



FACULTY OF COMMERCE,
MANAGEMENT & LAW

**School of Business
Management,
Governance &
Economics**

Prospectus 2024
UNIVERSITY OF NAMIBIA

SCHOOL PROSPECTUS 2024

SCHOOL OF BUSINESS MANAGEMENT, GOVERNANCE

AND

ECONOMICS



UNAM
UNIVERSITY OF NAMIBIA

NOTE

This School Prospectus is valid for **2024** 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 2024

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 2024 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

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.

SCHOOL VISION

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.

ACADEMIC CALENDER-UNAM CORE DATES 2024

FIRST SEMESTER:

11 January	University Opens
22 January	Academic staff resumes office duties
22 January	Lectures commence for CORE SEMESTER – New Curriculum Senior Students of Professional Programmes) (Until 1 March)
29 January	Lectures commence for CORE SEMESTER – New Curriculum Students (Until 1 March)
12 February	Lecturers commence for FIRST SEMESTER – Old Curriculum Students (Until 15 May)
04 March	Lectures commence for FIRST SEMESTER – New Curriculum Students (Until 7 June), and New Curriculum Senior Students of Professional Programmes (Until 11 June)
25 March	Vacation Schools commence (Until 28 March)
28 March	FIRST SEMESTER BREAK for students commence (Until 2 April)
03 April	Lecturers commence after FIRST SEMESTER BREAK
15 May	Lecturers end for FIRST SEMESTER – Old Curriculum Students
22 May	First Opportunity Examinations commence – Old Curriculum Students (Until 10 June)
4 June	Lectures end for the FIRST SEMESTER – New Curriculum Students
10 June	First opportunity examinations end – Old Curriculum Students
10 June	First opportunity examinations commence – New Curriculum Students (Until 21 June)
11 June	Lecturers end for FIRST SEMESTER – New Curriculum Senior Students of professional Programmes
11 June	Second opportunity examinations commence – Old Curriculum Students (Until 28 June)
17 June	First Opportunity Examination commence – New Curriculum Senior Students of Professional Programmes (Until 28 June)
21 June	First opportunity examinations end – New Curriculum Students
24 June	Second Opportunity Examinations Commence – New Curriculum Students (Until 5 July)
28 June	First Opportunity Examinations end – New Curriculum Senior Students of Professional Programmes
28 June	Second Opportunity Examinations end – Old Curriculum Students
01 July	Second Opportunity Examinations commence – New Curriculum Senior Students of Professional Programmes (Until 10 July)
05 July	Second Opportunity Examinations end – New Curriculum Students
10 July	Second Opportunity Examinations end – New Curriculum Students of Professional Programmes
12 July	End of FRIST SEMESTER
15 – 19 July	Mid-year recess

SECOND SEMESTER

22 July	Lectures commence for SECOND SEMESTER – Old curriculum Students (until 18 October), and New Curriculum Senior Students of Professional Programmes (Until 25 October)
26 August	SECOND SEMESTER BREAK for students commence (Until 31 August)
27 August	INSTITUTIONAL HOLIDAY
28 August	Vacation School commence (Until 30 August)
02 September	Lectures resume after second semester break
18 October	Lectures end for SECOND SEMESTER – Old Curriculum Students
23 October	First opportunity examinations commence – Old Curriculum Students (Until 11 November and New Curriculum (Until 6 November)
25 October	Lectures end for SECOND SEMESTER – New Curriculum students of Professional Programmes
30 October	First opportunity examinations commence – New Curriculum Students (Until 12 November)
06 November	First Opportunity Examinations end – Old Curriculum Students
07 November	Second Opportunity Examinations commence – Old Curriculum Students (Until 22 November)
11 November	First Opportunity Examinations end – Old Curriculum Students
12 November	First opportunity examinations commence – New Curriculum Students
12 November	Second Opportunity Examinations commence – Old Curriculum Students (Until 29 November)
13 November	Second Opportunity Examinations commence – New Curriculum Students (Until 22 November)
22 November	Second Opportunity Examinations end – All New Curriculum Student, including Senior Student of Professional Programmes
29 November 28, 2024	Second Opportunity Examinations end – Old Curriculum Students
06 December	End of SECOND SEMESTER
13 December	End of ACADEMIC YEAR
11 January 2025	University opens (2025 academic year)
23 January 2025	Academic staff resumes office duty

DUE DATES FOR THE 2024 ACADEMIC YEAR

(i) GENERAL

Last day for application of module(s) exemptions – New Curriculum Students.....	9 February
Last day for application for exemption(s) New Curriculum.....	9 February
Last day for application for exemption(s) old Curriculum.....	16 February
Last day for approval of module exemption(s) Senior students.....	08 March
Last day for approval of module(s) & qualification changes New Curriculum.....	09/23 February
Last day for approval of module(s) & qualification changes old Curriculum.....	16 February
/Senior students	
Last day for approval of Promotional Exam applications.....	24 January
Last day to apply for Promotional Exam	18 January
Last day for change of offering types oat Regional Centres (Semester 1 modules)	30 April
Last day to change offering types at Regional Centres (Semester 2 modules)	30 September
Last day to cancel enrolment	
Last day to submit Theses and Dissertations for examinations.....	31 October
Last day to apply for remark of first semester modules.....	01 August

(ii) ACADEMIC ADMINISTRATION

CANCELLATIONS

Semester 1 modules

Last day to cancel Semester 1 modules	13 May
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Semester 2 modules

Last day to cancel Semester 2 modules	07 October
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Double modules (A double module normally extends over one academic year)

Last day to cancel Double modules	07 October
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(iii) FINANCE

Core Modules

Last day to cancel Core Semester modules with 100% credit – New Curriculum students (SC)	5 February
Last day to cancel Core Semester modules with 50% credit – New Curriculum students (SC)	16 February
Last day to cancel Core Semester modules	23 February

Semester 1 Modules

Last day to cancel semester 1 and Year modules with 100 % credit – Old Curriculum Students...	23 February
Last day to cancel semester 1 and Year modules with 100 % credit – New Curriculum Students...	15 March
Last day to cancel semester 1 and Year modules with 50 % credit – Old Curriculum Student	15April
Last day to cancel semester 1 and Year modules with 50 % credit – New Curriculum Student	12April
Last day to cancel FRIST SEMESTER MODULES – All Students	30 April
Last day to cancel Year modules with 50% credit – All Students	8 July

Semester 2 Modules

Last day to cancel Semester 2 modules with 100 % credit – All Students	09 August
Last day to cancel Semester 2 modules with 50 % credit – All Students.....	02 September
Last day to cancel Semester 2 modules and Year modules – All Students.....	30 September
Addition and cancellation of SECOND SEMESTER modules ends.	30 July

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

Last day to cancel with 50 % credit	24 June
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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)
- Associate Dean:** **Prof E Kaakunga:** B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)
☐ (+264-61-2063757) (email: ekaakunga@unam.na)
- Faculty Officer:** **Ms O Nelago:** BETD (WCE); NDip in HR Management; B. of HR Management (Polytechnic of Namibia); LLB (Honours) (UNAM)
☐ (+264-61-206-3987) (email: onelago@unam.na)
- 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)
- Student Support Officer:** **Ms A Murere:**
☐(+264 61 206 3729) (email: 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)
- 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)
- Office Administrator:** **Ms. MN Simasiku:** Diploma in Office Administration, Windhoek vocational training centre; B.Business Administration (UNAM (+ 264-61-206-4662) Office Location X - Block, Ground Floor, (e-mail: msimasiku@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: bjikotoke@unam.na)

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)

A.2 ACADEMIC PERSONNEL

DEPARTMENT OF ECONOMICS

Head of Department: Mr. OM Samahiya

☐ (+264-61) 2063165 ☐ (+264-61)2063914

Email: msamahiya@unam.na

Professor:	Vacant
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	Dr. E. L. Wirba: BSc. Econ and MSc. Econ. (University of Yaoundé II), PhD. Econ (University of Bamenda)
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)

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

DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

Head of Department: Dr. B F Maseke

☐ (+264-61) 2063127 ☐ (+264-61)2063914

Email: bmaseke@unam.na

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 Tjijueza: 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) – Staff Development Fellow
Lecturer:	Ms P Mushendami: MA (Financial Mgt, North Umbria)

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

DEPARTMENT OF PUBLIC MANAGEMENT AND POLITICAL STUDIES

Head of Department: Ms E Thomas

☐ (+264-61) 2064679 ☐ (+264-61)2063914

Email: 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:** Vacant
- Senior Lecturer:** Dr SB Lwendo: B-Admin. and M Admin (UNAM), (PhD (North-West)
- Senior Lecturer:** Dr R Marenga: BA Hons ,MPA (Cum Laude), PhD - Public Administration(UNAM
- Senior Lecturer:** Dr J Amupanda: B. A. (UNAM); B. A. Political Science (Hons) (Stell); B.A Hons History (UNISA); M. Political Sci (Stell) Ph.D Political Science (UNAM)
- Senior Lecturer:** Ms EK Thomas: BA, MA (Public Policy and Admin) (ISS, The Hague and UNAM), HEDip (UNAM)
- Senior Lecturer:** Dr. T Mude: B.A Development Studies,(Midlands),Post grad Dip (Midlands, M.A International Affairs (Midlands), PhD International Politics (UNISA)
- Lecturer:** Vacant
- Lecturer:** Vacant
- 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)

Matters regarding specific modules or programme information must be addressed to the relevant HEAD OF DEPARTMENTS**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**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 Lecture/Coordinator:** 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**Coordinator Ms. P W Msiska** ☐ (+264-66)255564 pmsiska@unam.na**Assistant Faculty Officer:** Ms Nikosia R Kamwi:☐ (+264-66) 2686074/2686002 ☐ (+264-66)255564 ☐ 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/Coordinator: Ms Pachalo Msiska; Bachelor of Economics (UNAM); MA-International Business London Metropolitan University

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: Bachelor of Economics (UNAM); Masters of Business Administration (UNAM); 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 2024]	(12DNVM) Revised	2 YEARS PM
Diploma in Business Administration	(62CDBA) Revised	3 YEARS FM/DISTANCE
Bachelor of Business Administration (Honours)	(62CBBA) Revised	3 YEARS FM/DISTANCE
Bachelor of Economics (Honours)	(62BECO) Revised	3 YEARS FM
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, LL.M):** 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.ng>.
- 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 ($\geq 50\%$) subject to NO corrections
 - b) PASSES ($\geq 50\%$) subject to MINOR corrections
 - c) PASSES ($\geq 50\%$) 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 (ANNEX21). 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.

Q.1.2 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 DateName of
..... Supervisor Signature DateName of
..... supervisor (where applicable) Signature DateName of co-
..... Department HoD Signature DateName 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	

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	

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 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 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	Allocatedmark	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 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: \cong 50%	
2.	Thesis PASSES subject to MINOR corrections Mark allocated: \cong 50%	
3	Thesis PASSES subject to MAJOR corrections as indicated in the report Mark allocated: \cong 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

ANNEX 11

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:

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.			
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

**ANNEX 13 RESEARCH PROPOSAL/SUMMARY/MINI THESIS/THESIS/DISSERTATION
TITLE PAGE**

CENTRE FOR RESEARCH SERVICES

EVALUATION OF SELECTED NAMIBIAN MEDICINAL PLANTS FOR ANTI-HIV PROPERTIES

A RESEARCH PROPOSAL/ A MINI THESIS/THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE OF
MASTER OF SCIENCE (SPECIFIC DEGREE NAME IN FULL)/DOCTOR OF PHILOSOPHY IN SCIENCE (BIOLOGICAL SCIENCES)
OF
THE UNIVERSITY OF NAMIBIA

.....
(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)

ANNEX 21: THESIS/DISERTATION DECLARATION

CENTRE FOR RESEARCH SERVICES

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

DECLARATIONS

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.....
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:

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

ANNEX 24: VIVA VOCE PRESENTATION OUTLINE TEMPLATE

CENTRE FOR RESEARCH SERVICES

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.1.1 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)
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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

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)
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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
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)
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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	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

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	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
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)
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YEAR 2: SEMESTER 1

G3511ES	Economic Statistics I	5	14	4h/w+2p	None	C
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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)
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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

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	NQF 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

NQF 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
- 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 scope 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

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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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)
 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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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.

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
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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
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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 μ 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 β ; 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
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
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
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
NQF 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
NQF 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
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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
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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
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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:

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
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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: 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
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NQF 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.

E.1. BACHELOR OF PUBLIC MANAGEMENT (62BPAM/62BPMX)

E.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 has 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

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 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.

30. 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.

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

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	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	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
G3621PL	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:	C

					G3511 EA	
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 & G3612PD	C
G3711PF	Public Finance	7	16	4h/w	Pre-requisite: G3511PB	C
Total credits Semester 1			32			

YEAR 4: SEMESTER 2

G3712PG		7	16	4h/w	None	C
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	Public Management and Governance					
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 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.

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 forms 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 factors 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-centered 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.

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1. 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	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	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	Basic Macro Economics	5	12	4h/w	G3511EA	C
G3532PB	Political Behaviour	5	12	4h/w	None	C
G3532PC	African Civilisations	5	12	4h/w	None	C
G3522PE	Basics of International Political Economy	5	6	2h/w	None	C
G3522PD	Human Rights and Development	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
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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						C
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	The State in Africa	7	16	4h/w	G3632PP	
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	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
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	NQF 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
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Syllabi

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

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

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****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
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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

Politics of Development	G3632PD
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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

Diplomacy in Practice	G3620PD
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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

Namibian Politics		G3611PN
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****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****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****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****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		
Military rule and coup d'états; 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 external threats to Somalia's sovereignty		
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 21st 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.		

Comparative Political Institutions	G3751PC
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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;**

Comparative Political Economy	G3752PE
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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 technology **Comparative 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

Peace and Conflict Studies	G3752PC
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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; Edward Azar's Theory of Protracted Social Conflict (PSC); 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

Practical Engagement	W3700IC
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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
CMSM3781	Marketing Management 1A	7	16	G3761MM	Marketing Management A	7	16
CMHM3781	Human Resource Management 1A	7	16	G3771MH	Human Resource Management A	7	16
CMMO3781	Operations Management 1A	7	12		No equivalent		
CMBF3781	Banking and Finance 1A	7	16	G37711MB	Banking and Finance A	7	16
CMSM3782	Marketing Management 1B	7	16		No equivalent		
CMHM3782	Human Resource Management 1B	7	16	G3772MH	Human Resource Management B	7	16
CMMO3782	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
G3511EA	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
C2532FF	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
C3651FA	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
C3652FA	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			

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
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
G3571MQ	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

- There will be practical formative assessments but there will be no examination
- 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:

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 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

Quantitative Methods	G3571MQ
NQF Level: 5	Credits: 12
Contact hours: 4h/w	
Module assessment: Continuous Assessment (50%); two tests and one assignment Examination (50%); 1 x 3 hour paper	
Pre-requisites: None	
Module Description:	
Time value of money and net present value; working with equations and graphs of straight lines, linear programming, rate of return on an investment	
Interest payable on a deposit in the money market; coupon interest payable on holding a bond in the bond market.	

Business Analytics	G3571MA
NQF Level: 5	Credits: 12
Contact hours: 4h/w	
Module assessment: Continuous Assessment 50% (at least three assessments) Examination (50%); 1x 3h paper	
Pre-requisites: None	
Module Description:	
Evolution of business data analytics systems and contingency approaches to management	
Data analytics and cognitive analytics and how it is presented.	
The nature of descriptive's, diagnostic management and its role in business development	
Predictive, and prescriptive —data and its impact on the business.	
Visual analytics, and its role in business development	
Basic software functions; SPSS and Atlas software using data sets.	

Principles of Management	G3572MP
NQF Level: 5	Credits: 12
Contact hours: 4h/w	
Module assessment: Continuous Assessment 50% (at least three assessments) Examination (50%); 1x 3h paper	
Pre-requisites: None	
Module Description:	
Functions of management planning, organizing, leading and controlling.	
local and international media its impacts on business, considering the socio-cultural, economic, political, technological, environmental and legal forces.	
Management by Objectives, delegation strategies, Management Theories/School of Thought, change management and labor related issues.	
Macro and Micro environments explain the three environments of interest to most organizations and their impact on the business.	
Contingency approaches to management, potential for integrating the other areas of management	
Business responsibility; social responsibility, culture relate business management responsibility, culture relate to business management responsibility, culture relate the management responsibility, culture relates business management responsibility, culture relates business management responsibility, culture relates the management responsibility, culture relates the management.	

E-Commerce	G3572MC
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:	
Contrast the 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	

Corporate Ethics And Morality **G3660MC**

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.

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.

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.

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

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.

Financial Accounting and Reporting 1A	C2651FA
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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.

Financial Accounting and Reporting 1B	C2652FA
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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

Financial Accounting and Reporting 1B	C2652FA
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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

Business Law And Ethics	G3661ML
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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 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.

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****G3661MM****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
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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.

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.

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

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.

Operations Management B			G3762MO
NQF 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			

Entrepreneurship			G3362ME
NQF 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			

Banking and Finance B			G3772MB
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: 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
CBBA2422	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	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	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	NQF 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	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	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	NQF 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	NQF 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	NQF 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

NQF 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.

PLANNING THE VENTURE	G2660MP
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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

PRINCIPLES OF BUSINESS ENTREPRENEURSHIP	G2612DM
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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.

PRINCIPLES OF BUSINESS MATHEMATICS	G2431DM
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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.

PRINCIPLES OF BUSINESS ACCOUNTING	G2471DA
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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.

PRINCIPLES OF BUSINESS MANAGEMENT	G2431DP
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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.

CORPORATE ETHICS AND MORALITY	G3670MC
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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.

PRINCIPLES OF BUSINESS STATISTICS	G2531BM
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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.

PRINCIPLES OF BUSINESS ECONOMICS	G2422BE
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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.

PRINCIPLES OF BUSINESS ETHICS AND LAW	G2462ML
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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:

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

Government's role in Banking and function 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.

FUNDAMENTALS OF ACCOUNTING B

C2532FF

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.

BASIC MACRO ECONOMICS

C2532FE

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.

BUSINESS MANAGEMENT

G2532DM

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.

E-COMMERCE

G3572BC

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

ORGANIZATIONAL MANAGEMENT I**G3671OM****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.**Human Capital Management****G2671DH****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

BUSINESS STATISTICS**G2632BM****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.

BUSINESS LAW AND ETHICS**G2661BL****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 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.

ORGANISATIONAL MANAGEMENT II	G2672DM
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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
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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
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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
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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**.

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

<i>Module</i>	<i>Module code</i>	<i>NQF Level</i>	<i>Credits</i>	<i>Compulsory</i>
YEAR 1 : SEMESTER 1				
Advanced Academic Writing for Post-Graduate Students	UAE4819	8	NCB	YES
Dissertation	DMS6100	10	360	YES
TOTAL CREDITS			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)	None
Prerequisite	
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"> • Develop and present a comprehensive research proposal and concomitant research plan; • Conduct independent research to internationally recognized standards by implementing a chosen research method, collecting, analysing, interpreting and evaluating quantitative and/or qualitative data; • 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; • Produce a thesis which represents an original contribution to the body of knowledge in the field of study/area of specialisation; • Communicate research findings in a professional and effective way, catering for a wide range of specialist and non-specialist audiences; • Provide leadership in the area of research and scientific writing. 	

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)

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 **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	NQF level	Contact hours	Credits
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	CAFÉ3511	5	4 hours	16
Basic Micro Economics	CEMI3571	5	4 hours	16

YEAR 1 : SEMESTER 2

Module	Code	NQF 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	NQF 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	NQF 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	NQF 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	NQF 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	NQF level	Contact hours	Credits	Pre-requisites	Co-requisites
Specializations: CHOOSE ONE (1)						
Strategic Human Resource Management A	CMHM3871	8	4 hours	16	CMHM3771; CMHM3772	
A Strategic Marketing A	CMSM3871				CMSM3771; CMSM3772	
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	NQF level	Contact hours	Credits		
Specializations: CHOOSE ONE (1)						

Human Resource management B	CMHM3872	8	4 hours	16		
Strategic Marketing B	CMSM3872					
Banking & Finance B	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)

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	
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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) (phased out 2023)

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						
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	

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	

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.	
QUALITY MANAGEMENT		CBKM4772
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.	
ORGANIZATIONAL BEHAVIOUR		CBOB4772
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.	
OPERATIONS MANAGEMENT		CBOM4772
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

Master of Science Economics (M.SC.ECON) (12MSEC)

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(if completed ULEG2410)

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 (if completed ULEG2410)

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 (if completed ULEG2410)

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 (if completed ULEG2410)

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 (if completed ULEG2410)
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 (if completed ULEG2410)
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

**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!

Prospectus 2024