	

**Module Description:**

This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts; interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.

<b>PUBLIC ENTERPRISE MANAGEMENT</b>	<b>CPPE3772</b>
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	None	

**Module Description:**

The course targets students who aspire to become public enterprise managers, analysts or researchers. The first part of the module starts with introductory sessions on the origins of public enterprises in Namibia, other African countries and in other countries. It exposes them to categories of public enterprises and grounds for their differentiation, various controls exercised by ministries, parliament and oversight institutions over them, management reforms being undertaken to change the way they perform and deliver services and various elements of corporate governance related to public enterprises in Namibia

and globally. The second part covers causes and strategies for re-organizing public enterprises. Modalities of, obstacles and alternatives to privatization are covered in the last part of the course.

INTERNATIONAL POLITICAL ECONOMY		CPPI3772
NQF Level: 7	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Basic Microeconomics and Basic Macroeconomics (CEMI3571 and CEMA3572)	
Module Description:	The course seeks to introduce the students to the key concepts and principles of economics, with emphasis on the impact of international political trends and political ideologies on the Markets in the Global Economy. Economic competition underlined by monopolies and oligopolies will be examined in an effort to understand the operational synergies, prompting and controlling factors, and the political and economic value of the relations involved.	

#### YEAR 4 : SEMESTER 1

Kindly note: ALL MODULES LISTED ARE COMPULSORY, EXCEPT FOR THE ELECTIVES

RESEARCH PROJECT		CPRP3870
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 research essays Examination: 50%: Research Project	
Pre-requisites:	Research Methodology (CPRP3772)	
Module Description:	The course seeks to impart skills to students so that they can be able to correctly determine research needs and requirements, research areas and synergies, and interpret these in ways that provide knowledge about them. It also seeks to train students how to formulate research hypothesis and to write questioners correctly. Ultimately, the outcome of this course is the writing of a research project which would contribute to existing knowledge on the subject matter.	

POLITICAL ECONOMY OF SOUTHERN AFRICA		CPSS3871
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	International Political Economy (CPPI 3772)	
Module Description:	The course deals with contemporary developments in southern Africa such as regional formation (SADC, COMESA, SACU), peace and security, state consolidation, democratisation, sustainable development and examines southern Africa's position in the global political economy with reference to SAP's, foreign direct investment and the politics of foreign aid.	

COMPARATIVE PUBLIC MANAGEMENT		CPPC3871
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Public Enterprise Management (CPPE3772)	
Module Description:	This course presents the conceptual and theoretical debates on public management. It unpacks the historical evolution of public management by contrasting the traditional model of public administration and the new public administration. It looks at issues of good governance, public accountability and efficiency in the public sector. The module further encompasses various reform strategies currently applied in the public sector for purposes of increasing productivity and improved performance.	

DEVELOPMENT MANAGEMENT		CPMD3871
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:	This course investigates the relationship between administration and development, and examines internal and external constraints on developmental initiatives. It focuses on different theories on development and assesses the processes of the coordination of community participation in implementing the decentralization strategies. The role and importance of development planning and budgeting is also investigated. Other themes include the management of urban development strategies, rural development concepts and approaches, as well as lessons learned from implementation of development elsewhere. Furthermore, external aid, self-help and sustainable development initiatives are studied.	

## ELECTIVES

AFRICA IN THE GLOBAL ECONOMY		CPAC3871
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	International Political Economy (CPPI3772)	

### Module Description:

The course introduces students to a systematic and theoretically informed exploration of key aspects of the political economy of globalization and their implications for Africa in the 21<sup>st</sup> century. In particular, Africa's North-South Divide; the African Union (AU), the New Partnership for Africa's Development (NEPAD) Trade Agreements (RTAs), Regional Indicative Strategic Development Plan (RISDP), and the Economic Partnership Agreements (EPAs) as it grapples with the challenge of how to structure alternative development strategies for the continent's economic development. Also, the course covers the strategic positioning of Africa in the neo-liberal global economy and the debate on African alternatives such as development regionalism, South-South cooperation and inward industrialization, as well as BRICS (Brazil, Russia, India, China and South Africa).

INTERNATIONAL RELATIONS AND ORGANIZATIONS		CPIR3871
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 1 test and a research essay	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	Introduction to International Relations (CPIR3771)	

### Module Description:

This course presents students with a firmer understanding of the different theoretical approaches to the study of International Relations. The focus of this module is to expand on the major theoretical traditions in International Relations. Neo-Realism, Structural Realism, Neo-liberalism, Critical Theory, Post-colonialism and Social Constructivism are explored. The second part of this model focuses on key debates and issues about international organisations. An examination of the various theoretical explanations of the role of international organisations is offered. Finally, the module will then consider and discuss in-depth the role of international organisation in international relations and specific peace and security issue-areas, including collective security, peace-keeping, humanitarian intervention and post-conflict peace-building and reconstruction with particular reference to Africa

MUNICIPAL MANAGEMENT		CPMM3871
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	Regional & Local Government 2 (CPLR3672)	

### Module Description:

Most African countries place the establishment of strong municipalities at the center of their agenda for attaining economic development and good governance. The achievement of these twin objectives conjures the imperative to establish a functional and effective system for managing municipalities. Hence, in order to comprehend the necessities of responsive service delivery, the course will cover the issues of the habitat agenda: linking poverty and good governance in terms of service provision and capacity to pay for the services; managing waste, sanitation, water and environmental degradation; and partnership for development.

ELECTORAL SYSTEMS AND VOTING BEHAVIOUR		CPVB3871
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests	Examination: 50%: 1 x 3 hour paper
Pre-requisites:	Government Studies (CPIG 3572)	

### Module Description:

This course looks at elections and the management of democratic practices. It is an analysis of the different types of electoral systems around the globe and how such systems affect voters' behaviour. The course examines the motives and political reasons for choosing particular electoral systems as well as the functions of electoral systems. The legal framework and the management of electoral process are equally presented. The course has an in depth analysis of the role of civil

society organizations in the electoral process and their relationship with electoral management bodies and government. Although this course takes a global view of electoral activities it puts emphasis on case studies in the Southern African region.

POLITICAL ECONOMY OF ASIA-PACIFIC		CPAP3872
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	International Political Economy (CPPI 3772)	
Module Description:	This course provides students an opportunity to study economic, political and social changes within Asia-Pacific countries and across the Pacific Ocean in, principally, the post-war decades. The first component of the course introduces students to the history of development in countries East and Southeast Asia; and political-economic interactions across the Pacific. The second component considers disciplinary debates over how to conceptualise the history of political economy of selected countries as well as the region as a whole. The third component of the course examines a few of the contentious political/ ideological discourses about economic-political change in Asia-Pacific, its past, present, and future. The relation between Africa and Asia is also explored.	

#### YEAR 4: SEMESTER 2

COMPARATIVE POLITICS		CPCP3872
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Public Policy (CPPP3771)	
Module Description:	A comparative exploration of the structures and institutions of the polity; globalization and its impacts on the State; comparative democratization and the future of the State in a post-cold war world with special emphasis on sub-Saharan Africa; civil society-state interaction; comparative party systems. Case studies mostly from Sub-Saharan Africa.	

CONFLICT AND DISPUTE RESOLUTION		CPDR3872
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	The State in Africa (CPSA3771)	
Module Description:	This course surveys the political and economic hegemonic systems in a global context with the aim to identify specific causes of conflicts, leading to the debate on policy making and policy priorities, peace keeping management, functional approaches to conflict resolution and sustenance of international security. Factors to be discussed will include the dynamics of internal security for nation-states; intra-state security; imperatives of peace and economic growth; and the question of purposeful alliance, coalitions and collectivism in the face of the constant threats to the existing deterrence measures that have been put in place by nations.	

STRATEGIC PUBLIC MANAGEMENT		CPMS3872
NQF Level: 8	Credits: 16	Contact Hours: 4 hours lectures per week for 14 weeks
Module assessment:	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
Pre-requisites:	Human Resource Management 1A and 1B (CMHM3781/2)	
Module Description:	This course addresses the term strategic management as one of the latest tools for which organizations use in order to learn and to develop, if they intend to achieve excellence, enhance performance and productivity as well as to positively respond to the rapidly changing world. The course focuses on strategic management process as it is applied in the public sector. It looks at the relationship between strategic management and planning, approaches to strategic leadership, strategic management systems, strategic implementation and the emerging interdependence of government, the private sector and non-profit organizations.	

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Public Policy(CPPP3771)

Module Description:

The course enables students to understand what administrative law is all about and its significance towards good administration. Amongst others, the following are some of the issues to be covered: the founding principles of administrative law and administration action; the impact of the constitution on administrative law; the sources of administrative law; the legal subjects in administrative law and administrative law relationship; the concept of administration action; the classification and legal force of administration action; the general powers, duties, and functions of the administrator; the control of administration action; state liability; and remedies available to aggrieved person and orders of court.

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### F.3. Bachelor of Arts in Political Science (Honours) (12BPOL) (phased out 2023)

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#### F.3.1. INTRODUCTION

This qualification is designed to serve as a robust and theoretically-grounded foundation to more advanced degrees and study in Political Science and other related disciplines. The rationale of the qualification lies at different levels, chief of these are: First, to ensure a theoretically-informed articulation between the qualification and related bodies of knowledge at a more advanced level of study. Secondly, to deliver more rounded graduates in Political Science with an improved prospect of employment in the private- and public sectors. Thirdly, to properly meet the knowledge requirements of the evaluation framework embedded in the National Qualification Framework (NQF). Fourthly, to facilitate an understanding of the epistemic and philosophical relationship between Political Science and other Social Sciences in the Humanities.

In addition to the epistemic and conceptual rationale of the qualification, the qualification supports the overall mission and objectives of the University, namely to contribute to knowledge creation, research, community service and enlightened critical thinking. The content of the qualification shows a systematic concern with personal and social development, especially in respect of the constructs of active citizenship, critical thinking, democratic culture, ethics and socially-embedded Africa-entered knowledge. The latter, Africa-centered knowledge is most evident in some of the foundation courses, most notably in the courses on African Philosophy, African Ethics, The Sociology of Development, aspects of African International Relations, Public International Law and its relevance to Africa, and in the broader introduction to Political Philosophy, with specific reference to metaphysical, epistemological, ethical, and political problems in Africa and elsewhere.

The content of the qualification is sensitive to, and reflects, the needs as expressed in deliberative discussions with students, potential employers and other civil society agencies. The purpose of this qualification is to provide students with a current and theoretically-robust foundation for knowledge generation, transfer and application.

#### F.3.2. CRITERIA FOR ADMISSION

- To register for the Bachelor of Arts in Political Science (Hons) degree, a candidate must hold a valid NSSC Certificate or any other equivalent qualification.
- English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission.

- Entrance is based on availability of places within the Department and is awarded on merit. The Faculty reserves the right to interview applicants before admission.
- Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.
- Advanced Subsidiary (AS) - 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

#### F.3.3. ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

#### F.3.4. ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### F.3.5. MINIMUM REQUIREMENT FOR READMISSION

A student will not be re-admitted into the Bachelor of Arts in Political Science (Honours) if he/she has not earned:

- After Year 1 of registration: 48 credits (including the PIG3572 or POL3512 module)
- After Year 2 of registration: 112 credits
- After Year 3 of registration: 192 credits
- After Year 4 of registration: 326 credits
- After Year 5 of registration: 428 credits

#### F.3.6. ADVANCEMENT AND PROGRESSION RULES

- 112 credits or 7 modules by the end of Year 1 (At least 48 credits should be NON-UNAM CORE)
- 224 credits or 14 modules by the end of Year 2
- 336 credits or 21 modules by the end of Year 3

#### F.3.7. MAXIMUM NUMBER OF CREDIT PER YEAR

A student will not be allowed to register for more than 12 modules or 192 credits, provided that all pre-requisites are met.

#### F.3.8. MODES OF DELIVERY

The Programme will be offered on a face-to-face FULL time basis. The methods of teaching and learning would include among others, lectures, research, group discussions and presentations.

#### F.3.9. DURATION OF STUDIES

The Bachelor of Arts in Political Science (Hons) degree may be completed within FOUR YEARS MINIMUM or SIX YEARS MAXIMUM.

#### F.3.10 IMPLEMENTATION STRATEGY

The effective date of implementation is 2019 Academic Year. Starting with the first year, the new curriculum will be gradually rolled in following the list of equivalent courses as provided in the Curriculum Summary Table below.

#### F.3.11. CURRICULUM SUMMARY TABLE:

Course code	Course	NQF Level	Credits	Compulsory (C ) Elective (E)	Pre-requisite	Contact Hours
YEAR 1: SEMESTER 1						



LCE 3419	English Communication & Study Skills	4	16	Compulsory	None	4
CSI 3580	Contemporary Social Issues	5	8	Compulsory	None	2
CLC 3509	Computer Literacy	5	8	Compulsory	None	2
POL3511	Introduction to Political Science	5	16	Compulsory	None	4
ÉMI 3571	Basic Micro Economics	5	16	Compulsory	None	4
Total Credits Semester 1 :						64
YEAR 1 : SEMESTER 2						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
LEA 3519	English for Academic Purposes	5	16	Compulsory	None	2
EMA 3572	Basic Macro Economics	5	16	Compulsory	None	4
PIG 3572	Government Studies	5	16	Compulsory	None	4
POL3512	Introduction to Political Philosophy	5	16	Compulsory	POL3511 (co-requisite)	4
Total credits Semester 2:						64
TOTAL CREDITS YEAR 1						128
YEAR 2 : SEMESTER 1						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
POL3611	Politics and Humanities	6	16	Compulsory	None	4
PNP3671	Namibian Politics	6	16	Compulsory	PIG3572	4
PPW3671	Western Political Philosophy	6	16	Compulsory	POL3512	4
POL3671	Basics of International Political Economy	6	16	Compulsory	PIG3572	4
Total credits Semester 2:						64
YEAR 2 : SEMESTER 2						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
POL3612	Political Sociology	6	16	Compulsory	POL3611	4
POL3632	Politics of Development	6	16	Compulsory	None	4
PPP3672	African Political Philosophy	6	16	Compulsory	POL3512	4
PCP3672	Contemporary African Politics	6	16	Compulsory	PIG3572	4
Total credits Semester 2:						64
TOTAL CREDITS YEAR 2:						128
YEAR 3 : SEMESTER 1						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PPP3771	Public Policy	7	16	Compulsory	PIG3572	4
PSA3771	The State in Africa	7	16	Compulsory	PCP3672	4
POL3751	Parliamentary Studies	7	16	Compulsory	POL3511	4
PIR3771	International Relations	7	16	Compulsory	None	4
Total credits Semester 2:						64
YEAR 3: SEMESTER 2						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PRS3772	Regional Studies: The Middle East	7	16	Compulsory	PIR3771	4
POL3772	Decolonial Studies	7	16	Compulsory	None	4

PRP 3772	Research Methodology	7	16	Compulsory	None	4
POL3732	Comparative Political Economy	7	16	Compulsory	POL3671	4
Total credits Semester 2			64			
TOTAL CREDITS YEAR 3			128			
YEAR 4: SEMESTER 1						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PAC3871	Africa in the Global Economy	8	16	Compulsory	PSA3771	4
PRP3810	Research Project	8	16	Compulsory	PRP 3772	4
PSS3831	Political Economy of Southern Africa	8	16	Compulsory	POL3732	4
PIR3871	International Relations and Organisations	8	16	Compulsory	PIR3771	4
Total Credits Semester 1			64			
YEAR 4: SEMESTER 2						
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PCP3872	Comparative Politics	8	16	Compulsory	POL3711	4
PDR3872	Conflict and Dispute Resolution	8	16	Compulsory	PSA3771	4
POL3811	Foreign Policy Analysis	8	16	Compulsory	PIR3771	4
PRP3870	Research Project	8	16	Compulsory	PRP 3772	4
Total credits: Semester 2			64			
TOTAL CREDITS YEAR 4			128			
Total Credits for the Programme:			512			

### F.3.12 SYLLABI

#### YEAR 1 Semester 1

##### Introduction to Political Science POL3511

NQF Level: 5 Credits: 16 Contact Hours: 4 hours per week  
 Module assessment: Continuous Assessment 50% (at least two assessments)  
 Examination (50%): 1x 3h paper  
 Pre-requisite: None

#### Module description:

The discipline of Political Science, with special emphasis on its principal concepts and processes (such as the state, government, government systems and regimes, governance, society and political society, democracy, legitimacy, elections and voting, ethics, ideology, constitutions, law, resource allocation, public policy and bureaucracy, power and institutional relations), approaches to the study of the discipline and a brief intellectual history of the discipline from its classical roots (thus looking at key thinkers, theories and developments).

##### Basic Microeconomics EMI 3571

NQF Level: 5 Credits: 6 Contact Hours: 4 hours per week  
 Module assessment: Continuous Assessment 100% (at least two assessments)  
 Examination (50%): 1x 3h paper  
 Pre-requisite: None

#### Module description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics

and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

YEAR 1 Semester 2	
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Basic Macroeconomics	EMA 3572
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 100% (at least two assessments) Examination (50%): 1x 3h paper	
Co-requisite:	Basic Microeconomics EM13571	
Module description:	<p>Aim: The module aims to further introduce students to key concepts that related to macroeconomics having been introduced to microeconomics previously. It aims at engaging students to the application of specific concepts in day to day economic engagements.</p> <p>.Content: This course introduces basic concepts and tools used in macroeconomic analysis, and considers substantive topics such as: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy; budget deficits, and the national (public) debt; aggregate supply and aggregate demand; money, banking and monetary policy; exchange rates and balance of payments accounts, and stabilization policy for unemployment and inflation.</p>	

Government Studies	PIG 3572
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	None	
Module description:	<p>Aim: The module aimed at introducing students to the interface between political science and public administration.</p> <p>.Content: This course builds on its co-requisite, Introduction to Political Science and is intended to deepen and enrich the discussion of Politics in terms of specific themes, such as: classical and contemporary typologies of government, systems and regimes in the contemporary world system; political ideologies such as liberalism, conservatism, socialism, fascism, feminism, environmentalism and religious fundamentalism with special emphasis on their classical roots and contemporary iterations; democracy and its variants; revisiting the State; nations, nationalism and global politics; the machinery of government; political culture and legitimacy; representation and elections and parties and party systems.</p>	

Introduction to Political Philosophy	POL3512
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NQF Level: 5	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	None	
Module description:	<p>Aim: This module is aimed at providing a grounded introduction to Philosophy, with special emphasis on Political Philosophy, and its enduring questions, from classical Greek philosophy to contemporary philosophical thought; an interrogation of different kinds of questions, such as metaphysical questions, ontological questions, epistemic questions, ethical questions, the search for 'fundamental truths' and political questions.</p> <p>.Content: A selection of some of the following political questions: what is justice?; what is fairness (and how does it relate to justice)?; what is liberty and its purposes?; what is law for; the difference between magic and metaphysics; the best/worst form of government; philosophy, science and religion; the quest for knowledge and understanding; the primacy of creativity and of ideas; what philosophy can and cannot do.</p>	

YEAR 2: SEMESTER 1	
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Politics and Humanities	POL3611
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NQF Level: 6	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	None	
Module description:	<p>Aim: This module is aimed at providing a systematic overview of Politics as a field of inquiry and human activity and its relations to other social sciences in the Humanities.</p> <p>Content: The course brings interdisciplinary content in this interface of politics and humanities include Anthropology, the Arts, Economics, Geography, History, Philosophy, Sociology and Linguistics. Special emphasis will be placed on the philosophical underpinnings of the discipline and its theoretical ideas.</p>	

Namibian Politics	PNP 3671
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisite: Government Studies (PIG 3572)

Module description:

Aim: This module provides a systematic introduction to the recent political history of Namibia as an integral part of southern African history across three broad periods – pre-colonial, colonial and post-colonial – the transition of the country to independence.

Content: The module covers the national and international context of state and nation-building in Namibia, the topography of the State, and the role of a diversity of actors and agencies. It also covers the architecture of the Namibian State; the genesis and evolution of the Constitution (as amended), state-society relations and the role of civil society, the structure of the party system, Namibia within the African Union (AU), SADC and the international community.

Western Political Philosophy	PPW 3671
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisite: Introduction to Political Philosophy (POL3512)

Module description:

Aim: This principal purpose of this course on Western Political Philosophy is to give the student a sense of the central problems of political philosophy, and the most interesting attempts, throughout its history, to solve them.

Content: the course, explores the **subject through a series of linked questions, such as the 'State of Nature'; justifying the State; who should rule; the place of liberty; the distribution of property, theories of justice; feminism materialism, ethics and emancipation.** Ideas from the works of many philosophers will be presented, among them: Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Montesquieu, Bentham, Hegel, Kant, Marx, Gramsci, Rawls, Nozick, Dworkin, and Wollstonecraft.

YEAR 2: Semester 2
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Political Sociology	POL3612
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisite: Politics and Humanities (POL3611)

Module description:

Aim: This module is aimed at engaging students with theories and empirical evidence in regard to the emergence, reproduction and transformation of social power, power distribution and legitimacy of political systems and institutions.

Content: It examines the character of the State, the relationship between state and society and the role of the state in the domains of social change and development. The course also incorporates aspects of African statehood, and sociological theories of class, power, hegemony, nationalism and nation-building, as well as the social basis for democracy and dictatorship. Referents will be drawn from a number of countries, inclusive of Namibia.

Basics of International Political Economy	POL3671
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisite: Government Studies PIG 3572

Module description:

Aim: To promote an understanding of the interaction between politics and economics in international relations, while highlighting the sources of change in international political economy, and challenges faced by states in an era of global economic integration and fragmentation.

Content: This course provides an introduction to international political economy (IPE) by familiarizing students with the theories and dynamic linkages among markets, states and institutions, and civil society in the regional and global context. As such it covers major theories, concepts and issues of IPE including, international institutions, international trade, international finance, international development, and consequences and controversies of globalisation.

Politics of Development	POL3672
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NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week  
Module Assessment: Continuous Assessment 50% (at least two assessments)  
Examination (50%): 1x 3h paper  
Pre-requisite: Politics and Humanities (POL3611)

Module description:

Aim: This module is aimed at introducing students and explores international case-studies in political, social and economic development.

Content: From the perspectives of various theoretical schools of development thought (such as Modernization Theory, Dependency Theory, Neo – Liberalism, Post Modernism; as well as development paradigms and perspectives such the Sustainable Development, Community Development, Human Development etc.) interrogate the political systems of state power and capacity in context of development policy concepts and strategies: industrialization, social change, types of economic and social planning methodologies.

African Political Philosophy		PPP 3672
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NQF Level: 6	Credits: 16	Contact Hours: 4 hours per week
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Module Assessment:	Continuous Assessment 50% (at least two assessments)
	Examination (50%): 1x 3h paper

Pre-requisite: Introduction to Political Philosophy (POL3512)

Module description:

Aim: African Political Philosophy is considered from various perspectives, such as the construct of ethno-philosophy (philosophy as cultural inquiry), political-ideological philosophy; professional/academic philosophy; African metaphysics, constructs of personhood, African epistemology; African ethics; human-relatedness (Ubuntu), the dignity of creation and the interrelated matrix of existence.

Content: The module contextualizes normative constructs such as justice, obligations, rights, gender and equality. Contemporary trends and discourses within African thought are explored in the works of philosophers.

Contemporary African Politics		PCP 3672
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NQF Level: 6	Credits: 16	Contact Hours: 4 hours per week
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Module Assessment:	Continuous Assessment 50% (at least two assessments)
	Examination (50%): 1x 3h paper

Pre-requisite: Government Studies (PIG 3572)

Module description:

Aim: This module is geared at understanding the contemporary processes and challenges of Africa's political reality by focusing on analyzing democratization on the continent through taking a historical approach.

Content: This course provides an overview of contemporary African politics, with a focus on the dominant factors and forces shaping Africa's post-independence politics. It focusses on pre-colonial and colonial formations and the impact that those formations still have on post-colonial Africa. The state, governance, and social process are also critically looked at. Corruption, Aid, Ethnicity, Gender, and the Politics of HIV/AIDS are also extensively investigated. Democratization in Africa, the African Union, the New Partnership for Africa's Development (NEPAD) and their relevance to contemporary Africa are investigated. Africa's international relations, in particular its relationship with emerging powers in particular China and Brazil are also investigated. Regional case studies on conflict areas in Africa, and the bearing it has on peace, security and development on the continent are also explored.

Decolonial Studies		POL3772
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
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Module Assessment:	Continuous Assessment 50% (at least two assessments)
	Examination (50%): 1x 3h paper

Pre-requisite: None

Module description:

Aim: This module takes the students into postcolonial studies on lived experiences of the colonized people and their responses to colonialism and its legacy as underpinned by decolonial studies.

Content: The module covers the logic of colonialism, the purpose and its execution in the colonized zones. It also looks at the interaction between the colonized and the colonizers during the episode of colonialism. More importantly, the module deals in details with postcolonial societies and the question of colonial legacy. It covers aspects such as post-coloniality, coloniality of being, coloniality of power and coloniality of Knowledge. It also captures contemporary decolonial struggle particularly on the African continent.

YEAR 3: Semester 1	
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Public Policy		PPP 3771
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
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Module Assessment:	Continuous Assessment 50% (at least two assessments)
	Examination (50%): 1x 3h paper

Pre-requisite: None

Module description:

Aim: This module aimed to inculcate into students the construct of public policy, at both the meta- and the meso-levels of analysis, and

Content: It offers a systematic overview of different approaches to public policy analysis (among these decision-making analysis, power approaches to decision-making, rationality and public choice approaches to public policy, institutional and process approaches to public policy and delivery analysis).

<b>The State in Africa</b>		PSA 3771
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
MODULE Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Contemporary African Politics (PCP 3672)	

Module description:

Aim: This course offers a systematic overview of debates and approaches to the academic study of the State in Africa, concentrating on older and contemporary processes of state formation.

Content: The approaches include modernization, Neo-Marxism, 'Failure of State' theories, the construct of 'fragile states' and of state fragility', the criminalization of the State, disorder as a political instrument, the State in Africa in a global context, the future of 'the nation state', post-colonial analysis of the State in Africa such as decoloniality and post-colonialism, and the developmental state in Africa.

<b>Parliamentary Studies</b>		POL3751
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Introduction to Political Science (POL3511)	

Module description:

Aim: This course is aimed at imparting theoretical as well as formal and procedural knowledge to students in regard to the roles, systems and workings of parliaments in both international as well as local contexts.

Content: In the context of the various systems of government, the module will explore the different structural features of assemblies (single/ unicameral or bicameral) and their respective advantages and disadvantages, engages with the doctrine of the 'separation-of-powers' and the relationships among the three arm of the State (legislative, executive and judiciary); the key functions of assemblies/parliaments such as legislation, representation, committee systems, public scrutiny and oversight and legitimacy, parliamentary administration.; focuses on how the performance of assemblies/parliaments can be improved with special reference to the bicameral assembly/parliament of Namibia and the system of committees. The course will also explore the interrelationships between the Parliament, political parties, civil society and international state and non – state organs..

<b>International Relations</b>		PIR 3771
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	None	

Module description:

Aim: The course's main aim is to provide students with a sound understanding of:

Consider the impact of major historical events on the evolution of IR, including the treaties of 1648, Europe's imperial expansion, the First World War and the ongoing influence of globalization

Introduce a range of theoretical tools that will help you to analyse the behaviour of international actors and the nature of international systems.

Define and discuss some main concepts within the discipline, including war, peace, the state and power

Critically assess challenges facing contemporary international society, including security and global governance.

Exploring the evolution of the discipline of international relations (IR) over the past century by examining our changing understandings of order in the modern world.

<b>YEAR 3: Semester 2</b>		
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<b>Regional Studies: The Middle East</b>		POL3712
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NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Introduction to International Relations (PIR 3771)	

Module description:

Aims: The course's main aim is to provide students with a sound understanding of:

geopolitical relations and balances, and their inseparability from their economic and cultural backgrounds:

the characteristics and significance of the Middle East as a major region of the so-called "South" – and as a challenge to the Capitalist West; sensitivity towards non-Western perspectives on contemporary political issues; and the complexities in interpreting such ideas as "state," "community," and "nation"

Content: The course explores the comparative politics and international relations of Middle Eastern states, principally in the late twentieth and early twenty-first centuries. We shall survey state, nation, ethnicity, sectarianism, pluralism, democracy, theocracy, and autocracy in the Middle Eastern context. We shall consider the significance of territory, resources, demography, culture/religion, and gender in political affairs. We shall give special attention to the post-2010 wave of uprisings in the Arab world, as well as to the intertwined ongoing crises of Syria and Iraq. Can these affairs be represented as 'Tyranny and Terror'? The course has cultural and historical components because of the need to interpret the present in terms of the past, especially in a core region of world civilization like the Middle East.

Research Methodology		RRP 3772
NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week (56)
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	None	
Module description:		
Aim: This course provides a systematic overview of research methodology in the Social Sciences, with special emphasis on research design, data collection and analysis use of statistics, questions of validity and reliability, qualitative and quantitative research designs, research report writing and research ethics.		

Comparative Political Economy		POL3732
NQF Level: 7	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Basics of International Political Economy POL3671	
Module description:		
Aim: This course is aimed at providing a solid overview of the political economy of the Asia-Pacific rim as well as Latin America. In relation to these two regions in the world, special emphasis is put on the politics, economics and the international relations of China, Japan and India on the one hand, and Mexico, Argentina and Brazil on the other.		
Content: This course provides an overview of the political economy of important state actors in the international arena within Latin America as well as Asia-Pacific regions. The course will discuss political and economic relations within Asia-Pacific region (focusing on but not limited to China, Japan and India), and its international relations with the African continent by looking at ASEAN, new Silk Route, FOCAC. The course will discuss political and economic relations within Latin America (focusing on but not limited to Mexico, Argentina, Brazil), and its international relations with the African continent by looking at integration in Latin America (OAS and MERCOSUR) and the Atlantic as a geo-strategic area between Latin America and Africa. The course will also look at the political-economic international relations between Latin America and Asia-Pacific by looking at trade and investment relations, as well as the BRICS grouping.		

Political Economy of Southern Africa		PSS3871
NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Contemporary Political Economy (POL3732)	
Module description:		
Aim: This course is aimed at providing a theoretically-informed overview and analysis of the fabric and key elements of the political economy of Southern Africa.		
Content: This course seeks to provide the student with an in-depth understanding of the contemporary developments in southern Africa. The module looks at region-building in the southern Africa, by providing a theoretical understanding of regionalism as well as looking at the regional formations of SADC, SACU, and COMESA. It takes a closer look at the economic developments in the region, by focusing on trade and investments in the region as well as seeking to understand economic integration. The module also focuses on political issues of state consolidation and democratisation within the region. Issues of peace and security are analyzed in depth, by looking at both the challenges that military and human security present. Finally, the course focuses on understanding southern Africa's position in the global political economy, by looking at SAPs, FDI, and the politics of foreign aid.		

International Relations and Organisations		PIR 3871
NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments)	
Pre-requisite:	PIR 3771	

Module description:

Aim: To provide students with an in-depth understanding of the theories International Relations, to provide an overview of international organisations and their functions, and to teach students how to use these theories in analyzing the workings of international organisations.

Content: This course seeks to provide the student with an overview of International Relations theory and the workings of international organisations. The first part of this course presents students with a deeper understanding of the different theories of International Relations, building on the foundation from the previous year which focused on Classical Realism, Classical Liberalism and Marxism. The focus of this module will thus be on Neo-Realism, Neo-liberalism, Constructivism, Post-Colonial Theory and Critical Theory. The second part of this module focuses on key debates and issues surrounding international organisations, understanding the underlying theory as well as their role in global governance. The module explores the functioning of various international organisations such as the United Nations, the International Criminal Court and other international organisations. The module finally looks specifically at the role of international organisations in issues of peace and security, looking at collective security, peace-keeping, humanitarian intervention and post-conflict peace-building and reconstruction with particular reference to Africa.

<b>Africa in the Global Economy</b>	<b>AC 3872</b>
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite	State in Africa (PSA 3771)	

Module description:

Aim: This course is aimed at introducing students to a theoretically-informed overview of the position and strategic policy choices that face Africa in the global economy.

Content: The course presents a critical overview of the structural and ideological features of the global economy, with special emphasis on International Financial Institutions (IFIs), the nature and structure of world trade under the aegis of the World Trade Organization (WTO), the EPAS, and policy discourses, such as those of the African Union (AU) – NEPAD and AGENDA 2063 - around the developmental state and the alternatives to Neo-Liberal Economics.

<b>Comparative Politics</b>	<b>PCP 3872</b>
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment	Continuous assessment: 50% - (a minimum of two assessments) Examination: 50% - 1 X 3 hour paper	
Pre-requisite	Public Policy (PPP 3771)	

Module description:

To provide students with an in-depth understanding of the theoretical and empirical study of Comparative Politics.

This course focuses on issues in Comparative Politics such as actors, big and small states, global inequality, population growth, economic growth, the environment, conflict, global trends and political/governance challenges. Concepts in Comparative Politics – why, how to compare; comparative systems and functions; political institutions; policy level comparisons in terms of performance, outcomes and evaluation; political culture; political leadership; the politics of gender; and comparative regionalism.

<b>Conflict and Dispute Resolution</b>	<b>PDR 3872</b>
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment	Continuous assessment: 50% -( a minimum of two assessments) Examination: 50% - 1 X 3 hour paper	
Pre-requisite:	State in Africa (PSA3771)	

Module description:

To provide students with a robust overview of Peace Studies and conflict research as a specialization in various social sciences, focusing on the study of this theme as part of Political Science.

This course provides a robust overview of conflict types and their referents, discusses the development of Peace Studies and conflict research as a specialization in various social sciences, critically reviews the different approaches and models to conflict management, resolution and transformation, and focuses on specific conflict fractures in Africa, inclusive of their sources and possible management and resolution.

<b>Foreign Policy Analysis</b>	<b>POL3812</b>
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NQF Level: 8	Credits: 16	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 50% (at least two assessments) Examination (50%): 1x 3h paper	
Pre-requisite:	Introduction to International Relations (PIR 3771)	



Module description:

**Aim:** The course's main aim is to provide students with a sound understanding of: The competing theories of foreign policy; The principal differences between foreign policy and international politics; How to analyze foreign policy using different levels of analysis; The uses and limits of comparative foreign policy analysis; How to ascertain the relative influence of psychological factors versus political institutions versus systematic constraints on foreign policy; and How international negotiations are conducted in forming foreign policy.

**Content:** This course aims to familiarize students with the process by which foreign policy is made. The course follows a traditional "levels of analysis" structure, beginning with the systemic or structural level, where we examine constraints on foreign-policy making such as balance of power considerations and alliance structures. We also consider systemic sources of foreign policy, including transnational social networks, multi-national corporations, Diasporas, epistemic communities, global norms, and the democratic peace. We then move to the state level to investigate the influence of domestic factors such as regime type, government veto players, bureaucratic and organizational politics, sub-state interest groups, public opinion and media, as well as cultural factors. Finally, we move to individual-level factors that influence foreign policy decision-making, including cognitive maps, leadership traits, psychological factors, perceptions, and beliefs.

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Research Project	PRP 3870
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NQF Level: 8	Credits: 32	Contact Hours: 4 hours per week
Module Assessment:	Continuous Assessment 100% (Submit Independent Research Project for evaluation)	
Pre-requisite:	Research Methodology PRP3772	

Module description:

**Aim:** This course entails registered candidates to undertake, under suitably qualified supervision, an independent research project that meets the requirements of sound and ethical research.

**Learning Outcomes:** Upon completion of this course, the student will be able to:

Produce relevant research that meets the criteria of sound research design and execution.

Build capacity for submission of a quality independent report.

Deliver synthesis in the sense of putting together elements and parts so as to form an integrated, coherent whole.

**Methods of Facilitation of Learning**

The course will be facilitated through the following learning activities: self-directed learning through the research and contact with supervisors.

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## UNAM CORE MODULES

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

CONTEMPORARY SOCIAL ISSUES	UCSI3580
COMPUTER LITERACY	UCLC3509
ENGLISH COMMUNICATION AND STUDY SKILLS	ULCE3419
ENGLISH FOR ACADEMIC PURPOSES	ULEA3519

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## G. SYLLABI UNAM CORE COURSES

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### G.1 ENGLISH COURSES OFFERED BY THE LANGUAGE CENTRE

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#### CERTIFICATE LEVEL

ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES (OFFERED IN SEMESTER 1 AND SEMESTER 2)		CEC1310
NQF Level: 3	Credits: 32	Contact hours: 4 Lecture hours per week for 14 weeks
Module assessment:	Continuous Assessment (60%) Examination (40%): 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and referencing skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language. The course content included the following: Referencing skills: Dictionary work; Speaking; Writing: Sentences, Paragraphs; Vocabulary; Summarizing; The essay; Referencing, i.e. plagiarism and In-text citations; Letter writing; Curriculum Vitae / resume; Reading; Listening; and Grammar.	

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#### DIPLOMA LEVEL

ENGLISH FOR GENERAL COMMUNICATION		(OFFERED IN SEMESTER 1 AND SEMESTER 2)	ULEG2410
NQF Level: 4	Credits: 32	Contact hours: 4 hours per week for 28 weeks	
Module Assessment:	Continuous Assessment (60%): 4 reading tests; 4 writing tests; 2 oral presentations; 1 literature worksheet		
Pre-requisites:	Examination (40%): 1x3 hour paper None		
Module Description:	This module attempts to assist students to improve their general English proficiency. The main goal of this module is, therefore, to develop the reading, writing, listening, speaking and study skills of students in order for them to perform tasks in an academic environment. This module focuses on the skills students need to perform cognitive academic tasks in an academic environment and beyond.		

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#### DEGREE LEVEL

ENGLISH COMMUNICATION & STUDY SKILLS		ULCE3419
NQF Level: 4	Credits: 16	Contact hours: 4 hours per week for 14 weeks
Module Assessment:	Continuous assessment (60%): two tests (reading and writing), two reading assignments, One oral presentation Examination (40%): one three hour examination paper	
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.	

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ENGLISH FOR ACADEMIC PURPOSES		ULEA3519
NQF Level: 5	Credits: 16	Contact hours: 4 periods per week for 14 weeks
Module assessment:	Continuous assessment (60%): 2 tests (reading and writing), 1 academic written essay, One oral presentation Examination (40%) : One three hour examination paper	
Pre-requisites:	None	

Module Description:

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.

## G.2 UNIVERSITY CORE COURSES BY OTHER FACULTIES

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COMPUTER LITERACY		UCLC3509
NQF Level: 5	Credits: 8	Contact hours: 1 lecture theory and 1 lecture practical per week for 14 weeks
Module assessment:	Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50%	
Pre-requisites:	University Entry	
Module Description:	The aim of this module is to equip the students through hands-on experience with the necessary skills to use application software: word processing, spreadsheets, databases, presentations and communications. The objective is to increase student's productivity in both the education and later, the work environment. Content: The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.	

CONTEMPORARY SOCIAL ISSUES(OFFERED IN SEMESTER 1 AND SEMESTER 2)		UCSI3580
NQF Level: 5	Credits: 8	Contact Hours: 1 hour lecture per week for 28 weeks
Module Assessment:	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.	
Pre-requisite:	None	
Module Description:	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.	

#### INTRODUCTION

The Master of Science in Economics programme offered by the Economics Department at UNAM was upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core modules and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

#### OBJECTIVES

The collaborative Master's programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources. The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

#### CRITERIA FOR ADMISSION

1. A student must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning at the NQF level 8 or equivalent.
2. A student must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. The School of Postgraduate Studies will determine eligibility of a student.

Note: Applicants should note that the submission of an application does not necessarily ensure admission.

#### ACADEMIC YEAR AND MODE OF DELIVERY

- The academic year of the Master of Science in Economics programme starts in July, while the normal academic year of UNAM starts in February.
- The programme will be offered face-to-face during the day on a full-time basis.

#### DURATION OF STUDY

The Master of Science in Economics degree cannot be obtained in less than two academic years of study and must be completed within a maximum period of three academic years.

#### ASSESSMENT AND EVALUATION

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.

3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the Master of Science in Economics programme (see Section B of this Prospectus).
6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a module but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it before being allowed to work on the thesis.
7. A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
8. A module can only be repeated twice.
9. A student must pass all modules (including the thesis) to qualify for the award of the Master of Science in Economics degree.
10. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in modules offered at the JFE will form part of the student's academic record at UNAM.
11. A student must submit a research proposal by the beginning of the first semester in the second year of study. The research proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The research proposal must be approved by the Department of Economics and the Faculty Postgraduate Studies Committee. After approval by the Faculty Postgraduate Studies Committee and ratification of the research proposal summary by the UNAM Postgraduate Studies Committee, the student must obtain ethical clearance from the Research and Publications Office and a research permission letter from the School of Postgraduate Studies before the research study can be conducted.
12. Each thesis will be examined and graded by an Internal Examiner and an External Examiner.
13. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### MAXIMUM NUMBER OF COURSES PER YEAR

A student is allowed to register for modules giving a total of 144 credits within the first academic year. The student registers for modules giving a total of 54 credits within the first semester of the second academic year. The student registers for the thesis during the second semester of the second academic year.

#### ADVANCEMENT AND PROGRESSION RULES

The minimum number of credits needed to pass before being allowed to work on the thesis is 198.

#### MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

- A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
- A module can only be repeated twice.

#### CURRICULUM COMPILATION

Module Code	Module Title	NQF Credits	NQF Level	Compulsory (C)/ Elective (E)	Contact Hours
Year 1 Semester 1 – (July-November)					
EMT5981	Advanced Microeconomic Theory I	18	9	(C)	4
EMA5981	Advanced Macroeconomic Theory I	18	9	(C)	4
EME5981	Advanced Mathematical Economics	18	9	(C)	4
UAE5819	Academic Writing for Post Graduate Students*		9	(C)	4
Total Credits Semester 1		54			
Year 1 Semester 2 – (February-June)					
EMT5982	Advanced Microeconomic Theory II	18	9	(C)	4
EMA5982	Advanced Macroeconomic Theory II	18	9	(C)	4
EAE5982	Advanced Applied Econometrics	18	9	(C)	4
	Elective 1 (Part I) **	18	9	(E)	4

	Elective 2 (Part I) ***	18	9	(E)	4
	Total credits Semester 2	90			
	TOTAL CREDITS YEAR 1	144			
Year 2 Semester 1					
ERM5981	Research Methodology and Computer Applications	18	9	(C)	4
	Elective 1 (Part II) **	18	9	(E)	4
	Elective 2 (Part II) ***	18	9	(E)	4
	Total Credits Semester 1	54			
Year 2 Semester 2					
EMT5952	Thesis	66	9		
	Total credits Semester 2	66			
	TOTAL CREDITS YEAR 2	120			
	TOTAL CREDITS FOR THE PROGRAMME	264			

\* Compulsory but non-contributory.

\*\* A student must do both Part I and Part II of elective 1.

\*\*\* A student must do both Part I and Part II of elective 2.

Some of the following electives will be offered by the Department of Economics at UNAM, depending on the expertise available in the department at a particular point in time. Those electives not offered in the Department of Economics at UNAM will be offered at the JFE.

#### List of Electives

	Electives (Part I) Year1 Semester 2		Electives (Part II) Year 2 Semester 1
EEA5982	Agricultural Economics I	EEA5981	Agricultural Economics II
ECF5982	Corporate Finance and Investment I	ECF5981	Corporate Finance and Investment II
EET5982	Econometric Theory and Practice I	EET5981	Econometric Theory and Practice II
EPA5982	Development Policy Analysis I	EPA5981	Development Policy Analysis II
EEE5982	Environmental Economics I	EEE5981	Environmental Economics II
EGE5982	Game Theory and Information Economics I	EGE5981	Game Theory and Information Economics II
EHE5982	Health Economics I	EHE5981	Health Economics II
EIN5982	Industrial Economics I	EIN5981	Industrial Economics II
EIE5982	International Economics I	EIE5981	International Economics II
ELE5982	Labour Economics I	ELE5981	Labour Economics II
EMG5982	Managerial Economics I	EMG5981	Managerial Economics II
EMO5982	Monetary Economics & Practice I	EMO5981	Monetary Economics & Practice II
EPE5982	Public Sector Economics I	EPE5981	Public Sector Economics II

#### EXEMPTIONS

A student who has completed and passed any or some of the modules and electives included in this curriculum at the master's level may qualify for exemption up to a maximum of two modules, subject to recommendation of the Head of Department and approval by the School of Postgraduate Studies.

#### REQUIREMENTS FOR QUALIFICATION AWARD

The Master of Science in Economics will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

#### Syllabi

YEAR 1 : SEMESTER 1

ADVANCED MICROECONOMIC THEORY I	CEMT5981
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NQF Level: 9                      Credits: 18                      Contact hours: 4 lectures per week over 14 weeks

Module assessment:            Continuous assessment 50% (tests, assignments, projects)  
 Examination 50% (1 X 3 hour examination paper)

Pre-requisite:                    None

Module Description:

This module covers the first set of topics in Microeconomics. Part 1 covers the Theory of Consumer Behaviour: Preferences, choices, utility, demand functions and their properties, and revealed preferences; Indirect utility functions and expenditure functions; duality, household welfare measures: Aggregation and market demand; and Issues of specification and estimation of demand. Part 2 covers the Theory of the Firm: Specifications of production technology; returns to scale, homotheticity, monotonicity, convexity, elasticity of substitution; Conditional factor demands and cost functions; The profit function; Relationship between profit and cost functions and technology sets; Cost functions; the short and long runs; and Issues of specification and estimation of production, cost, and profit functions. Part 3 covers Inter-Temporal Choice. Part 4 Uncertainty and Risk: The distinction between risk and uncertainty; Expected utility theory; Risk aversion and measurement; Prospect theory. Part 5 covers Market Structure: Perfect competition; Monopoly; and Monopolistic competition. Part 6 covers General Equilibrium and Welfare Economics: General equilibrium under pure exchange; General equilibrium with production: Walras' Law; and Welfare Theorems. Part 7 covers Market Failure: Natural monopolies, Indivisibilities and Increasing Returns, Externalities, Public Goods; Transaction Costs and Imperfect Information; The theory of the second-best; and The Analysis of Property Rights.

ADVANCED MACROECONOMIC THEORY I	CEMA5981
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NQF Level: 9                      Credits: 18                      Contact hours: 4 lectures per week over 14 weeks

Module assessment:            Continuous assessment 50% (tests, assignments, projects)  
 Examination 50% (1 X 3 hour examination paper)

Pre-requisite:                    None

Module Description:

This module covers the first set of topics in Macroeconomics. Part 1 gives a brief review of the evolution of macroeconomics, the types of models and data problems in the African context. Part 2 reviews the basic macroeconomics: Basic macroeconomics; National income and product accounts and system of national accounts; static and dynamic IS-LM models (product and money market equilibrium); the Neoclassical model; and Monetary and fiscal policies. Part 3 covers open economy macroeconomics: extension of the basic IS-LM model to foreign sector; Mundell-Fleming model; Balance of payments theories; elasticities, absorption, and the monetary approaches; exchange rate determination; external and internal balance; and the theory of economic policy. The part also covers the following: Two-sector dependent model; Dutch Disease; and Trade liberalization and the macroeconomy. Part 4 covers consumption and savings: Evolution of theory (absolute income hypothesis, Relative income hypothesis, Permanent income hypothesis, Life-cycle hypothesis, Hall's rational expectations hypothesis); saving and portfolio decisions; recent developments and policy issues; Ricardian equivalence theorem and applications; and relevance of consumption and saving theories to developing countries. Part 5 covers investment: business fixed investment; investment in housing; inventory investment; investment in human capital; neoclassical model; marginal efficiency of capital; accelerator principle; Tobin's q theory; adjustment costs; interrelated factor demand functions and capacity utilization; liquidity constraints; investment in fragmented markets; McKinnon complementary hypothesis; investment under uncertainty; and government policy and private investment (crowding in, crowding out). Part 6 covers Labour market and unemployment: efficiency wages in models of unemployment; search and matching models; hysteresis; and labour market issues in developing countries (informal sector, under employment, brain drain, demand pull and supply push)

ADVANCED MATHEMATICAL ECONOMICS	CEME5981
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NQF Level: 9                      Credits: 18                      Contact hours: 4 lectures per week over 14 weeks

Module assessment:            Continuous assessment 50% (tests, assignments, projects)  
 Examination 50% (1 X 3 hour examination paper)

Pre-requisite:                    None

Module Description:

Matrix Algebra: matrix and vector operations; concept of linear dependence; determinant and its properties; inverse matrix and its properties; solving a system of equations by matrix inversion and Cramer's rule; eigenvectors and eigenvalues. Applications: demand and supply; IS-LM model. Set Theory: concept of sets; operation laws; relations and functions. Derivatives: concepts of limit and rate of change; rules of differentiation of a function of one variable; partial differentiation. Applications: application to comparative static analysis (market/national income). Total differentials and comparative statics: rules of total differentials; total derivatives; implicit function theorem; IS-LM model. Unconstrained optimization with one choice variable: first and higher derivative tests for relative optimum; Taylor's series & "n" the derivative test; economic applications (profit maximization/cubic total cost function). Exponential & Logarithmic Functions: nature of exponential and logarithmic functions; differentiation and total differentials. Applications: interest rate; growth; elasticity; optimal timing. Unconstrained optimization with more choice variables: first and second order conditions

of optimization; quadratic form; concavity & convexity in relation to second-order condition. Economic applications: optimal input decision/ price discrimination. Constrained optimization with equality constraint: first and second order conditions. Application: utility maximization; characteristics of homogeneous functions. Application: least-cost combination of inputs; various production functions; their characteristics and their elasticities of substitution. Integral Calculus: indefinite integrals and rules; definite integrals; meaning and properties; improper integrals. Some economic applications: investment and capital formation; present value of cash flow; consumer surplus. First order differential equations: homogeneous and non-homogeneous case; variable coefficient and variable term; exact differential equations; non-linear differential equations; phase diagram. Application: Solow's growth model. Higher order differential equations with constant coefficient and constant term. Application: a market model with price expectation; differential equations with a variable term. First order difference equations: iterative and general approach for constant coefficient & constant term. Application: the Cob-web model. Second order difference equations: constant coefficient and constant term case. Application: multiplier-accelerator model. Optimal control: maximum principle; optimization with discounting; infinite time horizon problems; optimization with constraints; free terminal time problems.

ACADEMIC WRITING FOR POST GRADUATE STUDENTS		UAE5819
NQF Level: 9	Credits: 24	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	Must be a postgraduate student	
Module Description:	This module is a post-graduate module 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 module 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.	

#### YEAR 1 : SEMESTER 2

ADVANCED MICROECONOMIC THEORY II		CEMT5982
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:	This module covers the second set of topics in Microeconomics. Part 1 covers Game Theory: Non-Cooperative versus Cooperative Games. The module should concentrate on Non-Cooperative games but students should know the difference between the two approaches; Information (Perfect, Imperfect, Symmetric, Asymmetric, Complete and Incomplete); Pure and Mixed Strategies; Equilibrium Concepts (Dominant Strategies, Nash and Refinements of Nash); Common Games (Coordination Games, Games of Coordination With Conflict (Chicken), Games of Free-Riding (Prisoner's Dilemma)); Dynamic Games (Backward Induction and Sub-Game Perfection); and Repeated Games. Part 2 covers Oligopoly: Cournot model; Bertrand model; and Stackelberg model. Part 3 covers Asymmetric Information: Adverse Selection, Signalling and Screening; Moral Hazard and the Principal-Agent Problem; and Applications to Sharecropping, Credit Markets, Labour Markets, and Insurance Market. Part 4 covers Alternative Theories of The Firm: Transaction Cost Models of the Firm; Behavioural Models of the Firm; and Evolutionary Models of the Firm. Part 5 covers Rent-Seeking and Corruption.	

ADVANCED MACROECONOMIC THEORY II		CEMA5982
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:	This module covers the second set of topics in Macroeconomics. Part 1 covers economic growth: introduction and stylised facts about economic growth; Harrod-Domar model; neoclassical theory and growth accounting; endogenous growth; and empirical literature. Part 2 covers real business cycles: stylized facts about economic fluctuations; theories of fluctuations; and a baseline real business cycle model. Part 3 covers inflation and expectations: theories of inflation; cost, effects and remedies of inflation; the short and long run Phillips curve; expectations: static, adaptive and rational; and rational expectations in macroeconomic policy models (rules vs discretion). Part 4 covers financial markets and monetary policy: financial markets (nature, structure and functions); evolution of money demand theories and empirical studies;	



money supply process and interest rates determination; instruments, targets, and transmission mechanisms; and dynamic inconsistency of low inflation monetary policy. Part 5 covers budget deficit/imbalance and fiscal policy; measurement of deficits; budget financing and government budget constraint; solvency and sustainability; the budget process and political economy theories of budget deficits; and empirical application (politics and deficits in developing countries, management of budget surpluses). Part 6 covers macroeconomic management and policy analysis in the African context: overview of stabilization theory and policy; Tinbergen theory of stabilization, cost of instrument stabilization; the IMF financial programming model; the World Bank models (RMSM and variants); other macro models; the relationship between orthodox programs, heterodox programs; and countries' experience of stabilization/structural adjustment programmes. Part 7 covers optional topics: disequilibrium macroeconomics; limitations of equilibrium models; quantity constraint and rationing models; macroeconomic foundations of incomplete nominal adjustments; Lucas imperfect information model; staggered price adjustment; structuralist macroeconomics; basic assumptions of structuralist macroeconomics; income distribution, savings and aggregate output; inflation and "forced saving"; sectoral supply conditions and macroeconomic adjustments; and behavioural macroeconomics.

ADVANCED APPLIED ECONOMETRICS		CEAE5982
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
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Pre-requisite:	None	
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Module Description:

A general introduction to regression analysis in two and multiple variable cases; method of least square estimation; CLRM and its assumptions; Gauss-Markov Theorem and other properties of least-square estimators; estimate of standard error and their importance; measure of goodness of fit; normality assumption of disturbance term; forecasting by using estimated equation; testing normality of residuals by using histogram, normal probability plot and Jarque-Bera test; hypothesis testing with t and F tests; restricted regression and use of F-test. Dummy variables: their use in a regression; hypothesis testing (including Chow test for structural breaks); and interpretation on dummy variable coefficients. Violation of assumptions: multicollinearity; heteroscedasticity; autocorrelation and misspecification problems; stochastic independent variables - their detection methods and remedial measures; various diagnostic tests on estimated single models. Distributed lag modelling: Koyck model; adaptive expectation and partial adjustment models; autoregressive distributed lag models; method of instrumental variables. Problem of simultaneity: simultaneous equation models - identification problem; two-stage least square method; checking for endogeneity; their use in forecasting and simulation.

YEAR 2 : SEMESTER 1
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RESEARCH METHODOLOGY AND COMPUTER APPLICATIONS		CERM5981
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
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Pre-requisite: Students are expected to have a prior knowledge of basic research methodology and econometrics. In order to participate effectively in the module, it is expected that students will have sufficient background in the basics of WINDOWS environment as well as in using standard word processing packages and basic econometric techniques. The introduction in the basics will only be given a very brief treatment. Students who are inadequately prepared in these areas are encouraged to upgrade their skills through private readings/exercises as early as possible and in consultation with the instructors.

Module Description:

Part 1 gives the introduction to Research Methods (i) What is research methodology? Why undertake research? What is Science? Progress of Science The methodology of social sciences: inductive versus deductive logic Methodology of economics: Economics as a science; Positive versus normative science; and Conventionalism versus instrumentalism and Realism of assumptions. (ii) Types of research: quantitative versus qualitative research Moral and ethical issues in research. Part 2 covers Preparation of the Research Proposal. This covers: (i) Organization of research project/paper by stages: The thinking stage; Identification of the main research theme; Narrowing the research focus; The research proposal; Primary and Secondary Data collection; Data processing and analysis; and Report/end product writing and production. (ii) Components of the research proposal: Introduction; Background to the problem; Statement of the research problem; Objectives of the study; Motivation/rationale of the study; Scope of the study; Review of relevant literature: theoretical, methodological, and empirical reviews; Scope of the study; Models and hypotheses/theoretical framework; Research methodology; Expected results; and References and Appendices. (iii) Time allocation (Gantt chart) and Budgeting; Sources of Literature and search engines in economics (JSTOR, ECONLIT, Science direct etc.). Part 3 explains Data Types and Data Management: (i) Data types: cross-sectional, time-series and panel data. (ii) Common sources of macro and micro data: IMF International Financial Statistics data base, African Development Bank data base. (iii) Penn World Tables,

World Development Indicators, Central/Reserve Bank data, General household survey data. Firm level surveys etc. (iv) Survey data: sampling procedure, sampling and non-sampling errors, types of samples, sample size, designing data collection instruments (schedules and questionnaires; pilot testing); data collection (interviewing; observation; reviewing documents); and survey logistics. (v) Editing primary data: editing for consistency, editing for uniformity, editing for accuracy, editing for completeness. (vi) Data entry using spreadsheets and other database software. (vii) Missing data and imputation. (viii) Data presentation and analysis: Data exploration, descriptive statistics, cross tabulations, Graphs and charts. etc. (ix) Hypothesis formulation and testing: Pre-testing and Post-testing; Critical and calculated values: Z-test, t-test, F-test,  $\chi^2$  - tests, Chow test. Part 4 will give an Introduction to computers: Windows Operating System and Spreadsheet. (i) Spreadsheets (MS Excel). Getting Started: The Basic Parts of the Ms Excel Screen. Entering and editing information. Opening, Saving and Printing. Formatting worksheet and data; Working with charts; Advanced Tips; Functions for data analysis in Excel; Simple Linear Regression (ii) Microsoft Access Data base management; Querying; sorting; pivoting, filtering and exporting. Part 5 covers Word Processing and Presentation Skills: Working with Graphics, Microsoft Power Point, Basic parts of MS Power Point Screen, Creating and formatting a presentation, running the slide show; Oral Communication (one-to-one, small group/seminar discussion, formal presentation); and Written Communication (Proposals, technical reports, research papers).

## ELECTIVES

### AGRICULTURAL ECONOMICS I: THEORETICAL AND EMPRIRICAL ISSUES

CEEA5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

#### Module Description:

Part 1 introduces The Subject Matter of Agricultural Economics: (i) The nature of agriculture and farming systems: Characteristics and the unique feature of agricultural production, Farming systems and typology; (ii) Agriculture in Economic Development; (iii). Changing perspective in Agricultural Development (Shifting Paradigms): Modernization and Growth (the 1950s and 1960s); The Basic Needs Approach (the 1970s); Economic Liberalization (the 1980s to date); and Poverty Reduction Strategy. (iv) Contribution of Agriculture to Economic Development: Product Contribution (food and raw material); Capital Contribution (inter-sectoral flows); Labour Contribution (structural transformation of agricultural sector); Market Contribution; and Foreign Exchange Contribution; and Income Generation. (v) The way forward for SSA in the wake of liberalized environment: Part 2 covers agricultural production theory.(a) Production patterns. (i) The Profit Maximization (and its duality -cost minimization); Review of Neoclassical economic theory of farm production; and Application and empirical evidence. (ii) Efficiency in Resource Use. (iii) Theory of share tenancy. (b) Behaviour under Risk and Uncertainty: Concepts of risk and uncertainty; Sources of risk and uncertainty in agriculture; Risk analysis and risk management (including aspects of insurance and other coping strategies); and eempirical evidence and case studies. Part 3 covers agricultural household models: (i) Introduction to the models: Agricultural Employment and unemployment; Rural-Urban migration; Labour use structure: Paid and unpaid labour in agriculture; and Time

use in agriculture. (ii) Structure of the Models: Demand analysis; Recursive and non-recursive models; Intra-household Models and gender issues; and Risk analysis (transaction cost). (iii) Empirical Applications and case studies: Methods of estimation; and Examples of empirical application in LDCs. Part 4 covers supply response: (i) Output supply functions: Theoretical foundations of supply; Characteristics of agricultural supply and Cobweb model; Short-run versus Long-run; Individual versus aggregate; and Application and case studies. (ii) Estimation Methods and Empirical Applications: Direct methods; Time-lagged supply response models; Individual versus aggregate supply response; and Empirical applications. Part 5 covers science and technology policy in agriculture. (i) Technological Change in Agriculture: Generation and Adoption of Technology in Agriculture; Appropriateness of technology; Alternative technologies: choice and transfer; and population pressure and spontaneous agricultural intensification. (ii) Technology Transfer and intellectual Property rights: Biotechnology policy; The role of the state and private sector; TRIPs Trade Related Intellectual Property Rights; and The Role of Extension in Agricultural Development.

<b>AGRICULTURAL ECONOMICS II: AGRICULTURAL POLICY ANALYSIS</b>		<b>CEEA5981</b>
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
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Pre-requisite:	None
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**Module Description:**

Part 1 covers agriculture and policy: (i) Rationale and objectives of Agricultural Policies: (ii) Changing roles of development actors: Public sector: Private sector; and Civil society - NGOs, CBOs, etc. (ii) Policy making process: Target variables; Policy instruments; and Policy implementation. Part 2 covers Approaches to policy analysis: (i) Partial Equilibrium Analysis: (ii) Sectoral Analysis: The Policy Analysis Matrix (PAM); Sector-wide approaches to Policy Analysis; and Input-Output Analysis. (iii) Elements of General Equilibrium Models: Social Accounting Matrix; and General Equilibrium Models. Part 3 covers Policy reforms affecting agriculture. (i) Policy Reforms in Africa (Structural Adjustment Programs, MDGs, NEPAD, Country Vision Documents); and Origin (stabilization phase and the efficiency-focused phase). (ii) Role of Agriculture in Poverty Reduction; Concepts and measurements of poverty; and Poverty reduction strategies. Part 4 covers Food policy analysis: (i) Pricing, Marketing and Trade; (ii) Food and nutrition Security. Part 5 covers Role of infrastructure and rural institutions. (i) Marketing and Rural Infrastructure: Rural infrastructure; Characteristics of rural and urban markets in Africa; Agricultural marketing institutions; and Value chain analysis. (ii) Rural Institutions and Finance: Overview of new institutional economics; Information asymmetry; Agriculture credit and microfinance (formal and informal); Legal framework; and Case studies. Part 6 covers Land Markets and Tenure: The concept of land tenure and systems; Property rights; Share tenancy; Land policies; and Case studies. Part 7 covers Agricultural commodity trade in sub-Saharan Africa: Types of agricultural commodities traded; Trade issues under WTO (Bilateral and multilateral); and Trade issues under regional and interregional agreements.

<b>CORPORATE FINANCE AND INVESTMENT I</b>		<b>CECF5982</b>
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
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Pre-requisite:	None
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**Module Description:**

Part 1 introduces the subject matter covering the main issues of corporate finance and investment. Part 2 covers Institutional Structure: The Role of Financial Markets; Market Participants; Structure of Domestic Money and Capital Markets; Structure of International Money and Capital Markets; and Money and Capital Markets in Africa. Part 3 covers Issuing and Trading of Financial Assets: (i) Financial Assets: Money Market Instruments; Stocks and Bonds; and Derivatives and Hedging (Forwards, Futures, Options and Swaps). (ii) Introduction to Market Microstructure: Primary and Secondary Markets (Where are securities traded? Trading on organised exchanges & OTC markets). (iii) Examples of Applications. Part 4 covers Understanding Financial Statements: Financial Statements Analysis; Ratio Analysis; and Cash Flow Analysis. Part 5 covers Valuation Methods and Techniques: Time Value of Money; Net Present Value (NPV); Valuation of Common Stocks and Fixed Income Securities; Term Structure of Interest Rates; and Economic versus Accounting Measures of Value. Part 6 covers Capital Budgeting: Investment Appraisal Techniques (NPV, IRR, Payback period method, Average rate of return, etc.); Capital budgeting and the value of the firm; Capital budgeting process; Estimating cash-flow; Choosing projects; Cost of Capital in an M&M world; Weighted average cost of capital; and Taxes and the cost of capital; and Case Studies. Part 7 covers Portfolio Theory and Asset Pricing: Risk and Return; Mean-Variance Analysis; Optimal Portfolios and Diversification; Asset Allocation Strategies; Asset Pricing Models: CAPM and APT; and Performance Measurement. Part 8 covers Short-term Financing and Development Finance: Cash, Working Capital and Credit Management; Finance and Economic Development; Sources of Financing; Financial Market Imperfections; and Corporate Financial Planning and relevant examples.

<b>CORPORATE FINANCE AND INVESTMENT II</b>		<b>CECF5981</b>
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Market Efficiency. (i) Efficient markets hypothesis: Weak Form Efficiency; Semi-Strong Form Efficiency; and Strong Form Efficiency. (ii) Evidence for and against market efficiency: Return Predictability; Event Studies; Private Information; and Joint hypothesis problem. Part 2 covers Capital Structure Theories: Capital Structure Theories; (The capital-structure question, Financial leverage and firm value, M & M Propositions: Taxes & Bankruptcy); Empirical Determinants of Capital Structure; Capital Structure of Banks – a Special Case; and Riskiness of banks, Regulation, Financial distress). Part 3 covers Dividend Policy; Theories of Dividend Policy; (Why does it matter? Types of dividends, Lintner's model, Information content of dividends (Signalling), Taxes and dividends); and Empirical Evidence. Part 4 covers Derivatives and Hedging Techniques: Swaps; Options; Forwards and Futures; and Managing Exchange Rate Risk. Part 5 covers Securitisation: Concept and History of Securitisation; Asset Backed Securities (Concept, Types and Securities); and Mortgage Backed Securities. Part 6 covers Corporate Control, Mergers and Acquisitions (M&As): Buy backs and proxy contests; Mergers and acquisitions; Block trading; and Disciplinary effect of M&A. Part 7 covers Analysis of Financial Distress: Models of Analysing Financial Distress; and Direct and Indirect Costs of Financial Distress (Bankruptcy, Liquidation, Reorganization) Part 8 covers Further Topics in Corporate Finance: Corporate Governance; Real Options; and Mutual Funds.

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ECONOMETRIC THEORY AND PRACTICE I: MACRO-ECONOMETRICS

CEET5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 is an Overview of Classical regression. Part 2 covers Model Specification, Selection and Evaluation; Model Specification; Model Selection; and Model Evaluation. Part 3 covers Non-classical Econometric Models (Estimation and Tests): The Likelihood Approach; Instrument Variable (IV) Estimation and the Generalized Method of Moments (GMM); and Nonlinear Least Squares Regression Models. Part 4 covers Time Series Analysis. (i) Concepts of Stationarity and Nonstationarity. (ii) Linear Stationary Time Series Models: Stationary Stochastic Processes; Wold Decomposition Theorem; Univariate Time Series Analysis: AR, MA and ARMA; Forecasting Univariate Time Series; Stationary VAR (Specification, Estimation; and Variance-Covariance Decomposition). (iii) Linear Non-Stationary Time Series Models: ARIMA modelling and forecasting; Integrated variables and Unit Roots testing; Structural break and unit root testing; Cointegration and Error-Correction Models; (Engle-Granger Error Correction Models, Engle and Yoo, ARDL approach to cointegration test); Dynamic OLS and Fully Modified OLS; Non-stationary multivariate linear models (VAR models with unit roots-cointegration and impulse response functions; and Testing and estimation of the cointegrating vector and the VECM). Part 5 covers Financial Econometrics and Further Topics: Models with variable conditional variances; Autoregressive Conditional Heteroscedastic (ARCH) models; and Generalized Autoregressive Conditional Heteroscedastic (GARCH) models, Threshold Autoregressive Models, Bayesian Estimation and Inference).

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ECONOMETRIC THEORY AND PRACTICE II: MICRO-ECONOMETRICS

CEET5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Discrete Choice Models. (i) Binary Choice Models (LPM, Logit, and Probit). (ii) Multi-Response Models: Multinomial Logit Regression and Specification Tests; Nested Logit Regression; Multinomial Probit Regression; and Ordered Choice Models. Part 2 covers Limited Dependent Variable Models: Tobit model: Specification and Estimation; Multivariate and Simultaneous Tobit models; and Sample Selection models. Part 3 covers Panel Data Econometrics: Regression with Pooled Time Series/Cross-Section Data; Static Panel Models; Dynamic Panel Models; Nonstationarity; and Unit Root and Cointegration. Part 4 covers Duration Models; Count Data Models; Pseudo-panels; and Program Evaluation.

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DEVELOPMENT POLICY ANALYSIS I

CEPA5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 defines public policy and the processes in analysing public policy. Part 2 covers Rationale for public policy: Market failures; Limitations of the competitive framework; and Distributional and other goals. Part 3 covers Planning and Policy Models: Types and uses of models; The two-gap model; The Agricultural Trade Policy Simulation Model (ATPSM); Social

Accounting Matrices (SAM); Computable General Equilibrium models (CGE). Part 4 covers Analysis of the Policy Process: Objectives and priorities; Options analysis; Implementation and evaluation; and Policy succession and policy termination.

DEVELOPMENT POLICY ANALYSIS II		CEPA5981
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:	<p>Part 1 covers the major development issues of the day in sub-Saharan Africa. Part 2 covers Stabilization and Structural Adjustment Policies. (i) Stabilization policies: Concepts and Issues; Objectives; Programmes; and Framework. (ii): Structural Adjustment Programme: Concepts and Issues; Programmes and Sequencing; and Sectoral reforms. (iii) Evaluation of Policy programmes: Methodologies for evaluating stabilization and adjustment programmes; Conditionality; and Post-Washington Consensus. Part 3 covers Growth and Poverty Issues; Concepts and Issues; Aid and growth; Geography and growth; Governance and growth; Poverty indicators; Measurement issues and policy; Poverty alleviation; Growth and income distribution. Part 4 covers Fiscal, Monetary and exchange rate Management: (i) Concepts and issues: Fiscal Management; Monetary management; Exchange rate Management; Debt Management. (ii) Human and institutional capacity in economic management in Africa (iii) Policy coordination (iv) Technical assistance. Part 5 covers The Politics of Economic Management: Governance, Accountability/Corruption, Transparency.</p>	

ENVIRONMENTAL ECONOMICS I		CEEE5982
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:	<p>Part 1 introduces the basic issues in environmental economics: Part 1.1 covers the scope and nature of environmental economics: Evolution of environmental economics; and Paradigms and basic concepts related to the interaction between environmental processes and economic management; Part 1.2 covers Economic Development and the environment: Factors responsible for environmental degradation; market, policy institutional failures; Environmental Kuznets' hypothesis; Ethics, efficiency, discounting, optimality and sustainability; Sustainability and economic development (weak and strong sustainability hypotheses, growth, equity and ecological preservation.) Part 2 covers the economics of natural resource extraction and management. Part 2.1 covers taxonomy of natural resources and challenges in their management: Taxonomy and the Inter-temporal dimension of natural resources. Part 2.2 covers dynamic optimization: Basic mathematical tools for dynamic optimization; Continuous and discrete time problems; and Finite and infinite horizons problems. Part 2.3 covers non-renewable resources: Optimal extraction of non-renewable resources with and without extraction costs; Optimal extraction programmes under competitive and monopolistic market conditions; Effects of uncertainty (exploration and discovery, recycling); and Empirical application from Africa. Part 2.4 covers renewable resources: Natural growth, regeneration and cyclical resources; Maximum sustainable yield; Population models; Principles of optimal utilization of renewable resources (steady state); Optimal harvesting under different property rights regimes; and Empirical application from Africa. Part 3 covers public goods and environmental externalities. Part 3.1 covers public goods: Pure and rival environmental public goods; Nash-Cournot equilibrium; Lindahl pricing and the Pareto-optimal provision of public goods; The free-rider problem; game theory and the provision of public goods; and Problems of managing the commons; Part 3.2 covers environmental externalities: Environmental externalities; and Derivation of policy instruments from Pareto-optimality.</p>	

ENVIRONMENTAL ECONOMICS II		CEEE5981
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:	<p>Part 1 covers Environmental Policy Instruments. (i) Taxonomy of environmental policy instruments: Market-based instruments; (Taxes, fees and charges, Tradable permits); Command and control; (Environmental standards, Extraction/harvesting quota, Equipment restrictions); and Negotiations along Coase theorem. (ii) Implementation of policy instruments: Choice of environmental policy instruments (Weitzman model); covers Evaluation of policy instruments. (iii) Waste and recycling. (iv) International environmental management: International Environmental Externalities; International Environmental Conventions; and Ethical-based versus market-based instruments. Part 2 covers Environmental Valuation And Analysis. (i) Value and welfare: The concept of total economic value; direct, indirect use and option value; Welfare economics as the basis for valuation; and (consumer and producer surplus as measures of welfare change, equivalent and</p>	

compensating variation, willingness to accept/pay). (ii) Environmental valuation techniques: Hedonic Pricing; Travel Cost; Production Function-Based Techniques; Contingent Valuation; Choice Experiments; and Environmental impact assessment-an introduction. Part 3 covers Environmental Accounting. (i)Environmental accounting theory: Steps towards sustainability (the Solow-Hartwick model); Resource use in a competitive world; Consumption, income and wealth; and Measuring national income. (ii)Environmental accounting practices: Information on the environment (The elaboration of environmental information systems, the accounting frameworks [the satellite accounts, and the modified of national income accounts]); The environment in the system of national accounts; and (Non-renewable resources, Renewable resources, Environmental capital case. Part 3.3 covers Applications of green national accounts in Africa.

GAME THEORY AND INFORMATION ECONOMICS I		CEGE5982
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	

Module Description:

Part 1 introduces the elements of game theory: Review of choice under uncertainty; Motivation: monopoly and oligopoly; Components of a non-cooperative game (extensive form); Strategies and the strategic (normal) form; and Mixed strategies. Part 2 covers Static games with complete information: Dominant and dominated strategies; Rationalisable strategies; Nash equilibrium; Applications of the pure Nash equilibrium concept; and Mixed strategy Nash equilibrium and applications. Some more advanced topics covered are the existence of the pure and mixed strategy Nash equilibrium as well as the normal form refinements (Application of weak dominance, Trembling hand perfection, Correlated equilibrium). Part 3 covers Dynamic games with complete information: Backward Induction; Subgame perfect equilibrium; Applications of the subgame perfect equilibrium: Bargaining; Finitely repeated games; Infinitely repeated games as well as their Applications.

GAME THEORY AND INFORMATION ECONOMICS II		CEGE5981
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	

Module Description:

Part 1 covers Static games with incomplete information: Bayesian Nash Equilibrium and their applications. Part 2 covers Dynamic games with incomplete information: (Weak) Perfect Bayesian equilibrium; Sequential equilibrium; Signaling Games; Reputation with complete and incomplete information; Cooperation in finite horizon games; and Pure communication (cheap talk). Part 3 covers Information Economics: Elements and types of asymmetric information: The basic principal agent model (symmetric information contracts); The moral hazard problem; The adverse selection problem; Screening and Signaling; and Applications of Information Economics. Part 4 covers Topics in Game Theory: Auction Theory; and Evolutionary Game Theory.

HEALTH ECONOMICS I		CEHE5982
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	

Module Description:

Part 1 gives a general introduction to Health Economics: The scope of health and health care; The concept of health economics; Health, public goods and health economics; The relevance of health economics; Economics of health and health care; Health care as economic commodity; and The nature of health care: need versus demand. Part 2 covers Demand and Supply of Health. (i) Demand for health and health care: Determinants of demand for health care (medicine, education, lifestyle, other behavioural aspects, the role of time insurance, nature of sickness, and quality); The Grossman Model; and Empirical measurement-RAND-Health Insurance Experiment and HIES Surveys. (ii) Supply and Cost functions for health care providers: Production functions of health and health care; and Cost studies including hospital cost analysis. Part 3 covers Markets and Market Failure in Health and Health Care: Markets; (Physicians (Supplier-induced demand); - Hospitals (Newhouse model) -Pharmaceutical industries)); Market failures and government intervention; and Asymmetric information and agency relationship. Part 4 covers Health Insurance: The demand for health insurance; The supply of health insurance; Moral hazard and adverse selection; and Managed care. Part 5 covers Basic Principles of Epidemiology; Economic epidemiology; Economic epidemiology rates; Prevention (education, nutrition and immunization); and Economics of common diseases in developing countries.

HEALTH ECONOMICS II		CEHE5981
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
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Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Health and Development: Measures of health and development; Disease profiles of rich and poor countries; Health, health expenditure and growth; Linkage between poverty and health; and Social, political, religious and regional dimensions of health. Part 2 covers Health Systems and Financing: Objectives of Health Systems; Organization and Structure. As well as Public Sources of Health Finance (including social insurance); Private Sources of Health Finance (including community based health insurance, HMOs, NGOs, donor funding, etc); and National health accounts. Part 3 covers Health Policy and Reforms: Health Policy and health policy analysis; Health sector reform (HSR): Concept, objectives, implementation and impact; and Sector wide approaches (SWAps) and HSR. Part 4 covers Introduction to Economic Evaluation of Health Interventions: Methods of economic evaluation of health care interventions; (Cost analysis, Cost Effectiveness Analysis, Cost Utility Analysis, Cost Benefit Analysis); Applications to economic evaluation of health care interventions; and Impact analysis of HIV/AIDS, Malaria and TB.

<b>INDUSTRIAL ECONOMICS I</b>	<b>CEIN5982</b>
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

This module covers the first set of topics in Industrial Economics. Part 1 gives an overview of industrial economics: Industry and Economic Development; The Role of Industry in Economic Development; Patterns of Structural Change and Industrial Development; and Development of World Industry and Global Trends in Industrial Structure. Part 2 is an Analysis of industrial structure: Game Theory Applications to Industrial Economics; Structure, Conduct, Performance Paradigm; Critique of the Structure-Conduct-Performance Paradigm; and Elements of Structure. (i) Industrial Concentration: Measurement Economic Significance and Trends (ii) Analysis of Costs, Economies of Scale and Technology; Elements of Non-price Behaviour (Static and Dynamic Welfare Implications under Various Market conditions; and Market Failures and State Intervention). Part 3 covers the Theory of the firm: Neoclassical Theory of the Firm; Existence of the Firm; (Firms as Alternatives to Markets, Transaction Costs, Objectives of Firms); and Internal Structure of Firms (Ownership Structure and Implications, Organizational structure and implications). Part 4 covers Firm Conduct: Research and Development (R&D); Mergers, Joint Ventures, Networking; Advertising; Product Differentiation; Barriers to Entry; and Pricing Strategies. Part 5 covers Performance dimensions of the firm: Dimensions of Performance; Profitability; Productivity and Growth; Efficiency; and Welfare.

<b>INDUSTRIAL ECONOMICS II</b>	<b>CEIN5981</b>
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

This module covers the second set of topics in Industrial Economics. Part 1 of this module covers Trade and industrial development: Firms in an International Context; International Differences in Structure of Firms; Economies of scale and International Trade; and Multinational firms, FDI and technology transfer. Part 2 covers Industrial and competition policy (basis and practice.) (i) Industrialization Options and Strategies: Import-substitution and Export-oriented Industrialization Policies; Role of Various Implementing and Facilitating Agents of Industrialization; Technological Capabilities and Strategic Trade Policies; and Trade Policies and Industrial Incentive. (ii) Competition Policies: Abusive Practices; Regulation (Antitrust, Property Rights etc); and Development Towards Competition Policy. (iii) Macro and Sectoral Policies; (iii) Market Reforms, Industrial Restructuring and Privatization; and Implications of Reform and Structural Adjustment. Part 3 covers African industry in the context of international experiences: Structure of African industry (African Firm - Size, Growth and Productivity); Trade Agreements [Bilateral and Multilateral Agreements (WTO, EPA, AGOA), Regional Trade and Industrial Development (ECOWAS, COMESA, EAC, SADC)]; and Lessons from Other Developing Regions [South East Asia – The Issues, Other Experiences (Latin America, India, China etc), Contemporary African Industrial Issues.]

<b>INTERNATIONAL ECONOMICS I: INTERNATIONAL TRADE</b>	<b>CEIE5982</b>
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Perfect Competition Models of Trade: Mercantilist and Classical Models of Trade; Neoclassical Models; (HOS Model of Trade, Specific Factors and Trade (1x2x3) Model, The Rybczynski Theorem, Stolper-Samuelson Theorem); and Empirical evidence & applications to Africa. Part 2 covers New Trade Theories: Imperfect Competition Models of Trade and Increasing Returns to Scale; Tastes, Per capita Income and Technological Change; (Taste Differences and International Trade, Linder Hypothesis, Intra-Industry Trade, Product Cycle, Technology Gap, Taste Similarities, Neo-factor Proportions Theory); Gravity Model (Including Geographical Models); and Empirical Evidence & Applications to Africa. Part 3 covers International Trade Policy: Instruments of Intervention, their Effects and Measurement; (Tariff and Non-Tariff Barriers); Strategic Trade Policy; Economic Integration; (Prospects of Regional Integration in Africa, Constraints, Conflicts, and Challenges of Regional Integration in Africa); Political Economy of Trade Policy; International Trade Institutions and Agreements; (GATT, WTO, UNCTAD, EPAs (Including Issues in Globalization), GATS, TRIPS SADC, COMESA, SACU); and Empirical Evidence & Applications to Africa. Part 4 covers Trade Policy and Economic Development: Structure of African Trade; (Trade with Asia (China & India), Trade with the West, Intra-Africa Trade); Trade, Growth and Poverty; Trade Strategy and Industrialization; Trade Reforms and Adjustment; and Empirical Issues of Trade in Africa.

INTERNATIONAL ECONOMICS II: INTERNATIONAL TRADE		CEIE5981
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	

Module Description:

Part 1 covers Foreign Exchange Markets and International Parity Conditions: Different Exchange Rate Systems; Foreign Exchange Markets; The Linkage Between Domestic and Foreign Prices; (Covered Interest Rate Parity (CIP), Uncovered Interest Rate Parity (UIP), Purchasing Power Parity (PPP)); and Empirical Evidence & Applications to Africa. Part 2 covers International Payments System: Goals and Objectives; Evolution of International Payments System; (The Gold Standard, The Bretton Woods System, The Non-System/Managed Float, The Current System); and International Financial Institutions and Africa. Part 3 covers Models of Balance of Payments Adjustment: Balance of Payments Accounting; Balance of Payments Adjustments (The Specie Flow Mechanism, Elasticity Approach, The Absorption Approach, Monetary Approach); and Transmission of Disturbances, Exchange Rate Pass-through and the Open Economy Multiplier; Empirical Evidence & Applications to Africa. Part 4 covers Theories and Models of Exchange Rate Determination: The Flow Approach to Foreign Exchange Rate Determination; Purchasing Power Parity and the Real Exchange Rate; The Portfolio Balance Approach to Exchange Rate Determination; The Monetary Approach to Exchange Rate Determination; The Exchange Rate as an Asset Price - Rational Expectations; Excess Volatility in Exchange Markets, Speculation and Bubbles; and Empirical Evidence & Applications to Africa. Part 5 covers Open Economy Macroeconomics - Fiscal and Monetary Policy Under Different Exchange Rate Regimes: Internal and External balance (The Swan Model); Extensions and Limitations of the Mundell-Fleming Model; Theory of Optimum Currency Area; Central Bank Intervention in Foreign Exchange Markets; (Intervention Under Fixed and Flexible Exchange Rates, International Macroeconomic Policy Coordination); and Empirical Evidence & Applications to Africa. Part 6 covers International Capital Movements: Private Short and Long Term Capital Flows; Bilateral and Multilateral Capital Flows; Capital Flight; The International Debt Problem; Impact of Capital Controls and Capital Account Liberalization; Global Financial/Economic Crises; Causes, Effects and Remedies; and Empirical Evidence & Applications to Africa.

LABOUR ECONOMICS I		CELE5982
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NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	

Module Description:

Part 1 introduces Labour Economics and labour market issues in Africa. The part defines labour markets and the scope of labour economics: Overview – models the labour market; Philosophical perspectives: classical (old, neo and new); Keynesian; institutionalism, dualism; and African Labour Markets in a Globalised World. Part 2 covers Labour Supply. (i) Definition of labour supply. (ii) Participation and Hours Decisions. (iii) Short-run Labour Supply Analysis: Simple Static Model; (Effects of taxes and transfers); Extensions to the Simple Static Model: (Fixed Costs, Rigid Hours, Moonlighting Activity); Household Labour Supply Models; and (Family labour model, Household Production model). (iv) Inter-temporal Labour Supply Models: Life Cycle Model; Exogenous Wage model; and Endogenous Wage model. Part 3 covers Labour Demand. (i) Demand in Competitive Labour Markets: Short run and long run analysis; Factor Substitution (Technology); and Minimum Wage Effects. (ii) Demand in Noncompetitive Labour Markets: Monopsonistic Markets; and Oligopolistic Markets. Part 4 covers Wage Determination. (i) Introduction; Wage Determination in Competitive and Non-competitive Labour Markets; Wage structures – Occupational, Inter-industry and Regional Wage Differentials. (ii) Neoclassical Models: Compensating Wage model; Human capital model. (iii) Institutional Models: Internal labour markets; Efficiency-wage model; Insider-Outsider model; and Trade Unions. (iv) Labour Contracts and Incentives: Labour Contracts; and Incentive Schemes. Part 5 covers Job Search and Information in The Labour Market: Job search and matching; and Information. Part 6 covers Economics of Labour Market Discrimination: Types of labour market discrimination; Measuring the extent of discrimination; Theories of discrimination; and Effects of labour market discrimination.



LABOUR ECONOMICS II		CELE5981
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Unemployment and Employment Issues and Policies In Africa. (i) Unemployment: Types of Unemployment; Youth unemployment; Female labour force participation; and Underemployment. (ii) Employment Policies In Africa: Supply-side Policies; (Education and Training Policies, Population Policy); Demand-side Policies; and (Labour Absorption capacity, Informal Sector and Self employment, Special Employment Programmes). (iii) Child Labour. Part 2 covers Labour Mobility. (i) Types of Mobility: Spatial; Job mobility; and Across sectors; Occupational. (ii) Labour Migration: Internal Labour Migration; International Labour Migration; (Human Capital Models and Asymmetric Information Models); Brain drain and Remittances; and Other Effects of Migration. (iii) covers Labour Turnover: Job Tenure; Quits and Lay-Offs. (iv) The Performance of Immigrants: Assimilation Hypothesis; and Immigrant Selectivity Hypothesis. Part 3 covers Poverty and Distribution of Earnings: Static Distribution of Earnings; Changes in the Distribution of Earnings; Income Mobility and Lifetime Earnings Inequality; and Earnings and Poverty in Africa. Part 4 covers Labour Market Issues of Globalisation and Regional Integration: Globalisation and Regional Integration Issues, Wages and Employment; International Labour Standards; Gender Distribution of Labour and Implications; Multinationals and Small Scale Industries; and Technological change and Innovations. Part 5 covers Impact of Legislations on The Labour Market: Employment Protection Laws; Minimum Wage Legislations; and Social Protection.

MANAGERIAL ECONOMICS I		CEMG5982
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 gives an overview of Managerial Economics. Part 2 covers Production and Cost Analysis: Incremental Cost Analysis, Contribution Analysis & Break-even Analysis; Economic, Technical and Allocative Efficiency; and Economies of Scale, Scope and Cost Complementarities. Part 3 covers Transactions Cost Analysis, Agency Theory and Incentives: Principal-Agent model/Agency theory; Stakeholder Theory of the Firm; Competence-based Theory of the firm; and Executive and Managerial Compensation and Franchising. Part 4 covers Business and Economic Forecasting: Rationale for forecasting; Forecasting techniques; and Laboratory sessions on the hands-on forecasting.

MANAGERIAL ECONOMICS II		CEMG5981
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Pricing analysis under different market structures: Essence of pricing; Pricing techniques and practices; Game theory and competitive strategy; and Auctioning and competitive bidding. Part 2 covers Product quality, Product design strategies and advertising: Product quality and information; Product design and quality improvement; and Advertising and marketing. Part 3 covers Long-term investment decisions: Capital budgeting; and Mergers and takeovers. Part 4 covers Economics of business enterprises in Africa: Access to business support services; Efficiency of micro-enterprises; and Management of small enterprises; Institutional framework for the development of small enterprises. Part 5 covers Management of public goods in Africa: Rationale for regulation; Regulation of Infrastructure; Pricing of public goods; Maintenance of public goods; and Public-private partnerships.

MONETARY THEORY AND PRACTICE I		CEMO5982
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NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 gives an introduction of issues in Monetary economics: Definition of Money; Functions and Historical Evolution; Changing Paradigms in Monetary Theory; Inside money and outside money; Role of Monetary Policy; Monetary Policy Issues in less developed economies; and Stylized Facts about the Role of Money in the Macroeconomy. Part 2 covers The Demand for Money. (i) Micro foundations of Money: The Representative Agents (Households and Firms); The Demand for Money vis- a- vis the Demand for other Commodities; Review of Classical and Keynes' Theories of the Demand for Money;

Extensions of Keynes' Approach (Baumol and Tobin-Markowitz); Friedman's Restatement of the Quantity Theory of Money; Demand for Currency, Deposits and Other Financial Assets and Currency Substitution; Traditional versus McKinnon-Shaw Approach to the Demand for Money in Developing Countries; (ii) Introduction to: Shopping-Time Models, Cash-in-Advance Models (Clower Constraint), and Overlapping Generation Model. (iii) Empirical Studies of the Demand for Money with emphasis on Africa. Part 3 covers The Supply of Money: Definitions of Money Supply/Stock (including the effects of Financial Innovations on Money Supply); Endogenous Money Supply: Credit Creation Process, The Monetary Base, Flow of Funds Approach, Balance of Payments and Money Supply Process, and Fiscal Balance and the Money Supply Process; and Empirical Studies of Money Supply. Part 4 covers the definition of Money and Price Level: Types and Measures of Inflation; Money growth and inflation; Effects of Inflation and Dis-Inflation Policies (Employment and Growth); Seigniorage and Inflation Tax; and Inflation Targeting Empirical Studies on Inflation. Part 5 covers Central Banking and Monetary Policy: Theories of central banking; Issues in the Autonomy of the Central Bank: Rules versus Discretion; Credibility; Reputation and Dynamic Inconsistency; Monetary Policy: and Targets and Instruments (Direct and Indirect).

MONETARY THEORY AND PRACTICE II		CEPA5981
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:		
Part 1 covers Financial Institutions and Financial Intermediation: Financial Institutions Defined; Role of Financial Intermediaries in an Economy; and Regulation & Deregulation of Financial Institutions; Informal Financial Sector. Part 2 covers Financial Development and Economic Development: Measuring Financial Development; The "Stylized Facts" of Financial development and Economic development; Supply- leading and demand following finance, financial Repression, McKinnon and Shaw Hypothesis and critique, financial liberalisation; Financial Intermediaries and the Saving and Investment Process in Developing Countries; Information asymmetry and Credit rationing; A Review of Growth Models; Money in Growth Models (closed and open economies); Money and Endogenous Growth Models; Financial Development and Economic Growth; and Empirical evidence with emphasis on developing countries. Part 3 covers Money in the Open Economy: Balance of Payments (BOP) Determination Approaches; Money, BOP and BOP Adjustment; Monetary Policy under Alternative Exchange Rate Regimes; Liberalization of Interest Rates & Exchange Rates; The Policy Mix; and Policy Coordination. Part 4 covers International Financial Institutions and Policy: The International Payments Mechanism; The Gold Standard; The Bretton Woods System; The Modified Bretton Woods System (after 1971); The IMF/World Bank and Third World Countries; and Financial Programming Models, Stabilization Policies and Structural Adjustment in Developing Countries. Part 5 covers Financial Globalisation and developments: Debt problem; Currency boards and Monetary integration; Financial globalisation; Financial instability and financial crisis; and International financial regulation and policy coordination.		

PUBLIC SECTOR ECONOMICS I		CEPE5982
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
Pre-requisite:	None	
Module Description:		
Part 1 introduces public sector economics and covers the following: definition of the nature and scope of public sector economics; methodology of public sector economics; and structure of the public sector. Part 2 covers foundations of public sector economics: Pareto optimality and efficiency of competitive markets; efficiency conditions in a two-period intertemporal model; consumer and producer surplus; and theory of second best. Part 3 covers overview of market failure: sources of market failure: public goods; externalities; market imperfections; missing markets; increasing returns to scale; risk and uncertainty; income distribution; information asymmetry; tax distortions; and market inefficiency. Part 4 covers theory of public goods: definitions of pure public goods; merits goods; club goods; optimal provision of public goods; and alternative mechanism for provision of public goods (e.g. Lindhal mechanism, Clarke & Grooves, etc). Part 5 covers externalities: definitions; types; sources; consequences; and corrective mechanisms. Part 6 covers public choice theory: unanimous consent on public goods levels; mechanisms for aggregating individual preferences; representative democracy; the foundations of government failure. Part 7 covers public expenditure theory: size and composition of public expenditure; theories of public expenditure growth; public expenditure in Africa: fiscal and social policy (poverty, social insurance, income distribution, socio-economic development in Africa). This part also covers theories of public expenditure growth and public expenditure policy in Africa parts 8, 9 and 10 cover public enterprise pricing and incentive regulation, evaluation of public projects/programmes and government failure, respectively.		

PUBLIC SECTOR ECONOMICS II		CEPE5981
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks
Module assessment:	Continuous assessment 50% (tests, assignments, projects)	

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 introduces the following concepts in public sector economics: history; definitions; rationale for taxation; canons of a good tax system; types of taxes; distinctions among a tax and fees, royalties; fines; and penalties. Part 2 covers theory of taxation: incentive effects of taxation (on savings, investment, labour supply and risk taking); and tax incidence analysis. This part also covers: tax incidence the incentive effects of taxation. Part 3 covers theory of optimal taxation: optimal commodity taxation and optimal income taxation. Part 4 covers tax policy, design, structure, administration and reforms: objectives of tax policy; tax policy in developing countries; taxation and development; tax design; tax structure; tax administration; and tax reforms in developing countries this part also covers: tax policy; design and structure; tax administration; tax evasion; and tax reforms and the political economy of tax reform. Part 5 covers international issues in taxation. Part 6 covers inter-governmental fiscal relations. Part 7 covers public debt: fiscal deficits; domestic and external debt (causes, management, financing and sustainability); and an Overview of external debt in Africa and debt relief initiatives. Part 8 covers budget and budgeting processes: definitions; multiple purposes of budgeting; types, and techniques of budgeting; budget policy, formulation and execution; planning and budgeting; and public revenue and expenditure forecasting.

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YEAR 2 : SEMESTER 2

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THESIS

CETM5952

NQF Level: 9 Credits: 66 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: Successful completion of all taught modules

Module Description:

Students, who successfully completed the taught modules including the electives, shall undertake research in relevant topics in economics, approved by their supervisors and the Department of Economics. A student may start to work on his/her proposal by the end of the first semester of the second year, and the proposal must be approved by the beginning of the semester of the academic year in which he/she is required to write the thesis. A student can only officially register for the thesis after acceptance of his/her research proposal by the Postgraduates Studies Committee. On approval of proposal, students can conduct the research and write a thesis according to UNAM post graduate studies committee (PGSC) requirements.

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## INTRODUCTION

The purpose of this qualification is to provide students with the knowledge and skills to be able to work in the field of development finance, as a professional discipline and to be able to assist in the design and implementation of development finance policies. Development finance institutions potentially play an important role in achieving economic growth and contributing to employment creation. Despite the importance of development finance, there is currently no Namibian university which provides a postgraduate degree in development finance. This program therefore, aims to ensure that Namibia produce enough development finance experts to meet their growing development needs. The qualification will develop the capacity for quantitative and qualitative analysis, and critical thinking in line with current technological, social and cultural developments in Namibia. The qualification will also increase the number of the much-needed critical mass of trained people in the area of economic research in the country. The qualification aims to satisfy the needs of various stakeholders and was developed in consultation with their representatives.

## CRITERIA FOR ADMISSION

Prospective students must be in possession of a NQF (Namibian National Qualifications Framework) Level 8 Bachelor (honours) degree qualification in economics, commerce, finance or an equivalent, with an overall grade average of 60% (and above) from UNAM or any other recognised institution. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM. Note: submission of an application does not necessarily ensure admission.

Note: Applicants should note that the submission of an application does not necessarily ensure admission.

## ACADEMIC YEAR AND MODE OF DELIVERY

The programme of the Masters of Science in Development Finance programme will be offered on full-time basis through a blended mode of delivery in the form of block sessions through face-to-face classes on the Windhoek campus with online and mentor support.

## DURATION OF STUDY

The minimum duration of the programme is two(2)years. The maximum duration of the programme is four (4) years.

## ASSESSMENT CRITERIA

A student will qualify to sit for examination upon obtaining a 40% mark based on continuous assessment (CA) for that module. Furthermore, he/she should obtain a final mark of 50% for a pass. (The continuous assessment and examination marks carry a weight ratio of 50% each. A subminimum examination mark of 40% is a compulsory requirement for a pass.

## MAXIMUM NUMBER OF CREDITS PER YEAR

Year 1:126

Year 2:126

## ADVANCEMENT AND PROGRESSION RULES

A student must pass at least 6 first year modules (108 credits) in order to advance to the second year of study. A student must have passed all modules and submitted an acceptable Research Proposal before commencing with the Mini Thesis

## EXIT PROGRAMME OUTCOMES (OUTCOME FOR WHOLE QUALIFICATION)

Holders of this qualification are able to:

- Apply analytical skills related to development finance
- Assess contemporary issues related to development finance at the macro and micro levels
- Appraise current research and scholarly debates about the design, implementation and evaluation of specific problems of development finance
- the design, implementation and evaluation of specific problems of development finance
- Interpret the theories underpinning development finance practices and apply them to address development finance challenges facing public and private sectors as well as NGO's
- Formulate research in development finance at an advanced level and to communicate effectively the findings of such research to peers, policy -makers and other end-users

## ARTICULATION OPTIONS

The qualification should serve as an entry point to PhD Development Finance

## MINIMUM REQUIREMENTS FOR RE -ADMISSION INTO THE FACULTY

To be re -admitted to the programme for a particular year of registration, a student must have passed the minimum of 5 modules (90 credits) by the end of first year. A student will not be re-admitted if a compulsory module is failed twice.

## REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 252 credits, and who have met the requirements of the compulsory and elective modules.

## CAREER OPPORTUNITIES

The Master of Science in Development Finance provides training which equips graduates of the course for successful careers in public sector, bank and non -bank financial organisations, international finance institutions, including Development Finance Institutions (DFIs), Aid agencies, Development Foundations, NGOs, Academic and Research Institutions.

## IMPLEMENTATION STRATEGY

The programme will first be implemented in 2019. The first year's modules will be introduced during the first year and the second year's modules would be introduced during the second year. The programme will only be offered if the minimum number of 7 students in given year is attained.

12. Summary Table for all courses in the Programme  
Curriculum framework of the MSC degree in Development Finance

Module code	Module title	NQF credits	NQF level	Compulsory (C)/ Elective (E)	Contact hours
Year 1 Semester 1					
EDF5981	Micro -enterprise finance	18	9	C	3
EDF5991	Project finance	18	9	C	3
EDV5981	Financial services & regulation	18	9	C	3
UAE5819	Academic writing for post Graduate Students	*		C	
Total credits semester 1: 54					
Year 1 Semester 2					
EDF5982	Issues in development finance	18	9	C	3
EDF5992	International finance for development	18	9	C	3
EDV5982	Local & regional development	18	9	C	3
EDV5992	Corporate finance & investment	18	9	C	3
Total credits semester 2: 72					
Total credits year 1: 126					
Year 2 Semester 1					
EDV5991	Quantitative research methods	18	9	C	3
	Elective	18	9	E	3
	Elective	18	9	E	3
EFD5981	Research methods	12	9	C	2
Total credits semester 1 : 66					
Year 2 semester 2					
EFD5992	Mini Thesis	60	9	C	
	Total credits semester 2	60			
	Total credits year 2	126			
	Total credits for the programme	252			

\*Not a credit bearing module

List of Electives (an elective will only be only offered provided a minimum of 5 students and depending on capacity, students can also take electives on Partner University)

EDI5981: Infrastructure Management

EDP5991: Project management

EDR5981: Risk management

PART B: MODULE DESCRIPTOR	
Module Title: Micro -Enterprise Finance	
Module Code	EDF5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	

Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"> <li>Analyse the origins, causes and potential outcomes of current issues and debates in the field of micro-enterprise finance</li> <li>Critique microfinance experiences presented in the form of case studies</li> <li>Compare institutional finance and finance as a structured approach to decision making in SME finance Develop micro financial forecasting based on available information</li> <li>Explain the challenges and problems of microenterprises in developing countries</li> <li>Evaluate processes of working capital management</li> </ul>	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	The module aims to address essential concepts of micro-enterprise finance by examining both institutional finance and finance as a structured approach to decision making with specific reference to small, micro and medium enterprises.

#### Module Content

Overview of entrepreneurial finance; Determining the appropriate source of start-up capital, Venture capital, Structuring smart deals, Alternative sources of capital, Profit, Profitability, and Break-Even Analysis, Financial Forecasting, Working capital management, Evaluating investment decisions, and Choice of financing and harvesting. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials and guest lectures.

#### Assessment Strategies

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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#### Learning Resources

##### Prescribed textbooks:

Otero, M. and Rybe, E (1994). *The New World of Microenterprise Finance: Building Healthy Financial Institutions for the Poor*

Bloomfield: Kumarian Press.

Harper, M. (1998). *Profit for the Poor: Cases in Micro -Finance* . California: Intermediate Technology Publications.

##### Further Readings

Selected recent articles from academic journals, including The Review of Development Finance, International journal of Development Issues, World Bank Economic Review, World development Websites: [www.imf.org](http://www.imf.org) [www.nber.org](http://www.nber.org) [globalcidef.com](http://globalcidef.com)

Module Title: Project Finance	
Module Code	EDF5991
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites) Prerequisite	None
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	
The module aims to provide students with concepts and theories, as well as the practical tools and techniques for project finance evaluation, analysis and modelling, resulting in a deep understanding of the risk-return character of limited recourse projects in project finance from multiple perspectives.	
Learning Outcomes/ Specific Outcomes On completing the module students should be able to:	
<ul style="list-style-type: none"> <li>• Appraise the concepts and theories for project finance valuation, analysis and modelling</li> <li>• Compare the tools and techniques for project finance valuation, analysis and modelling</li> <li>• Argue the risk-return character of limited recourse projects from multiple perspectives.</li> <li>• Evaluate project viability</li> <li>• Assess project finance evaluation</li> </ul>	

#### Module Content

Analysis of project viability, Designing security arrangements, Structuring the project, Financing Plan, Discounted cash flow analysis, Financial modelling and project evaluation, Issues for host Government, Project finance market, Managing project risk. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities:

Lectures, written assignments, class discussions, tests, tutorials and guest lectures.

#### Assessment Strategies

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements



Programme review, external moderation, student evaluation.

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## Learning Resources

### Prescribed textbooks:

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Tinsley, R. (2000). *Advanced Project Finance: Structuring Risk*. London: Euromoney Books.  
 Rowley, K., Bliss, N., Bonser, A., Carver, A. & Coker, M. (2008). *Project Finance: Principles and Practice*. Oxford: Oxford University Press.  
 Asian Development Bank. (2017). *Guidelines for the Economic Analysis of Projects* Mandaluyong City.: Asian Development Bank.

### Further Readings

Esty, B.J. (2004) *Modern Project Finance : A Casebook* . New York: Wiley.  
 Davis, H.A. (200). *Project Finance: Practical Case Studies* . London: Euromoney books.  
 Project Finance International (2017). *Global Project Finance Yearbook* . London: Thompson Reuters.

Module Title: Financial Services Regulation	
Module Code	EDV5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	
The aim of this module is to expose students to a framework of financials sector regulation and how the various components fit together.	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"> <li>• Explain the major difficulties of financial market regulation</li> <li>• Interpret the principles of financial regulation and the broader policy framework(s) within which it is situated</li> <li>• Argue the various theoretical approaches to regulation</li> <li>• Evaluate the different tools and techniques in prudential and conduct supervision</li> <li>• Evaluate the implications of financial crises and failures</li> <li>• Examine the international context of financial supervision and be able to evaluate the implications for large or complex entities</li> </ul>	

### Module Content

The role, purpose and functioning of national capital markets within the framework of global markets, national and international regulation, and supra-national bodies. The module examines the effect of market, legal and regulatory structures on behaviour through the concepts of efficiency, transparency and equity. Other topics are financing the global firm: multinational cost of capital and capital structure; sourcing debt and equity globally.

Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

Assessment Strategies

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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Learning Resources

Prescribed textbooks:

Vines, D and Gilbert, C.L. 2004. *The IMF and its Critics: Reform of Global Financial Architecture*. Cambridge: University Press.

Further Readings

Ghosh, B. 2002. *Global Financial Crises and Reforms: Cases and Caveats*.

London: Routledge Greenwood, R, Hanson S.G, Stein, J. and Sunderam, A. (2017). *The Financial Regulatory Reform Agenda in 2017*. Harvard Business School working paper 2017 -09.

Selected recent articles from academic journals, including The Journal of Financial Regulation and the Journal of Financial Regulation and Compliance.

Module Title: Local and Regional Development	
Module Code	EDV5982
NQF Level	9
Contact hours	3 lecture hours per week for 2 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	
To provide students with specialist knowledge and a comprehensive understanding of the political and economic aspects of regionalism and the tools to manage these aspects in a practical way.	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"><li>• Argue political and economic aspects of regionalism and their practical management</li><li>• Evaluate the political and economic impact of regionalism on the management of development</li><li>• Describe relevant regional integration systems</li></ul>	

Module Content

The module will provide a thorough and comprehensive understanding of political and economic aspects of regionalism and their practical management in today's world. It will first provide an overview of a number of regional integration systems. The second part will illustrate how regions may steer their own economic destiny and thereby enhance territorial cohesion. The module will discuss and compare a number of regional blocs in the context of geography and examine the different comparative and competitive advantages between regions. The course will discuss a number of relevant cases studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures written assignments, class discussions, tests, guest lectures and tutorials.

#### Assessment Strategies

Continuous Assessment: 50%. At least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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#### Learning Resources

##### Prescribed textbooks

Pike, A (2011) *Local and Regional Development*. New York: Taylor and Francis  
 Pike, A, Rodriguez -Pose, A and Tomaney, J (2010). *Handbook of Local and Regional Development*. London: Routledge

Module Title: Issues in Development Finance	
Module Code	EDF5982
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	
The aim of the module is to provide students with insight into significant concepts, approaches and issues of policy relevant to financial and economic development processes.	

Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Contrast issues of practical significance in financial and economic development processes
- Compare significant development finance theories in terms of their relevant strengths and weaknesses role finance play
- Explain the dynamics of financial architecture and sustainable development, including the role of formal and informal financial markets
- Interpret approaches and policy issues relevant to financial and economic development processes
- Evaluate country risk analysis
- Analyse real -life case studies in development finance applications

Module Content

Introduction to Development Finance, Contracts, Agency and Transaction Cost, Asymmetric Information, Capital Markets and Credit Rationing, Social Collateral and Inverted Banking, Formal and Informal Credit Markets, External Aid and Development, Finance and Sustainable Development, Country Risk Analyses. The course will discuss a number of case studies.

Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

Assessment Strategies

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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Learning Resources

Prescribed textbooks:

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Kirkpatrick, C.H. and Murinde, V (editors). (2006). Development Finance.  
Edward Elgar Smith, K and Smith, R.L. (2011). Entrepreneurial Finance. New York: Wiley Selected recent articles from academic journals, including The Review of Development Finance, International journal of Development Issues, Journal of Contemporary issues in Development Finance.

Module Title: International Finance for Development	
Module Code	EDF5992
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18

(Co-requisites) Prerequisite	None
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	
The module aims to investigate key aspects that drive international finance in developing countries using case studies and best practice models	
Learning Outcomes/ Specific Outcomes On completing the module students should be able to: <ul style="list-style-type: none"> <li>• Interpret several core issues pertaining to international finance in developing countries</li> <li>• Compare the differences between Africa's emerging and developed financial markets</li> <li>• Contrast financial sector policies and their impact on financial markets</li> <li>• Describe the international financial system and financial markets</li> <li>• Analyse key global issues in international finance development, including the international monetary system, foreign exchange, exchange rates, international financial markets and cash flow operations</li> <li>• Interpret development -related case studies on issues pertaining to international monetary and financial policy, money and capital markets and international banking</li> </ul>	

#### Module Content

Introduction to Development Finance, Contracts, Agency and Transaction Cost, Asymmetric Information, Capital Markets and Credit Rationing, Social Collateral and Inverted Banking, Formal and Informal Credit Markets, External Aid and Development, Finance and Sustainable Development, Country Risk Analyses. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, guest lectures and tutorials.

#### Assessment Strategies

Continuous Assessment: 50%. At least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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#### Learning Resources

##### Prescribed textbooks

Ocampo, J.O., Kregel, J and Griffith -Jones, S (2007). *International Finance and Development*. London: Zed Books.

Gandolfo, G. (2005). *International Finance and Open -Economy Macroeconomics*. New York: Springer. Selected recent articles from academic journals, including: International Journal of Economic and Financial Issues, The Review of Development Finance, International Journal of Development Issues, academic journals, including: International Journal of Economic and

Module Title: Quantitative Methods	
Module Code	EDV5991
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester

NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	
The module aims to equip students with the competencies required to conduct independent quantitative research of which the statistical results will offer both theoretical and practical solutions to challenges encountered in the field of development finance.	
<p>Learning Outcomes/ Specific Outcomes</p> <p>On completing the module students should be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of applying quantitative techniques to a range of problem in development finance</li> <li>• Communicate the results of quantitative analyses in the contexts of development finance</li> <li>• Interpret probability theory and data analysis, with special reference to finance</li> <li>• Apply quantitative research techniques</li> <li>• Construct purposeful quantitative methodologies</li> <li>• Interpret the results of the statistical analysis in the form of findings, recommendations and conclusions.</li> </ul>	

#### Module Content

Probability theory, descriptive data analysis, decision trees, estimation and hypothesis testing, and simple statistical analysis such as correlation analysis, regression analysis and time series analysis. The logic of the research process and the different forms of reasoning, the formulating of the research question(s), literature review, deciding on the research design and methodology, conceptualisation, sampling, data collection and analysis. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### Assessment Strategies

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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#### Learning Resources

##### Prescribed textbooks:

Watsham, T.J. and Parramore, K. 1996. *Quantitative Methods in Finance*. London: Thomson Learning  
 Keller, G and Warrack, B. (2014). *Statistics for Management and Economics*. 10th Edition. London: Thomson Learning.

Module Title: Corporate Finance and Investment
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Module Code	EDV5992
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	
The aim of this module is to provide students with a critical understanding of the principles underlying corporate finance and investment decision -making and to enable students to provide risk -adjusted estimates of the value of an investment.	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"> <li>• Develop analytical skills for evaluating strategic and investment decisions;</li> <li>• Identify and incorporate risk in investment decisions;</li> <li>• Understand and apply portfolio theory and capital asset pricing models in asset allocation;</li> <li>• Evaluate alternative methods in long -term project evaluation;</li> <li>• Justify strategic financial management decisions</li> </ul>	

#### Module Content

The **course's** goal is to develop the theoretical and practical tools essential to the execution of the corporate finance function. The course aims at value creation through integrated financial, strategic, and operating decisions. Students build the knowledge and skills critical to the finance function of evaluating investment decisions; proposing, assessing, and implementing financial decisions; and evaluating and managing risk. Topics include, corporate valuation, capital asset pricing, financing decisions and market efficiency, dividend policy and capital structure, debt financing and leasing mergers and acquisitions, and investment performance evaluation. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### Assessment Strategies

Continuous Assessment: 50% Continuous Assessment: 50% (at least 2 pieces of work(test, assignment and projects). Examination 50% (1 x 3 hour paper).

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#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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#### Learning Resources

##### Prescribed textbooks:

Brealey, R.A, Myers, S.C. 2008. *Principles of Corporate Finance*. New York: McGraw -Hill. Ross, S.A, Westerfield, R.W. and Jaffe J.(2014). *Corporate Finance*. New York: McGraw - Hill

Pike, R. and Neale, B. (2012). *Corporate Finance and Investment*. New York: Financial Times Prentice Hall

Selected recent articles from academic journals, including The Journal of Corporate Finance and the Review of Corporate Finance Studies

Module Title: Infrastructure Finance	
Module Code	EDI5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites) Prerequisite	None
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	
The aim of this module is to put into context the relationship between infrastructure and economic growth and interrogate the depth of the infrastructure gap facing the African continent	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"> <li>• Justify the economic theories linking infrastructure development and growth and its practical implications</li> <li>• Argue the vital role that the design and implementation of public works programs play in economic development</li> <li>• Defend the role of public works programs in sustaining commerce and providing for everyday life.</li> <li>• Defend the economic theories linking infrastructure development and growth and its practical implications;</li> <li>• Apply development finance theory to identify various sources of funding for infrastructure development Evaluate various financing models in infrastructure development and their implications;</li> </ul>	

#### Module Content

The course introduces the students to the uniqueness of infrastructure financing and explains how to minimize risk and maximize return in such projects. Financial instruments market access, dealing with risk, incentives and approvals, environment and tax issues. Infrastructure project evaluation techniques – bidding process. Infrastructure finances ratings and credit services. It will cover utilities projects including - Electric, Gas, Water and Transport. Because these investments require large amounts of capital, considerable emphasis is placed on the accessing of the private capital markets for the funding of projects, as well as various domestic and international loan and grant programs. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### Assessment Strategies

Continuous Assessment: 50% Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.



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## Learning Resources

### Prescribed textbooks:

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Davis, H.A. (2010). *Infrastructure Finance: Trends and Techniques*. London: Euromoney Books.

Esty, B.C. 2003. *Modern Project Finance: A Casebook*. New York: Wiley.

Module Title: Project Management	
Module Code	EDP5991
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites) Prerequisite	None
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	
The aim of this module is to provide students with the essential knowledge and competences required to practice as project managers in the field of development finance.	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"><li>• Apply knowledge of project management theory</li><li>• Interpret project management theory</li><li>• Assess recent developments in project management practice</li><li>• Interpret a project feasibility study</li><li>• Contrast successful project proposals</li></ul>	

### Module Content

Origins of Project Management; Characteristics of Projects; The Project Life Cycle; Project Conception; Project Selection Models; Project Appraisal; Project Scoping; Planning and Organisation; Stakeholder Issues; Work Breakdown Structure; Project Initiation and Implementation; Negotiation; Procurement & Resource Allocation; Project Control and Communication; The Project Manager; Project HR Management and Human Relations; Project Termination; Avoiding Project Pitfalls; Managing for Success. The course will discuss a number of case studies.

### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

### Assessment Strategies

Continuous Assessment: 50% (Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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## Learning resources

### Prescribed textbooks:

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Newton, R. (2009). *Project Manager: Mastering the Art of Delivery in Project Management*. New York: Financial Times/ Prentice Hall

Barker, S and Cole, R. (2013). *Brilliant Project Management: What the Best Project Managers Know, Say and Do*. New York Prentice Hall

Selected recent articles from academic journals, including The International Journal of Project Management and Project Management Journal

Module Title: Risk management	
Module Code	EDR5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites) Prerequisite	None
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	
To develop students' knowledge and understanding of the risks faced by financial institutions, the techniques used to manage such risks, and the problems and issues faced in this process.	
To explain the theoretical and practical aspects of the risk management techniques employed in the financial services industry. To compare the regulators' demands with the needs of the investment banking and insurance worlds. To provide sufficient theoretical and practical knowledge of data modelling techniques to enable you to measure the interest rate, market and credit risks.	
Learning Outcomes/ Specific Outcomes	
On completing the module students should be able to:	
<ul style="list-style-type: none"><li>• Demonstrate a critical understanding of the risk management function</li><li>• Contrast several risk evaluation and measurement techniques (Value at Risk, Volatility, Correlations/Monte Carlo simulations, Merton model)</li><li>• Analyze the factors that lead companies to high levels of interest rate risk, market risk, credit risk and liquidity risk.</li><li>• Defend the current academic literature on risk management with main emphasis on studies analyzing risk management failures</li></ul>	

### Module Content

This course covers the modern techniques of financial risk management. Topics to be covered include, Introduction: motivation for risk management, examples of financial, Financial engineering: derivatives (basic and exotic options, futures, swaps, and swaptions) and standard hedging techniques, Market risk: VaR (value at risk) measurement (Risk Metrics, historical, and Monte Carlo approaches), back -testing, stress testing, other risk measures, Liquidity risk, Credit risk: Merton model, recent structural and reduced -form models, credit derivatives, Operational risk. Other topics: banking risks, emerging markets risks, predicting financial crises. The course will discuss a number of relevant cases studies.

Assessment Strategies

Continuous Assessment: 50% (Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

Module Title: Business strategy and sustainability	
Module Code	EDB5991
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	
<p>To familiarise the students with factors affecting the firm and industry in long run and also with the tools and techniques of external as well as internal environmental analysis</p> <p>To develop their analytical as well as decision -making skills to formulate and evaluate strategy under a given set of environmental factors</p> <p>To develop a practical understanding of strategy formulation and implementation process</p> <p>To develop an understanding of impact of regulators and stakeholders on business strategy and introduce the concept of sustainable business strategy</p>	
<p>Learning Outcomes/ Specific Outcomes</p> <p>On completing the module students should be able to:</p> <ul style="list-style-type: none"> <li>• Appraise the meaning of sustainable manufacturing systems</li> <li>• Interpret the challenges sustainable manufacturing systems poses to business strategy – making</li> <li>• Compare the principles and practices of green supply chain management</li> <li>• Discuss the issue of sustainable marketing</li> </ul>	

Learning materials: Prescribed textbooks

Crouhy, M, Galai, D and Mark, R. (2014). *The Essentials of Risk Management*. New York: McGraw -Hill  
 Lam, J. *Enterprise Risk Management: From Incentives to Controls*. New York: Wiley.

Chapman, R.J. *Simple Tools and Techniques for Enterprise Risk Management*. The Wiley Finance Series. New York: Wiley

Module content

The meaning of sustainable manufacturing systems and the challenges it poses to business strategy – making.

The principles and practices of green supply chain management. Sustainable marketing and how this tool is being increasingly used by organisations. The course will discuss a number of relevant cases studies.

### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

### Assessment Strategies

Continuous Assessment:50% (Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

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## Learning Resources

### Prescribed textbooks

Werback, A. (2009). *Strategy for Sustainability: A Business Manifesto*. Harvard Business School Press. Hamschmidt, J. (2007). *Case Studies in Sustainability Management and Strategy*. London: Greenleaf

Module Title: Research methods	
Module Code	EFD5981
NOF Level	9
Contact hours	2 lecture hours
NOF Credits	12
(Co-requisites) Prerequisite	None
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	
To provide students with the opportunity to conduct credible independent research and practically demonstrate the outcomes of the module Qualitative Methods and Statistics for Development Finance Practitioners. To help students develop the skills to carry out advanced research in the field of development finance. To introduce students to the various research design and methods suitable for both qualitative and quantitative analyses used in the field of development finance.	
Learning Outcomes/ Specific Outcomes On completing the module students should be able to:	
<ul style="list-style-type: none"><li>• Describe a research problem/question and goal in the field of development finance;</li><li>• Construct a critical literature review on a chosen research problem;</li><li>• Apply an appropriate research method for gathering data (whether secondary or primary data) for a given research problem;</li><li>• Apply an appropriate research method to achieve the given research objective(s);</li><li>• Demonstrate critical research writing within the technical guidelines provided by Unam; and</li><li>• Construct a research proposal</li></ul>	

### Module Content

Selection of research question, problem statement, writing research objectives, literature review, quantitative methods, qualitative methods, mixed designs. Application of statistical software's such as SPSS, stata and e-views. Develop a research proposal and present the research proposal for assessment.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: lectures, written assignments, class discussions, tests, and tutorials.

#### Assessment Strategies

Continuous Assessment: 100%, involving tests 30%, assignments 20% and research proposal 50%.

#### Quality Assurance Arrangements

Programme review, external moderation, student evaluation.

#### Learning Resources

Prescribed textbooks: Creswell, J. (2014). *Research design: Quantitative, qualitative and mixed design approaches*. 4th Edition. New York: Sage publications.

Module Title: Mini thesis	
Module Code	EFD5992
NQF Level	9
Contact hours	
NQF Credits	60
(Co-requisites) Prerequisite	A student must pass all courses before being allowed to work on the mini thesis
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	
The aim of this module is to help students develop the skills to carry out advanced research in the field of development finance and to introduce students to the various research designs and methods suitable for both qualitative and quantitative analyses used in the field of development finance.	

#### Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Identify a research problem/ question and goal within the field of development finance;
- Contrast the relevant literature (both theoretical and empirical) on their chosen research problem;
- Identify research methods and techniques that are appropriate to their research assignment topic;
- Formulate their material in a logical, clear and systematic way in accordance with acceptable linguistic and stylistic standards; and
- Demonstrate the capacity for independent, self-managed learning and critical reflection on the research process

## PH.D. DOCTOR OF PHILOSOPHY (ECONOMICS) (12DPEC)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Courses of Study in the General Information and Regulations Prospectus.

## DEPARTMENT OF POLITICS AND ADMINISTRATIVE STUDIES

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### MASTER OF ARTS IN POLITICAL STUDIES (*NO INTAKE FOR 2022*)

[12MPST]

#### INTRODUCTION

The Political and Administrative Studies' (DPAS) postgraduate curricula reflect the contributions of a wide-range of stakeholders. If properly articulated and with robust quality control, these academic programmes will not only enhance the knowledge of those enrolled in them, but the curricula will help individuals to acquire such knowledge and research skills useful in a range of applications in both the public and the private sector. A surge in the delivery of academically robust postgraduate offerings in both Politics and Public Administration, coupled with increased calls for capacity-building to be at the heart of the global security agenda have led to the requirement for and/or new knowledge and skill-sets.

The Department offers two different types of degrees, namely, Master of Arts in Political Studies (M.A. Political Studies) and Master of Public Administration (MPA). These programmes are offered in two modes.

The first is by research which entails writing a comprehensive thesis on an approved topic. The student will be required to register and pass two modules: Research Methodology (PAR 5962), and a second course related to the student's research topic which the department should have approved before the student registered. Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology module. The module is offered in the Second Semester of the first academic year of the programme.

The second mode is by course work which requires the student to register for a minimum of eight (8) modules of which five are core.

The student will also write a thesis comprising an abstract of between 300 and 400 words, and a thesis of between 12000 and 15000 words.

#### **ADMISSION REQUIREMENTS**

Admission to these programmes is determined by the Rules and Regulations of the University. Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department. Prospective students could be interviewed and assessed by the Department to determine their eligibility for admission.

#### **MODE OF DELIVERY**

The Master's degree by research is done on a part time basis while the Master's degree by coursework can be done either on a full time or on a part time basis.

#### **DURATION OF STUDY**

The Master's degree by research is done on a part time basis and should be completed within three (3) years. An extension of the registration period of up to one academic year beyond the specified three years may be granted by the University. Consent of the supervisor/s and the Faculty is a precondition for such an extension of registration.

The Master's degree by coursework can be done either on a full time or on a part time basis. When done on a full time basis the programme should be completed within two (2) years, and within three (3) if it is done on a part time basis. Both modes allow for one (1) year extension of the registration period beyond the specified two and three years respectively if granted by the University on the recommendation of the Faculty and with the consent of the supervisor/s involved.

#### **ASSESSMENT CRITERIA**

A student registered for a coursework programme shall write an examination at the end of each module. To qualify for admission to the examination a student must obtain a minimum Continuous Assessment (CA) mark of 40 %. Each module is worth twenty four (24) Credits, and eighty (80) for a thesis.

A student registered for a Master's degree by research only will be supervised by a duly appointed and qualified supervisor(s) subject to the Postgraduate Regulations of the University and to the Departmental guidelines. His/her thesis will be examined by two or more qualified examiners duly appointed and approved by UNAM Postgraduate Studies Committee – acting on behalf of the Senate.

The Department has the right to deregister a student if he/she does not progress satisfactorily in either the course work or in writing the thesis. A student is expected to successfully complete two-thirds of the required number of modules per academic year if he/she wishes to continue to the following academic year. All modules need to be passed before a student proceeds to the thesis component.

#### **EVALUATION OF THESIS**

Evaluation of thesis will be done under the Postgraduate Rules and Regulations of the university (see Section B of this Prospectus).

#### **EXEMPTIONS**

Exemptions for postgraduate work done at another recognized university will be determined by the Department in due consideration of the following:

- A maximum of four (4) modules will be exempted.
- Applications for exemptions form (obtainable from the School of Postgraduate Studies) must be completed, accompanied by a valid course framework and academic transcript must be submitted to the School of Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.
- The decision of the Department shall be recommended to the School of Postgraduate Studies for final approval.
- The Department retains the right not to grant exemption for work completed at another university.

#### DEPARTMENTAL POLICY

Following are departmental policy provisions:

Study at Master's level is based on tutorials and seminars, rather than traditional lectures. That means the students have to participate actively in such tutorials/seminars, and that they have to do the necessary reading before each lecture or tutorial session.

When students are unavoidably prevented from attending a tutorial/seminar or completing a written assignment as scheduled, they have an obligation to inform the concerned lecturer as soon as possible.

Supervisor(s) will be assigned only after their approval by the UNAM Postgraduate Studies Committee. Each supervisor will enter into a written contract with the student concerned specifying the rights and obligations of both parties.

The Department will appoint a suitably-qualified Course Convener for each of its academic programmes.

Additionally, the Department considers academic integrity as fundamental to every facet of the scholarly process and, it is expected of every student and lecturer. It entails firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual property and efforts of both oneself and others.

#### CURRICULA COMPILATION

##### Master of Arts in Political Studies [12MPST]

In Year 1 all modules are compulsory

Year I Semester 1 –

Course Title	Course Code	NQA Level	Contact Hours	Credits
Academic Writing for Postgraduate Students	UAE5819			
The Politics of Southern Africa	PPA5971	9	4	24
The Study of Comparative Politics	PCP5971	9	4	24
The Politics of Global Change & Governance	PGC5971	9	4	24
Total Credits:				72

Year 1 - Semester 2

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Methodology	PAR5962	9	2	12
State & Civil Society in Africa	PSC5972	9	4	24
International Mediation & Conflict Transformation	PMC5972	9	4	24
			Total Credits:	60

In Year 2 Semester 1 students need two modules and a Research Paper [PRP 5961].

The electives are:

Contemporary World Politics [PCW 5971]

Government and Private Sector Relations [PGP 5971]

Comparative Foreign Policy [PFP 5971]



Year 2 – Semester 1

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Paper	PRP5961	9	2	12
African Politics	PAP5971	9	4	24
Elective		9	4	24
Total Credits:				60

In Year 2 Semester 2 all modules should have been passed before proceeding to the thesis component.

Year 2 Semester 2

Course	Code	NQA Level	Contact Hours	Credits
Thesis	PMP5992	9	Regular Consultation	80
Total Credits:				80

In all, the student must have a total of 272 credits in order to graduate.

Syllabi

YEAR 1 : SEMESTER 1

THE POLITICS OF SOUTHERN AFRICA CPPS5981

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week  
 Module Assessment: Continuous Assessment: 50%: 1 essay and 1 other assessment.  
 Final Examination: 50%: 1 x 3 hours written examination.

Module Description:

This module introduces students to the politics of southern Africa by framing the discourse on the region around a few themes. These are: State formation in southern Africa and its legacy; the role of apartheid and post-apartheid South Africa in the region; the foreign policies of SADC member states; contrasting analytical perspectives on the politics, society, and institutions of SADC. In addition, it seeks to trace the evolution of politics in southern Africa in general, and of political parties in particular: focusing on class formation, diverse principles of governance, leadership, regime types and their legitimacy, and the institutionalization of political power and the formation of community that transcend conventional conceptions of southern Africa.

THE STUDY OF COMPARATIVE POLITICS CPCP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 Per Week for 14 weeks (56 hours)  
 Module assessment: Continuous assessment: 50%: a minimum of 2 assignments of an applied nature.  
 Final Examination: 50%: 1x3 hours written paper.

Module Description:

This module surveys the dominant approaches to the comparative study of global politics. These include: realism, neo-realism, pluralism, liberal internationalism, critical theory, International Political Economy (IPE) and post-structuralism/modernism. Case studies will be extensively mined to examine processes of governance, and state-society relations and their implications in a variety of contexts: southern Africa, the big powers, middle powers and small states.

THE POLITICS OF GLOBAL CHANGE AND GOVERNANCE CPGC5971

NQF Level: 9 Credits: 24 Contact hours: 4 per week for 14 weeks = 42 hours  
 Module assessment: Continuous assessment: 50%: (5 assignments)  
 Examination: 50%: 1 x 3 hours written examination.

Pre-requisites: normal, as per degree course structure (see Faculty Prospectus)

Module description:

This module addresses the global political phenomena. It was designed to investigate the challenges of global governance, focusing on human rights, international migration, international conflict and diplomacy, regional integration and the role of the natural environment in international relations. Selected countries and specific experiences including those in Africa will be used as case studies.

YEAR 1 : SEMESTER 2

RESEARCH METHODOLOGY CPAR5979

NQF Level: 9 Credits: 12 Contact Hours: 2 per week for 28 weeks  
 Module assessment: Continuous Assessment: 50%: 5 assignments.  
 Final Examination: 50%: 1x3 hours written examination.

Module Description:

This module addresses the fundamentals of research on social issues within the context of national development. The research process: problem formulation, literature search, research methods, data collection and analysis, report writing

and referencing. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and undertake research using expertise gained for the good of the society. Students will be exposed to both quantitative and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques so that they can apply the newly acquired skills when writing their research proposals and, dissertations/theses. The student is expected to produce an acceptable thesis proposal.

STATE AND CIVIL SOCIETY IN AFRICA	CPSC5972
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Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: a minimum of 2 tests. Final Examination: 50%: 1 x 3 hours written examination.

Module Description:

The module focuses on academic discourse on civil society (Marx, Hegel, Gramsci, Bayart) with special emphasis on Africa; a critique of the concept of civil society and its application to Africa: the nature of civil society, the state and society in Africa; democratization and civil society; capita Selecta of civil society agencies and their interaction in selected African states.

INTERNATIONAL MEDIATION & CONFLICT TRANSFORMATION	CPMC5972
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NQF Level: 9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: 2 x 2 hours tests Final Examination: 50%: 1 x 3 hours written examination.	

Module Description:

The module discusses the theories and concepts on international mediation and focuses on second-track and third party level of and involvement in the process respectively, mediating conflict in the international system, and how to negotiate 'invisibles' in that process. The module will also identify appropriate case studies that can demonstrate successful and unsuccessful mediation, particularly in sub-Saharan Africa. Issues of stakeholder interests, acceptability of resolutions and agreements, and sustainability of the programme implementation will also be analysed.

YEAR 2 : SEMESTER 1	
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RESEARCH PAPER	CPRP5980
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NQF Level: 9	Credits: 12	Contact Hours: Regular Consultations
Module assessment:	Continuous assessment: 50%: a minimum of 2 assignments Final Examination: 50%: 1 x 3 hours written examination.	

Module Description:

As a module, the Research Paper entails gathering appropriate and adequate information to be used for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with gathering of data and interpreting it. The final product should provide evidence that the student gained appropriate research skills when taking the Research Methodology Module [CPAR 5970] during the previous Semester and is able to apply the knowledge.

AFRICAN POLITICS	CPAP5971
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NQF Level: 9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: 1 essay and 1 other assessment. Final Examination: 50%: 1x3 hours written paper.	

Module Description:

This module traces the political developments in Africa focusing on three major themes, namely pre-colonial political formations and regimes; colonial governments—their origins, administrative strategies, goals, and the liberation struggles; and the challenges of the post-colonial Africa: the compulsions for democracy and good governance, challenges of economic and political globalization, continental and regional political formations, and the role of 'isms' in the overall evolution from colonial to independence. Selected political theories will be discussed as contributive factors to the phenomena's past, present, and prospective future.

### ELECTIVES

CONTEMPORARY WORLD POLITICS	CPWP5971
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NQF Level: 9	Credits: 24	Contact hours: 4 hours per week
Module assessment:	Continuous assessment: 50%: a minimum of 2 assessments. Final Examination: 50%: 1 x 3 hours written examination.	

Module Description:

This module offers a study of contemporary world Politics from a diversity of theoretical perspectives such as realism, neo-realism, new-institutionalism, critical theory, feminism and post-structuralism; New Regionalism and its links to globalization; Ethics and International Relations; contested discourses on globalization; 'The Washington Consensus'; The G-8 and Africa; the global development/security nexus.

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GOVERNMENT AND PRIVATE SECTOR RELATIONS		CPGP5971
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NQF Level:9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: a minimum of 2 tests.	
	Final Examination: 50%: 1 x 3 hours written examination	

Module Description:

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation. In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, promotion and facilitation of an entrepreneurial culture. Various challenges that characterise the phenomena will also be discussed.

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COMPARATIVE FOREIGN POLICY		CPFP5971
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NQF Level: 9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: 2 x 2 hours tests	
	Final Examination: 50%: 1 x 3 hours written examination	

Module Description:

This module surveys the dominant approaches to the comparative study of foreign policy. These include: realism, neo-realism, pluralism, liberal internationalism, critical theory and post-structuralism/modernism. Case studies will be extensively mined to examine processes of foreign policy making and the implications of such policies in a variety of contexts: southern Africa, the big powers, middle powers and small states.

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YEAR 2 : SEMESTER 2	
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THESIS WRITING		CPMP5972
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NQF Level: 9	Credits: 80	Contact Hours: Regular Consultations with the Supervisor
Module Assessment:	Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing and that the supervisor(s) must be satisfied with the work.	
	Final Examination: The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.	

Module Description:

Thesis writing entails striving to produce an academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

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ACADEMIC WRITING FOR POST GRADUATE STUDENTS		UAE5819
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NQF Level: 9	Credits: 16	Contact hours: 4 hours periods p/w & 1 practical session for 14 weeks
Module assessment:	CA: (1 x 3 hour exam paper)	
Pre-requisites:	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.

## MASTER OF PUBLIC ADMINISTRATION [12MPAN] (NO INTAKE FOR 2022)

In Year 1 all modules are compulsory

Year 1, Semester 1

Course Title	Course Code	NOF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
Human Resources Management	PRM5971	9	4	24
Economic of Public finance	PEP5971	9	4	24
Public Management Administration	PAM5971	9	4	24
Total Credits:				72

Year 1, Semester 2

Course Title	Course Code	NOF level	Contact Hours	Credits
Research Methodology	PAR 5962	9	2	12
Regional and Local Government Management	PRL 5972	9	4	24
Public Policy Process and Analysis	PPA 5972	9	4	24
Total Credits:				60

In Year 2 Semester 1 students should register for two Electives and a Research Paper [PRP 5961].

The electives are:

Government and Private Sector Relations [PGP 5971]

Organisation Behaviour and Management [POB 5971]

Project Development Planning and Management [PPM 5971]

Year 2, Semester 1

Course Title	Course Code	NOF level	Contact Hours	Credits
Research Paper	PRP 5961	9	2	12
Elective		9	4	24
Elective		9	4	24
Total Credits:				60

In Year 2, Semester 2: All modules should have been passed before proceeding to the thesis component.

Year 2, Semester 2:

Course Title	Course Code	NOF level	Contact Hours	Credits
Thesis	PMT 5972	9	Regular Consultation	80
Total Credits:				80

In all, the student must have a total of 272 credits in to graduate.

### Syllabi

#### YEAR 1: SEMESTER 1

##### HUMAN RESOURCES MANAGEMENT

CPRM5971

NOF Level: 9

Credits: 24

Contact Hours: 4 hours per week

Module assessment:

Continuous Assessment: 50%: 2 tests and a 20 pages research assignment.

Final Examination: 50%: 1 x 3 hours written examination.

Module Description:

The module was designed to offer professional skills in human resource planning; performance management in the public sector; career development and staff empowerment; and decision - making. It also seeks to inculcate good grounding in best practices in human resources management (HRM) policies in Namibia and elsewhere, analyse the personnel function, and relate the new and old personnel management trends to administrative reform and challenges of industrial relations. Theories and concepts that include managing diversity and change, strategic approach to HRM, equal employment opportunity, downsizing, contracting out, and organization reform add to the broad scope of the module.

##### ECONOMICS AND PUBLIC FINANCE

CPEP5971

NOF Level: 9

Credits: 24

Contact Hours: 4 hours per week

Module assessment:

Continuous Assessment: 50%: 2x3 hours tests and a class presentation.

Final Examination: 50%: 1x3 hours final examination paper.

Module Description:

This module is designed to offer professional skills in economics and public finance in public sector organizations. It further seeks to analyse and articulate issues in economics and development within the context of policies and practices in the Namibian economy. Furthermore, this module analyses the roles of the public and private sector in managing resources, and also outlines the significance of fiscal and monetary policies within the economy. Theories and practices of public finance, international finance, debt, balance of payments and the study of public finance in the Namibian economy add to the body content of this module.

<b>PUBLIC MANAGEMENT AND ADMINISTRATIVE REFORM</b>	<b>CPAM5971</b>
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NQF Level: 9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous assessment: 50%: a minimum of 2 tests and a research paper. Final Examination: 50%: 1 x 3 hours written examination.	

Module Description:

The module focuses on the use of public management approaches applied in both public and private sector. Major aspects of the course content include capita Selecta of case studies of administrative reform in Africa, ethical issues in management, models of leadership and decision making, different theories used in the profession and the challenges of public management in general.

<b>YEAR 1 : SEMESTER 2</b>
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<b>RESEARCH METHODOLOGY</b>	<b>CPAR5970</b>
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NQF Level: 9	Credits: 24	Contact Hours: 2 per week for 14 weeks
Module assessment:	Continuous Assessment: 50%: 5 assignments designed to produce an acceptable research proposal. Final Examination: 50%: Examination of the proposal	

Module Description:

This module addresses the fundamentals of research on social issues within the context of national development. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and produce a proposal acceptable to the Postgraduate Committee. Students will be exposed to both quantitative and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques used when writing research proposals, dissertations/theses, and professional articles and books after graduating from the University of Namibia. The student is expected to produce an acceptable thesis proposal.

<b>REGIONAL AND LOCAL GOVERNMENT MANAGEMENT</b>	<b>CPRL5972</b>
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Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: 2 tests and a research paper. Final Examination: 50%: 1 x 3hours written examination.

Module Description:

The module was designed to inculcate knowledge and skills to critically analyse the regional and the local state within the evolution of the system of local government in Africa, and in Namibia in particular. It focuses on intra-governmental relations at local level; staffing local government; the challenges of human resources management at local government level; local government finance; developmental planning at local government level; citizen engagement at local and regional levels; the interaction between local and regional governments and the Non-Governmental sector. To that end, appropriate parliamentary Acts and various government policies will be analysed in detail in order to provide the students with a good grounding on the subject.

<b>PUBLIC POLICY PROCESS AND ANALYSIS</b>	<b>CPPA5972</b>
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NQF Level: 9	Credits: 24	Contact Hours: 4 hours per week
Module assessment:	Continuous Assessment: 50%: 2 x 3 hours tests. Final Examination: 50%: 1 x 3 hours written examination.	

Module Description:

The module seeks to impart skills and to inculcate knowledge on policy modelling and structuring with particular emphasis on the generic policy process model; agenda setting; policy focusing, analysis, implementation, monitoring and evaluation along with analysis and comparison of different policy typologies. A critical review of selected Namibian policies will constitute a significant component of the module.

<b>YEAR 2 : SEMESTER 1</b>
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<b>RESEARCH PAPER</b>	<b>CPRP6971</b>
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NQF Level: 9	Credits: 12	Contact Hours: Regular Consultations
Module assessment:	Continuous assessment: 50%: a minimum of 2 assignments	

Final Examination: 50%: 1 x 3 hours written examination.

Module Description:

As a module, the Research Paper entails gathering appropriate and adequate information needed for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with data gathering and its interpretation. The final product should provide evidence that the student gained appropriate research skills from the Research Methodology Module [CPAR 5970] during the previous Semester and is able to apply that knowledge.

## Electives

### GOVERNMENT AND PRIVATE SECTOR RELATIONS CPGP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week  
Module assessment: Continuous Assessment: 50%: a minimum of 2 tests  
Final Examination: 50%: 1 x 3 hours written examination.

#### Module Description:

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus shall include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation.

In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, entrepreneurial culture, and technological capabilities. Various challenges that characterise these elements will also be discussed.

### ORGANIZATION BEHAVIOUR & MANAGEMENT CPOB5971

NQF Level:9 Credits: 24 Contact Hours: 4 hours per week  
Module assessment: Continuous Assessment: 50%: 2 tests and an assignment for class presentation.  
Final Examination: 50%: 1 x 3 hours written examination.

#### Module Description:

The module probes the uniqueness, peculiarities, commonalities, and operational complexities of organizations and organisation behaviour. Organisation theories and designs, leadership challenges, and the organisational dynamics of public and private sector institutions that influence organisation behaviour constitute a major part of the module. To that end, the module also focuses on bureaucracies that characterise public, private, macro and micro organisational requirements – specific enabling environments; decision making and communication skills; power and influence; career dynamics; as well as the challenges of politics, economics, and technology at an international level.

### PROJECT DEVELOPMENT, PLANNING AND MANAGEMENT CPPM5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week  
Module assessment: Continuous Assessment: 50%: a minimum of 2 tests.  
Final Examination: 50%: 1 x 3 hours written examination.

#### Module Description:

The module focuses on the project cycle: project identification, formulation, funding, appraisal and leadership qualities; Organizational and Administrative feasibility of project implementation, monitoring; and community and citizen engagement in project planning and implementation. It also seeks to identify synergies between project design and national development, and to discuss the challenges that characterize the whole process.

## YEAR 2 : SEMESTER 2

*All modules need to be passed before proceeding to the thesis component.*

### THESIS WRITING CPMT5992

NQF Level: 9 Credits: 80 Contact Hours: Regular Consultations with the Supervisor  
Module assessment: Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing, and that the supervisor(s) must be satisfied with the work.

Final Examination: The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.

#### Module Description:

Thesis writing entails striving to produce an academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

### ACADEMIC WRITING FOR POST GRADUATE STUDENTS UAE5819

NQF Level: 9 Credits: 16 Contact hours: 4 lecture periods per week and 1 practical session per week for 14 weeks  
Module assessment: CA: (1 x 3 hour exam paper)  
Pre-requisites: 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.

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MASTER OF PUBLIC ADMINISTRATION (BY THESIS ONLY) [12MPAR]

*(NO INTAKE FOR 2022)*

MASTER OF ARTS IN POLITICAL STUDIES (BY THESIS ONLY) [12MPSR]

*(NO INTAKE FOR 2022)*

The Master of Public Administration by Thesis only and the Master of Arts in Political Studies by Thesis only will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia as contained in this Prospectus. Refer to Regulations for Postgraduate Studies in the Section B of this Prospectus.

DOCTOR OF PHILOSOPHY

*(NO INTAKE FOR 2022)*

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Studies in the Section B of this Prospectus.

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## DOCTOR OF PHILOSOPHY (NO INTAKE FOR 2022)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Studies in the Section I of this Prospectus.

### Thesis/Research PhD and MA Degrees

If a student only wishes to register for the Thesis, s/he should register for:

MASTERS THESIS ONLY	
MINI THESIS (M.ADMIN)	MMP 5100
MINI THESIS (M. POL)	MMP 5100
PHD DISSERTATION	MDP 6100

- (1) Candidates who successfully complete the coursework phase, or those who are registered for postgraduate study by thesis research alone, shall undertake research in an approved topic, and in the end write a thesis (MA.) or Dissertation (PHD). A candidate must submit a research proposal by the end of February during the year he/she is required to write the thesis/dissertation.  
Masters level candidates **"by research"** may be required to register and pass up to two course related to their thesis at the discretion of the Faculty Executive and are required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179). Doctoral candidates by research are expected to hold a valid MA degree from an acceptable university with a 70% average. Some exceptions might be made in concurrence of the Faculty Executive, but only in exceptional circumstances and some relevant coursework may be required. PHD candidates are also required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179).
- (2) The candidates shall be assigned supervisors to guide them in their research programmes and shall write their thesis/dissertation in accordance with the guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (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.
- (4) The thesis/dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards format and literacy presentation.
- (5) Every Master's thesis/ PHD Dissertation submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. The supervisors could be one of the examiners.
- (6) The examiners shall be required to submit a detailed assessment of the thesis/ dissertation, and also write a definite recommendation on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/ dissertation should be rejected outright.
- (7) In instances where the examiners of the thesis/dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/dissertation.
- (8) Postgraduate candidates, who disagree with the results of the examination as approved by Senate, may present an appeal, giving reasons and evidence to support the appeal. Senate will then have the thesis/dissertation examined by an Appeals Committee.
- (9) Candidates who are registered by thesis/dissertation alone will normally appear for VIVA VOCE examinations. This will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

### Ph.D. Doctor of Philosophy (Public Administration) (12DPAN)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Courses of Study in the General Information and Regulations Prospectus.

### Ph.D. Doctor of Philosophy (Political Studies) (12DPST)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to Regulations for Postgraduate Courses of Study in the General Information and Regulations Prospectus.

## DOCTOR OF BUSINESS ADMINISTRATION

(12DBAD)

### CRITERIA FOR ADMISSION

Possession of a *Master of Business Administration* of the *University of Namibia* or any other relevant *Level 9* qualification recognized by the School.

### ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

### MODE OF DELIVERY

Block-Release basis augmented through e-learning.

### ASSESSMENT CRITERIA

The assessment for this programme will be in accordance with Regulation 9.9 of the University and the key criteria will be whether or not the candidate has made an original contribution to the body of knowledge in the field of Business Administration.

### REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 240 credits for their dissertation and 120 credits in the taught component, and who have successfully defended their dissertation in a *Viva Voce Examination* in terms of Regulation 9.9.3 of the University. Furthermore, the Doctorate degree is awarded after registration at the *University of Namibia* for a minimum of three (3) years for full-time students and five (5) years for part-time students.

### CURRICULUM

Module	Module code	NOF Level	Credits	Compulsory
YEAR 1 : SEMESTER 1				
Advanced Business Ethics	CBBI 6001	10	8	YES
Advanced Academic Writing for Post-Graduate Students	UAE 6819	8	16	YES
Research Methods A	CBRM 6011	10	16	YES
Quantitative Methods A	CBQM 6011	10	16	YES
YEAR 1 : SEMESTER 2				
Research Methods B	CBRM 6012	10	16	YES
Quantitative Methods B	CBQM 6012	10	16	YES
Research Seminars	CBRS 6010	10	48	YES
YEARS 2 AND 3				
Dissertation	CBBR 6000	10	240	YES
<i>TOTAL CREDITS</i>		360		

### Syllabi

#### YEAR 1 : SEMESTER 1

#### ADVANCED BUSINESS ETHICS

CBBI6001

NOF Level: 10

Credits: 8

Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment  
To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

Module Description:

The module will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The module will also deal with questions of Business Ethics

in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership. The module will also deal with issues of integrity within the research process – its execution, reporting and presentation.

<b>ADVANCED ACADEMIC WRITING FOR POST-GRADUATE STUDENTS</b>	<b>UAE6819</b>
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NQF Level: 10	Credits: 8
Module assessment:	A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**  
This module is a post-graduate module 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 module 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 academic paper in APA style.

<b>RESEARCH METHODS A</b>	<b>CBRM6011</b>
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NQF Level: 10	Credits: 16
Module assessment:	A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**  
This module discusses the issues of research strategy, design and methods in general. It places a special emphasis on the qualitative paradigm type of research and compare and contrasts it with the quantitative paradigm type of research, which is the focus of module - Research Methods B and the Quantitative Methods modules.

<b>QUANTITATIVE METHODS A</b>	<b>CBQM6011</b>
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NQF Level: 10	Credits: 16
Module assessment:	A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**  
The objective of the module is to give students a practical introduction to quantitative methods (primarily statistical), including such analysis tools as SPSS, AMOS, LISREL, R, EVIEWS, online testing sites, Excel Solver (optimization), etc., and to develop their creative analysis and problem solving skills.

<b>YEAR 1 : SEMESTER 2</b>
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<b>RESEARCH METHODS B</b>	<b>CBRM6012</b>
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NQF Level: 10	Credits: 16
Module assessment:	A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**  
This module advances the module objectives outlined in Research Methods A by focusing on the quantitative/ "scientific" paradigm type of research. It explores the philosophy of various quantitative techniques as well as their applications in social science and business research.

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**QUANTITATIVE METHODS B**CBQM6012

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NQF Level: 10

Credits: 16

Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment  
To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

Module Description:

The objective of the module is to deepen students' knowledge about quantitative techniques beyond material covered in QM1 using computer software like Excel, SPSS (especially), EVIEWS, AMOS, online testing sites and so forth. Based on experience in their first research methods module, students will make an informal presentation to the class of a topic that interests them, and as a group, they will discuss appropriate statistical analysis procedures for each.

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**RESEARCH SEMINARS**CBRS6010

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NQF Level: 10

Credits: 48

Module assessment:

The evaluation will simply be on a pass or fail basis as per University Regulations and is on a 100% Continuous Assessment Basis.

Module Description:

The first objective of module is to prepare the candidate conceptually and practically, so that he or she is able to structure and design as well as conduct a research study in Business Administration. In this context, a number of philosophical issues related to the essence of new knowledge as well as scientific evidence in social sciences, including management, will be discussed.

The second objective is to survey various approaches and methods of research in the area of business administration through lectures and presentation by various experts in the different areas of specialisation of business administration. It will also involve the discussion and analysis of problem based case studies in different business context.

The third and final objective is to tackle the issues of research findings, including oral and written presentation, as well as publication for different audiences including doctoral dissertation writing and defence. In this context, the critical analysis of published works will also be discussed.

The Research Seminars are interactive and afford students an opportunity to present their on-going research work for critical discussion by their peers and academic staff.

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**YEAR 2 AND 3**

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**DISSERTATION**CBBR6000

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NQF Level: 10

Credits: 240

Module assessment:

The evaluation will simply be on pass or fail basis as per University Regulations.

Module Description:

Apart from consultations with the supervisor and interaction with fellow students on the e-learning platform of the School a student is expected to attend a Research Seminars where he/she might have to present their work. There is no set module work.

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## D.1.BACHELOR OF ECONOMICS (Honours)(12 BECN)

### D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- **Sharpen the student's analytical skills through** integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

### D.1.2 CRITERIA FOR ADMISSION

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 25 points in five subjects on the UNAM point scale including English with at least a C symbol; also a C symbol in Mathematics is required.
- A candidate who is in possession with a minimum of 27 points in five subjects on the UNAM point scale including English with at least a D symbol in Mathematics will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

### D.1.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

### D.1.4 ASSESSMENT CRITERIA

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

### D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

### D.1.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

### D.1.7 PASS WITH DISTINCTION

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

### D.1.8 PRACTICAL AND CLASS ATTENDANCE

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

### D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR

A student can register for all courses (128 credits) in a year.

### D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

D.1.11 IMPLEMENTATION STRATEGY

The program is already existing and running during the day (face to face) mode.

D.1.12 CAREER OPPORTUNITIES

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

D.1.13 MODE OF DELIVERY

The Bachelor of Economics degree is a four year programme offered during the day through face to face mode.

D.1.14 DURATION OF STUDY

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS:** Candidates holding a three-year diploma in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of THIRTY FOUR (34) courses

TEN(10) courses (equivalent to 144 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

COURSE CODES AND RESTRICTIONS ON COURSES

Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

BECN The curriculum for the B.ECON degree consists of THIRTY THREE (36) courses

COURSE CODES AND RESTRICTIONS ON COURSES

YEAR 1 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits	
ULCE3419	English Communication & Study Skills		4	4	16	
CMPP3579	Principles of Management		5	4	16	
CAFE3511	Fundamentals Of Accounting		5	4	16	
UCLC3409	Computer Literacy		4	4	8	
CBCM3579	Business Mathematics		5	4	16	
CEMI3571	Basic Microeconomics		5	4	16	
				Total	336 hrs	88

YEAR 1 : SEMESTER 2

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits	
ULEA3419	English for academic purposes		4	4	16	
CAFE3512	Fundamentals Of Accounting		5	4	16	
CEEM3572	Basic Mathematical Economics	CBCM3579	5	4	16	
UCSI3429	Contemporary Social Issues		4	4	8	
CEMA3572	Basic Macroeconomics		5	4	16	
				Total	280 hrs	72

YEAR 2 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits	
CEEM3651	Intermediate Mathematical Economics I	CBCM3579 & CEEM3572	6	4	16	
CEMI3671	Intermediate Microeconomics I	CEMI3571	6	4	16	
CEMA3671	Intermediate Macroeconomics I	CEMA3572	6	4	16	
CABA3631	Business Statistics	CBCM3579	6	4	16	
CEVU3671	Advanced Computer Literacy	UCLC3409	6	4	16	
				Total	280 hrs	80

YEAR 2 : SEMESTER 2

CEEM3652	Intermediate Mathematical Economics II	CBCM3579 & CEEM3572	6	4	16	
CEMI3672	Intermediate Microeconomics II	CEMI3571 & CEMA3572	6	4	16	
CEMA3672	Intermediate Macroeconomics II	CEMI3571 & CEMA3572	6	4	16	
CABA3632	Business Statistics	CBCM3579	6	4	16	
				Total	224 hrs	64

YEAR 3 : SEMESTER 1

CEIM3771	Econometrics I	CABA3631/CABA3632	7	4	16
CEIT3771	International Trade	CEMI3571/2; CEMA3571/2	7	4	16
CEMU 3771	Monetary Economics	CEMI3571/2; CEMA3571/2	7	4	16
CEDA3771	Dynamic Quantitative Analysis	CEEM3671/2	7	4	16

CERR3771	Research Methods & Economic Reporting	CABA3631/2; CEEM3652	7	4	16
Total				280 hrs	80

YEAR 3 : SEMESTER 2

CETM3772	Econometrics II	CABA3631/2	7	4	16
CEIF3772	International Finance	CEMI3571/2;CEMA3571/2	7	4	16
CEFE3772	Financial Economics	CEMI3571/2;CEMA3571/2	7	4	16
CENE3772	Namibian Economy	CEMI3672;CEMA3672	7	4	16
Total				224	64

YEAR 4 : SEMESTER 1

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3871	Economic Theory & Policy I	CEMI3571/2;CEMA3571/2 CEEM3671/2	8	4	16
CEUP3871	Public Economics	CEMI3571/2;CEMA3571/2	8	4	16
CEAE3871	Applied Econometrics	CETM3771/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
Total				224	64

YEAR 4 : SEMESTER 2

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3872	Economic Theory & Policy II	CEMI3571/2;CEMA3571/2 CEEM3671/2	8	4	16
CEDE3872	Development Economics	CEMI3571/2;CEMA3571/2	8	4	16
Elective		CEMI3571/2;CEMA3571/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
Total				224	64

List of Electives\*

CEEA3872	Agricultural economics	CEPA3872	Project Appraisal	CEET3872	Transport Economics
CEEH3872	Health Economics	CEEE3872	Energy Economics	CEEU3872	Urban Economics
CEER3872	Environmental Economics	CERG3872	Regional Economics		

\* *These electives will be offered by the department depending on the expertise available*



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## E.4 BACHELOR OF BUSINESS ADMINISTRATION (Honours)(12BBAD)

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### E.4.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

### E.4.2 CRITERIA FOR ADMISSION

In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

### E.4.3 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### E.4.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module
- At least 144 credits by the end of second year;
- At least 1240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

### E.4.5 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NOA requirements for a level 8 qualification.

### E.4.6 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the [General Information and Regulations Yearbook](#). A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

### E.4.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at of a specific year, he/she may not register for any courses on the following higher level. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

A student will not be allowed to register for more than 12 courses per year.

### E.4.8 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### E.4.9 IMPLEMENTATION STRATEGY

The revised programme will phase in gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.

Also note that no (BBA-honours) part-time classes will be offered in 2014 for Years 1, 2, and 3, students can opt to be re-registered with our Distance Education Centre (Centre for External Studies). For Year 4, a class should not have less than 14 students registered on part-time basis, in such cases they also will have to be shifted to the Distance Education Centre(Centre for External Studies).

#### E.4.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face – to – face / full time and distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### E.4.11 DURATION OF STUDY

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Sciences may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### E.4.12 SUMMARY OF CHANGES & NEW COURSES

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Rational for proposed changes and revisions

*Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)*

*Management Accounting (CAAM 3651)* is proposed to replace *Business Economics (CMBE 3672) and Entrepreneurship (CMRE 3771)* replaces *Managerial Economics (CMMI 3771)*. The department observed that students are acquiring adequate knowledge in *Basic Micro Economics (CEMA 3571)* and *Basic Macro Economics (CEMA 3572)*, hence this change.

Students failing *Business Economics (CMBE 3672)* and *Managerial Economics (CMMI 3771)* in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

*Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)*

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that Banking and Finance was inadequately integrated into the curriculum compared to Marketing and Human resources Management.

*Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)*

In addition, *Financial Accounting 1A (CAFE3691)* and *Financial Accounting 1B (CAFE3692)* are proposed to replace *Business Accounting (CMBA 3671)* and *Business Accounting (CMBA 3672)*. Department observed that this two modules will help the students acquire adequate knowledge in Accounting.

The proposed modules in Accounting, for example, *Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B, Management Accounting 1A and 1B* might address the inadequacies BBA students experience in Financial Management.

Research Paper was replaced by Research Project (CMRM3870)

#### E.4.13 CURRICULUM

Kindly note that: UCSI3580 IS AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

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The curriculum for the B.B.A. degree consists of THIRTY FIVE (35) modules.

YEAR 1: SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
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English Communication and Study Skills	ULCE3419	4	4 hours	16
Principles of Management	CMPP3579	5	4 hours	16
Computer Literacy	UCLC3409	5	4 hours	8
Fundamentals of Accounting 1A	CAFE3511	5	4 hours	16
Basic Micro Economics	CEMI3571	5	4 hours	16

YEAR 1 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
English for Academic Purpose	ULEA3419	4	4 hours	16
Business Mathematics	CBCM3579	5	4 hours	16
Fundamental of Accounting IB	CAFE3512	5	4 hours	16
Basic Macro Economics	CEMA3572	5	4 hours	16
Contemporary Social Studies	UCSI3429	4	4 hours	8

YEAR 2 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
Organizational Behaviour 1	CMBO3671	6	4 hours	16
Business Accounting 1	CMBA3671	6	4 hours	16
Commercial Law A	CACL3631	6	4 hours	16
Business Statistics A	CABA3631	6	4 hours	16

YEAR 2 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
Organizational Behaviour 2	CMBO3672	6	4 hours	16
Business Accounting 2	CMBA3672	6	4 hours	16
Commercial Law B	CACL3632	6	4 hours	16
Business Statistics B	CABA3632	6	4 hours	16
Business Economics	CMBE3672	6	4 hours	16

YEAR 3 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits
Managerial Economics	CMMI3771	7	4 hours	16
Marketing Management	CMSM3771	7	4 hours	16
Human Resource Management	CMHM3771	7	4 hours	16
Operations Management 1	CMMO3771	7	4 hours	16

YEAR 3 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits
Marketing Management	CMSM3772	7	4 hours	16
Human Resource Management	CMHM3772	7	4 hours	16
Entrepreneurship	CMRE3772	7	4 hours	16
Operations Management	CMMO3772	7	4 hours	16
Business Research Methodology	CMBR3772	8	4 hours	16

YEAR 4 : SEMESTER 1

Module	Code	NOF level	Contact hours	Credits	Pre-requisites	Co-requisites
<i>Specializations: CHOOSE ONE (1)</i>						
Strategic Human Resource Management A	CMHM3871	8	4 hours	16	CMHM3771: CMHM3772	
A Strategic Marketing A	CMSM3871					
Banking & Finance A	CMBF3871					
Strategic Management A	CMST3871	8	4 hours	16		
Financial Management A	CAME3871	8	4 hours	16		
Management Information System	CMMI3871	8	2 hours	16	NONE	
Research Project	CMRP3870	8	4 hours	16	CMBR3772	

YEAR4 : SEMESTER 2

Module	Code	NOF level	Contact hours	Credits		
<i>Specializations: CHOOSE ONE (1)</i>						
Human Resource management B	CMHM3872	8	4 hours	16		
Strategic Marketing B	CMSM3872					

<i>Banking &amp; Finance B</i>	<i>CMBF3872</i>					
Financial Management B	CAMF3872	8	4 hours	16		CMST3871
Strategic Management B	CMST3872	8	4 hours	16		CAMF3871
Research Project	CMRP3870	8	4hours	16	CMBR3772	

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## F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS)

### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort – particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demand-oriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

### F.1.2 CRITERIA FOR ADMISSION

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The latter does not necessarily ensure and/or guarantee admission. Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.

### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the first year of study.
- 7 courses (112 credits) at the end of the second year of study.

### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student must pass not less than 4 courses (equivalent to 64 credits) in the first year in order to advance to the second year.
- A student must pass not less than 7 courses (equivalent to 112 credits) at the end of the second year of study.
- A student must also pass all pre-requisites before registering for courses that require pre-requisites.

### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of 272 CREDITS upon completion of the programme.

### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

#### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government (CEPG 2471)	Local Government Finance and Budgeting (CPGF 2472) Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572) PAP2571
Local Government Strategic Management(CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

#### F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises EIGHTEEN (18) COURSES that facilitate accrual of 272 CREDITS upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

#### YEAR 1 : SEMESTER 1

Module	Code	NOF Level	Contact Hours	Credits
English for General Communication	ULEG2410	4	4	16
Introduction to Local Government	CPLG2471	4	4	16
Principles of Economics for Local Government	CEPG2471	4	4	16
Basic Numeracy and Statistics	CABN2471	4	4	16
Computer Literacy	UCLC3409	4	2	8
Total			18	72

#### YEAR 1 : SEMESTER 2

Module	Code	NOF Level	Contact Hours	Credits	Pre-requisite
English for General Communication	ULEG2410	4	4	16	
Local Government Accounting I	CPFG2472	4	4	16	CABN2471
Local Government Finance & Budgeting	CPGF2472	4	4	16	
Contemporary Social Issues	UCSI3429	5	2	8	
Local Governance	CPLD2472	4	4	16	
Total			18(36)	72(144)	

#### YEAR 2 : SEMESTER 1

Legal Framework	CPLF2571	5	4	16	
Local Government Policy Formulation & Evaluation	CPPF2571	5	4	16	
Local Government Accounting II	CPGA2571	5	4	16	CPFG2472
Human Resources Management	CPHM2571	5	4	16	
Local Sustainable Development	CPLA2571	5	4	16	
Total			20(56)	80(224)	

#### YEAR 2 : SEMESTER 2

Local Government Strategic Management	CPSM2572	5	4	16	
Project development and Management	CPMM2572	5	4	16	
Local Government Auditing Theory	CPLD2572	5	4	16	
Urban Planning and Infrastructure Issues	CPCP2572	5	4	16	
Total			20(76)	72(288)	

## F.2.BACHELOR OF PUBLIC MANAGEMENT (Honours)(12BPMM)

### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

### F.2.2 CRITERIA FOR ADMISSION

To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission. Entrance is based on availability of places within the Department, and is awarded on merit. The Faculty reserves the right to interview applicants before admission. Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student shall not be re-admitted into the Faculty unless s/he passes

- 4 courses (64 credits) at the end of the First Year
- 9 courses (144 credits) at the end of the Second Year
- 16 courses (256 credits) at the end of the Third Year
- 25 courses (400 credits) at the end of the Fourth Year

### F.2.6 ADVANCEMENT AND PROGRESSION RULES

A student must pass 2/3 of all the courses offered in each year in order to proceed to next level.

That means s/he must pass:

- four (4) courses at the end of first year;
- nine (9) courses at the end of the second year;
- sixteen (16) courses at the end of the third year; and
- twenty-five (25) courses at the end of the fourth year.

### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 10 courses per year.

### F.2.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Public Management (Hons) degree consists of Five Hundred and Forty Four (544) Credits. This qualification will be awarded to students who pass all the required courses.

### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years, and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS OF FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2012. Students, who have been registered before the 2012 Academic Year (2008 – 2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.

**SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME**

Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

CPMM3871	Elective: Municipal Management
CPAG3872	Elective: Public Administration and Governance
CPAP3872	Elective: Political Economy of Asia-Pacific

Choose one(1) Elective:	
CPFP3771	Elective: Public Finance
CPIR3771	Elective: International Relations

Students who have completed the Diploma in Local Government Studies and would want to pursue the degree of Bachelor of Public Management (Hons) (BPMM) will receive exemptions for the following courses only.

These courses are:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues( UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics( CEMI2571/3571)	Basic Micro Economics( CEMI3571)
Basic Macro Economics( CEMI2572/3572)	Basic Macro Economics( CEMI3572)
Politics and Administration (CPPA2572/CPAP2571)	Government Studies ( PIG3572)

F.2.12 CURRICULUM

The Bachelor of Public Management degree consists of THIRTY FOUR (34) COURSES. These include a minimum of four University Core Modules, and together total Five Hundred and forty four (544) Credits.

The curriculum for the B. Public Management degree consists of THIRTY FOUR (34) courses:

EIGHT (8) courses must be offered on the first-year level

TEN (10) courses must be offered on the second-year level

EIGHT (8) courses must be offered on the third-year level

EIGHT (8) courses must be offered on the fourth-year level

**SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME**

Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite	Co-requisite
<b>YEAR 1: SEMESTER 1</b>						
UCLC3419	English Communication & Study Skills	4	16	Compulsory	None	
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
UCLC3509	Computer Literacy	5	8	Compulsory	None	
CEMI3571	Basic Micro Economics	5	16	Compulsory	None	
Total Credits Semester 1			48			
<b>YEAR 1: SEMESTER 2</b>						
ULEA3519	English for Academic Purposes	5	16	Compulsory	None	
CEMA3572	Basic Macro Economics	5	16	Compulsory		CEMI3571
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
CPIG3572	Government Studies	5	16	Compulsory	None	
CMPP3572	Principles of Management	5	16	Compulsory	None	
Total credits Semester 2			64			
TOTAL CREDITS YEAR 1			112			
<b>YEAR 2 : SEMESTER 1</b>						
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite	Co-requisite
CPSE3671	Public Sector Accounting 1	6	16	Compulsory		
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None	
CMBO3671	Organisational Behaviour A	6	16	Compulsory	None	
CPPW3671	Western Political Philosophy	6	16	Compulsory	None	



CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572
Total credits Semester 2			80		
YEAR 2 : SEMESTER 2					
CPSE3672	Public Sector Accounting 2	6	16	Compulsory	Co-requisite: CPSE3671
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None
CMBO3672	Organisational Behaviour B	6	16	Compulsory	Co-requisite: CMBO3671
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572
Total credits Semester 2			80		
TOTAL CREDITS YEAR 2			160		
YEAR 3 : SEMESTER 1					
CMHM3781	Human Resources Management 1A	7	12	C	None
CPPP3771	Public Policy	7	16	C	None
CPSA3771	The State in Africa	7	16	C	CPCP3672
Choose one(1) Elective:					
CPFP3771	Elective: Public Finance	7	16	E	CPSE3671
CPIR3771	Elective: International Relations	7	16	E	None
Total credits Semester 2			64		
YEAR 3: SEMESTER 2					
CPRP3772	Research Methodology	7	16	C	None
CMHM3782	Human Resources Management 1B	7	12	C	None
CPPE3772	Public Enterprise Management	7	16	C	None
CPPI3772	International Political Economy	7	16	C	CEMI3571 and CEMA3572
Total credits Semester 2			64		
TOTAL CREDITS YEAR 3			128		
YEAR 4: SEMESTER 1					
CPRP3870	Research Project	8	16	C	CPRP3772
CPSS3871	Political Economy of Southern Africa	8	16	C	CPPI 3772
CPMD3871	Development Management	8	16	C	None
CPVB3871	Electoral Systems and Voting Behaviour	8	16	C	CPIG3572
CPPC3871	Comparative Public Management	8	16	C	CMHM3781
Students majoring in Political Studies should choose one(1) Elective: CPAC3871 or CPIR3871					
CPMM3871	Elective: Municipal Management	8	16	Elective	CPLR3672
CPAC3871	Elective: Africa in the Global Economy	8	16	Elective	CPPI3772
CPIR3871	Elective: International Relations and Organizations	8	16	Elective	CPIR3771
Total Credits Semester 1			64		
YEAR 4: SEMESTER 2					
CPRP3870	Research Project	8	16	C	CPRP3772
CPMS3872	Strategic Public Management	8	16	C	CMHM3782
CPCP3872	Comparative Politics	8	16	C	CPPP3771
CPDR3872	Conflict and Dispute Resolution	8	16	C	CPSA3771
Choose only one(1) Elective:					
CPLA3872	Elective: Administrative Law	8	16	Elective	None
CPAG3872	Elective: Public Administration and Governance	8	16	Elective	CPPE3772
CPAP3872	Students majoring in Political Studies should only choose: Elective: Political Economy of Asia-Pacific	8	16	Elective	CPPI3772
Total credits Semester 2			64		
TOTAL CREDITS YEAR 4			128		
TOTAL CREDITS FOR THE PROGRAMME			544		

E.3.1 INTRODUCTION

The purpose of this qualification is to provide students with in-depth knowledge of Business Administration and its specialization. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-improvement, self-evaluation, and peer assessment".

E.3.2 CRITERIA FOR ADMISSION

An applicant should be a holder of the Further Diploma in Business Administration from the University of Namibia or its equivalent being a Level 6 qualification on the NQF.

E.3.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

The *Post-Graduate Diploma in Business Administration/Management Science* of the *University of Namibia* or the equivalent level 8 qualifications of the University and any other recognized university.

This qualification provides credits for the following related qualifications:

Any relevant Level 7 qualifications in *Business Administration/Management Science* of the *University of Namibia* or any other recognized University.

E.3.4 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 50% and 50% of the final mark respectively. Candidates are expected to:

- e) Obtain a minimum of 50% in both the CA mark and the examination mark.
- f) Demonstrate an ability to carry out processes that require a command of highly specialized technical or scholastic and basic research skills in Business Administration.
- g) Demonstrate the application of Business Administration concepts to complex, varied and specialized contexts.
- h) Demonstrate the analysis, transformation and evaluation of abstract data and concepts in crafting business solutions to specific problems.

E.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to 42 credits.

E.3.6 MAXIMUM NUMBER OF COURSES PER YEAR

The student may register for 128 credits which are the maximum number of credits for the programme.

E.3.7 REQUIREMENTS FOR QUALIFICATION AWARD

The Advanced Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two (2) years of registration. Graduation for the diploma requires the successful completion of 128 credits at Level 7.

E.3.8 MODE OF DELIVERY

Full-time to be offered in the evening and on Block-Release Basis

E.3.9 DURATION OF STUDY

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

E.3.10 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
CBQM4771	Business Quantitative Methods	7	16	YES
CBBM4771	Marketing Management	7	16	YES
CBHR4771	Human Resource Management	7	16	YES
CBFM4771	Financial Management	7	16	YES
Total Credits – semester 1			64	
<b>SEMESTER 2</b>				
CMBE4772	Business Economics	7	16	YES
CBKM4772	Quality Management	7	16	YES
CBOB4772	Organizational Behaviour	7	16	YES
CBOM4772	Operations Management	7	16	YES
Total Credits – Semester 2			64	
<b>TOTAL CREDITS</b>			<b>128</b>	



### E.3.11 Syllabi

#### YEAR 1 : SEMESTER 1

##### BUSINESS QUANTITATIVE METHODS

CBQM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

The course will provide the student with an understanding of the following mathematical concepts as they relate to business: Set operations, number system, basic arithmetic, simple linear functions and equations, simple differentiation, rates, interest calculations, ratios and matrix algebra.

This course also introduces students to business statistics and covers the following topics: Data and Statistics, Collection of Data, Presentation of Data, Frequency Distributions, Scatter Diagrams and Cross tabulations, Measures of Central Tendency, Measures of Dispersion/Variation, Probability theory and Probability Distributions (Binomial, Poisson, Exponential and Normal)

##### MARKETING MANAGEMENT

CBBM4771

NQF Level :7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

This course outlines the fundamental concepts and principles that underpin the marketing process and deals with all aspects such as: definition of marketing, marketing orientation, environmental analysis, segmentation, buyer behaviour and positioning, original and extended marketing mix, product life cycle, new product development, pricing strategies, distribution options, promotion mix and international marketing.

##### HUMAN RESOURCE MANAGEMENT

CBHR4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

This course details the concepts and practices of Human Resources Management with a particular focus on the management of the recruitment process, the retention of employees, and the cessation of employment. The legal and regulatory context will be that of Namibia although reference will be made to other jurisdictions where appropriate.

##### FINANCIAL MANAGEMENT

CBFM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

This course provides an outline of where and how to access sources of finance for a business, the use of financial information for decision making and for the management of finance. It evaluates the different sources of finance and compares their usage. It deals with the recording of financial information and how it is used to make decision within financial management for example for planning and budgeting. It also considers decisions in relation to pricing and investment appraisal as well as techniques for evaluation of financial performance.

#### YEAR 1 : SEMESTER 2

##### BUSINESS ECONOMICS

CMBE4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

This course deals with the basic economic problem, and how the economy works; the economic nature of the firm; the economic analysis of the strategic option of firms; how consumers and producers interact on the product market; how producers make the best possible choices; the macroeconomic challenges; the impact of government policies on

business as well as the relationship between the broader macro economy and business performance. It also explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.

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QUALITY MANAGEMENT		CBKM4772
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NQF Level: 7                      Credits: 16                      Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment:              Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites:                      None

Module Description:

This course outlines the concepts of quality, quality assurance, quality control, and total quality management (TQM) in the context of business and service operations. It details the different TQM approaches and their implementation in different business settings.

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ORGANIZATIONAL BEHAVIOUR		CBOB4772
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NQF Level: 7                      Credits: 16                      Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment:              Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites:                      None

Module Description:

This course outlines individual and group behaviour in organizations and examines current theories and their application in managing behaviour in the workplace. It deals with issues such as: the link between structure and culture of organizations and how this interact and influence the behaviour of the workforce; and the systems of shared values and beliefs which determines and shape the accepted patterns of behaviour in the workplace.

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OPERATIONS MANAGEMENT		CBOM4772
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NQF Level: 7                      Credits: 16                      Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment:              Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

Pre-requisites:                      None

Module Description:

This course deals with the role and importance of operations management in the efficient and effective production of goods and services. It details the management of transformational processes that convert inputs into outputs and the organizational frameworks necessary to do that efficiently and cost effectively within the overall strategic plan of a company.

## OLD CURRICULUM

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### Master of Science Economics (M.SC.ECON) (12MSEC)

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#### INTRODUCTION

The Master of Science (M.Sc) in Economics programme offered by the Economics Department at UNAM is to be upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core courses and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

The first intake of the collaborative Masters programme in Economics at UNAM will commence in July/August 2009 and continue on a full-time basis until May/June 2011. The programme for the subsequent years will follow the same cycle.

During the end-of-academic year break (May/June to August/September), the students will be required to attend the Joint Facility for Electives in the country chosen by the AERC's Academic Board.

#### OBJECTIVES

The collaborative Masters programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

#### ADMISSION REQUIREMENTS

6. A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.
7. A candidate must have a minimum of a C grade average (Lower Second Class degree).
8. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
9. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
10. Applicants should note that submission of application does not necessarily ensure admission.

#### DURATION

The Master of Science degree in Economics cannot be obtained in less than two years of study, and must be completed within a period of three academic years. There will be no possibility of re-admission after a student has been discontinued from the programme.

#### ASSESSMENT AND EVALUATION

13. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
14. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
15. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
16. The end-of-semester examination papers will be moderated internally and externally.
17. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics.
18. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.
19. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc degree in Economics.
20. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.
21. A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members,

including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.

22. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.
23. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.
24. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### TEACHING METHODS

Teaching of courses will include lectures, group discussions, seminar presentations, public lectures, and guest speakers.

#### MODE OF DELIVERY

The programme will be offered face to face during the day on a full-time basis.

#### EXEMPTIONS

A student who has completed and passed any or some of the courses and electives included in this curriculum at the masters' level may qualify for exemption up to a maximum of two courses, subject to recommendation of the Head of Department and approval by the Registrar's Office.

#### CURRICULUM

Code	Course Title	Contact/HoursPer week	Credits	NOFLevel
Year One - First Semester				
UAE5819	Academic Writing for Postgraduate Students	4	24	9
EMT6951	Advanced Microeconomic Theory I	4	24	9
EMA6951	Advanced Macroeconomic Theory I	4	24	9
EME6951	Advanced Mathematical Economics	4	24	9
	Total	224	96	
Year One - Second Semester				
EMT6952	Advanced Microeconomic Theory II	4	24	9
EMA6952	Advanced Macroeconomic Theory II	4	24	9
EAE6952	Advanced Applied Econometrics	4	24	9
	Elective	4	24	9
	Total	224	96	
Year Two - First Semester				
ERM6951	Research Methodology and Econometrics	4	24	9
*First Semester – Students take any two of the *Electives listed below, see note below				
	Elective	4	24	9
Year Two - Second Semester				
ETM6952	Thesis		72	9

\* The electives will be offered at the JFE if the Department of Economics starts to offer the CMAP, otherwise those electives would be offered locally at UNAM.

#### ELECTIVES

EIE6951	International Trade	EIF6951	International Finance
EMO6951	Monetary Economics	EPE6951	Public Sector Economics
EEA6951	Agricultural Economics	ERE6951	Resource Economics
EFE6951	Financial Economics	EPA6951	Policy Analysis
ECF6951	Corporate Finance and Investment	EIN6951	Industrial Economics
EET6951	Econometric Theory and Practice	EHE6951	Health Economics
ELE6951	Labour Economics	EGE6951	Game Theory and Information
Economics			
EMG6951	Managerial Economics		

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

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EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES

\* ALL STUDENTS TO HAND-IN EXEMPTION FORMS TO THE FACULTY OFFICERS

Certificate in Management and Taxation /Accounting and Auditing  
 ARTICULATING TO Higher Diploma In Accounting And Auditing (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CAFA2411	Basic Financial Accounting A
4.	CAFA2412	Basic Financial Accounting B
5.	CATA2412	Introduction to Taxation

Higher Diploma in Accounting and Auditing -  
 ARTICULATING TO Bachelor of Accounting (YEAR 3)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CLCE3419	English Communication and Study S
4.	ULEA3519	English for Academic Purposes
5.	CEMI3571	Basic Microeconomics
6.	CEMA3572	Basic Macroeconomics
7.	CMPP3572	Principles of Management
8.	CBCM3571	Business Mathematics
9.	CAFE3581	Fundamentals of Accounting A
10.	CAFE3582	Fundamentals of Accounting B
11.	CABA3691	Business Statistics A
12.	CABA3692	Business Statistics B
13.	CACL3631	Commercial Law A
14.	CACL3632	Commercial Law B
15.	CAFE3691	Financial Accounting 1A
16.	CAFE3692	Financial Accounting 1B
17.	CAAM3691	Management Accounting 1A
18.	CAAM3692	Management Accounting 1B
19.	CAIS3659	Computerized Accounting Systems

Diploma in Local Government Studies  
 ARTICULATING TO Bachelor of Public Management (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy



2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	CPIG3572	Government Studies
7.	ULCE3419	English Communication Skills( <i>if completed ULEG2410</i> )

Diploma in Local Government Studies

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills( <i>if completed ULEG2410</i> )

Diploma in Local Government Studies

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

Diploma in Entrepreneurship & New Venture -

ARTICULATING TO Bachelor of Public Management Year 2

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

Diploma in Entrepreneurship & New Venture

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )
7.	CMPP3572	Principles of Management

Diploma in Entrepreneurship & New Venture –

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )
7.	CMPP3572	Principles of Management

Diploma in Business Administration –

ARTICULATING TO Bachelor of Public Management (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532

Diploma in Business Administration –

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532

6.	BCM3571	Business Mathematics after completing BCM2531
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Diploma in Business Administration –  
 ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE NAME	MODULE CODE
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after comple Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

Please note: Any errors that might be detected, the Faculty can amend accordingly!

# Prospectus 2023