



# **General Information & Regulations**

*Prospectus 2015*



**UNAM**  
UNIVERSITY OF NAMIBIA

# PROSPECTUS 2015

## GENERAL INFORMATION AND REGULATIONS



**UNAM**  
UNIVERSITY OF NAMIBIA

**GENERAL INFORMATION  
AND  
REGULATIONS  
PROSPECTUS  
2015**

This Prospectus has been compiled to reflect all information as accurately as possible. However, the University of Namibia does not accept any responsibility or liability for any errors or omissions, and reserves the right to amend any regulation or other stipulation without prior notice.

The information in this Prospectus is correct up to 31 October 2014.

Copyright: University of Namibia, 2014

# CONTENTS

<b>1A.</b>	<b>COAT OF ARMS.....</b>	<b>1</b>
<b>1B.</b>	<b>VISION STATEMENT .....</b>	<b>2</b>
<b>1C.</b>	<b>MISSION STATEMENT.....</b>	<b>2</b>
<b>1D.</b>	<b>CORE VALUES.....</b>	<b>2</b>
<b>2.</b>	<b>OFFICE BEARERS AND CONTACT NUMBERS .....</b>	<b>3</b>
2.1	Chancellor.....	3
2.2	Council Members.....	3
2.3	Administration .....	4
2.4	Faculties.....	5
2.5	Hifikepunye Pohamba Campus .....	7
2.6	Katima Mulilo Campus .....	7
2.7	Komasdal Campus .....	7
2.8	Rundu Campus.....	7
2.9	Neudamm Campus.....	7
2.10	Ogongo Campus.....	8
2.11	Jose Eduardo Dos Santos Campus (Engineering & IT) .....	8
2.12	Oshakati Campus .....	8
2.13	Sam Nujoma Campus in Henties Bay .....	8
2.14	Southern Campus in Keetmanshoop.....	8
<b>3A.</b>	<b>COMMITTEES OF THE UNIVERSITY OF NAMIBIA .....</b>	<b>9</b>
<b>3B.</b>	<b>LIST OF ACRONYMS, COMMITTEES &amp; CHAIRPERSONS .....</b>	<b>10</b>
<b>4.</b>	<b>ACADEMIC CALENDAR .....</b>	<b>11</b>
<b>5.</b>	<b>DUE DATES (GENERAL, CANCELLATIONS, FINANCE).....</b>	<b>12</b>
<b>6.</b>	<b>DEGREES, DIPLOMAS AND CERTIFICATES .....</b>	<b>13</b>
<b>7.</b>	<b>GENERAL AND EXAMINATION REGULATIONS.....</b>	<b>17</b>
<b>A.</b>	<b>GENERAL REGULATIONS .....</b>	<b>17</b>
7.1	Pre-ambles.....	17
7.2	Application for Admission .....	19
7.3	General Admission Criteria for Undergraduate Programmes.....	19
7.4	Mature Age Entry Scheme.....	21
7.5	Registration.....	21
7.6	Registration for Non-Degree / Non-Diploma Purposes .....	21
7.7	Registration as a Guest Student.....	22
7.8	Timetable .....	22
7.9	Sequence of Modules .....	22
7.10	Choice of Major(s) .....	22
7.11	Amendment of Study Programme / Curriculum / Module(s) .....	22
7.12	Termination of Studies / Cancellation of Module(s) .....	22
7.13	Exemption from Modules .....	22
7.14	Absence from Lectures and Tests.....	23
7.15	Absence due to Maternity.....	23
7.16	Absence due to Funerals.....	23
7.17	Absence due to Illness & other Reasons.....	23
7.18	Full-Time/Part-Time Studies.....	24
7.18.1	Applications / Registrations .....	24
7.18.2	Employment .....	24
7.19	Cellular Phones.....	24
7.20	Assessment .....	24
<b>B.</b>	<b>GENERAL EXAMINATION REGULATIONS.....</b>	<b>25</b>
7.21	<b>GENERAL REGULATIONS .....</b>	<b>25</b>
7.21.1	Eligibility for Admission to Examinations.....	25
7.21.2	Dates of Examinations .....	25
7.21.3	Continuous Assessment and Final Examination.....	25
7.21.4	Compilation and Content of Examination Papers.....	25
7.21.5	Moderation of Examination Question Papers.....	25
7.21.6	Procedures during Examinations.....	26
7.21.7	Examination Irregularities.....	26
7.21.8	Marking and Grading .....	27
7.21.9	Use of External Moderators .....	27
7.21.10	Faculty Examination Boards.....	27
7.21.11	Final Approval and Release of Examination Results .....	27
7.21.12	External Moderator's Reports .....	27
7.21.13	Retention of Continuous Assessment (CA) Mark & Promotion Examination.....	27
7.21.14	Preservation of Examination Scripts .....	28
7.21.15	Provision for Student Appeals.....	28

7.21.16	Re-Evaluation .....	28
7.21.17	Supplementary Examinations .....	28
7.21.18	Special Examinations .....	29
<b>8.</b>	<b>GENERAL REGULATIONS FOR CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES .....</b>	<b>30</b>
8.1	<b>GENERAL REGULATIONS FOR CERTIFICATE PROGRAMMES .....</b>	<b>30</b>
8.1.1	Certificate Programmes offered .....	30
8.1.2	Admission to Certificate Programmes .....	30
8.1.3	Certificate Programme Structure .....	30
8.2	<b>GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES .....</b>	<b>30</b>
8.2.1	Diploma Programmes offered .....	30
8.2.2	Admission to Diploma Programmes .....	30
8.2.3	Diploma Programme Structure .....	30
8.2.4	Academic Advancement of Diploma Programmes .....	30
8.2.5	Awarding of Diplomas .....	30
8.3	<b>GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES .....</b>	<b>31</b>
8.3.1	Bachelor's Degree Programmes offered .....	31
8.3.2	Admission to Bachelor Degree Programmes .....	31
8.3.3	Advanced Placement Credit for Bachelor Degree Programmes .....	31
8.3.4	Duration of Bachelor's Degree Programmes .....	31
8.3.5	Awarding of Degrees .....	31
<b>9.</b>	<b>REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES .....</b>	<b>32</b>
9.1	<b>PRE-AMBLE .....</b>	<b>32</b>
9.2	<b>POSTGRADUATE TRAINING PROGRAMMES AT UNAM .....</b>	<b>32</b>
9.2.1	Postgraduate Diploma Courses .....	32
9.2.2	Master's Degree Courses .....	32
9.2.3	Doctoral Courses .....	32
9.2.4	Higher Doctorates .....	33
9.2.5	Approval of Postgraduate Programmes .....	33
9.3	<b>ELIGIBILITY FOR ADMISSION .....</b>	<b>33</b>
9.3.1	Postgraduate Diploma .....	33
9.3.2	Master's Degree .....	33
9.3.3	Doctor of Philosophy Degree and other Doctoral Programmes .....	33
9.3.4	Higher Doctorates .....	33
9.4	<b>REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM .....</b>	<b>34</b>
9.4.1	Procedures to Apply for Postgraduate Studies .....	34
9.4.2	Study Permit Requirements .....	34
9.4.3	Registration of the Selected Candidates .....	34
9.4.4	Enrolment in Special Modules .....	35
9.4.5	Sandwich Postgraduate Training .....	35
9.4.6	Course Work Evaluation and Grading .....	35
9.4.7	Thesis/Dissertation Research .....	35
9.4.8	Regulations and Guidelines for Higher Doctorates .....	36
9.4.9	Conferment of Degrees .....	36
9.4.10	Subsequent Publication from a Thesis/Dissertation .....	36
9.5	<b>GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS .....</b>	<b>36</b>
9.6	<b>REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS .....</b>	<b>36</b>
9.7	<b>REGULATIONS AND GUIDELINES ON THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS .....</b>	<b>37</b>
9.7.1	Master's Theses and Doctoral Dissertations .....	37
9.7.2	Assessment of Published Works for Higher Doctorates .....	37
9.7.3	Viva Voce Examinations .....	38
9.7.4	Postgraduate Fees .....	38
<b>10.</b>	<b>DISTANCE EDUCATION .....</b>	<b>39</b>
10.1	<b>GENERAL REGULATIONS .....</b>	<b>39</b>
	Conducting of Examinations .....	39
10.2	<b>EXAMINATION ADMISSION .....</b>	<b>39</b>
	Determination of Examination Admission Mark .....	39
10.3	<b>EXAMINING .....</b>	<b>39</b>
	Examiners and Moderators .....	39
10.4	<b>DETERMINATION OF EXAMINATION- AND FINAL MARKS .....</b>	<b>39</b>
	Determination of Examination Marks .....	39
	Determination of Final Mark .....	39
	Passing a Module .....	39
	Passing a Module with Distinction .....	39
	Obtaining a Degree or Diploma Cum Laude .....	40
10.5	<b>RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS .....</b>	<b>40</b>
	Recognition .....	40
	Crediting .....	40
	Exemption .....	40

<b>11.</b>	<b>SCHOLARSHIPS AND AWARDS</b> .....	<b>41</b>
11.1	<b>GENERAL INFORMATION ON SCHOLARSHIPS</b> .....	<b>41</b>
11.2	<b>SCHOLARSHIPS</b> .....	<b>41</b>
	A) Full Scholarships.....	41
	B) Supportive Scholarships.....	41
	C) Book Fund Scholarships.....	41
11.3	<b>APPLICATION PROCEDURES AND CONDITIONS OF AWARDING THE SCHOLARSHIP</b> .....	<b>41</b>
11.4	<b>PAYMENT OF SCHOLARSHIPS MANAGED BY THE UNIVERSITY</b> .....	<b>42</b>
11.5	<b>MERIT AWARDS</b> .....	<b>42</b>
	<b>11.5.1 The criteria for the evaluation of Merit Awards</b> .....	<b>42</b>
	11.5.1.1 Best undergraduate degree student per year of study per Faculty/School.....	42
	11.5.1.2 Vice Chancellor's Medal (Best undergraduate degree student per Faculty/School).....	42
	11.5.1.3 Vice Chancellor's Medal (Best postgraduate student).....	43
	11.5.1.4 Chancellor's Medal (Best undergraduate degree student of the University of Namibia).....	43
	11.5.1.5 Chancellor's Medal (Best postgraduate student of the University of Namibia).....	43
<b>12.</b>	<b>LIBRARY AND INFORMATION SERVICES</b> .....	<b>44</b>
12.1	<b>GENERAL</b> .....	<b>44</b>
12.2	<b>OPENING HOURS</b> .....	<b>44</b>
12.3	<b>MEMBERSHIP</b> .....	<b>45</b>
	12.3.1 Additional notes on special categories of users.....	45
12.4	<b>COLLECTIONS</b> .....	<b>45</b>
	12.4.1 Open Shelf Collection.....	45
	12.4.2 Short Loan Collection.....	46
	12.4.3 General Reference Collection.....	46
	12.4.4 Law Reference Collection.....	46
	12.4.5 Periodicals Collection.....	46
	12.4.6 Special Collections.....	46
	12.4.7 Archival Collection.....	46
	12.4.8 Audio-Visual Material.....	46
	12.4.9 Newspapers.....	46
	12.4.10 Popular Magazines.....	46
	12.4.11 Sheet Music.....	46
12.5	<b>LIBRARY MATERIALS NOT AVAILABLE ON LOAN</b> .....	<b>47</b>
12.6	<b>SERVICES</b> .....	<b>47</b>
	12.6.1 Subject Information Services.....	47
	12.6.2 Inter-lending and Document Delivery Service.....	47
	12.6.3 Online Public Access Catalogue (OPAC).....	47
	12.6.4 Access for Users with Special Needs.....	47
	12.6.5 Photocopying.....	47
	12.6.6 After-Hours Return Slot.....	47
12.7	<b>FACILITIES</b> .....	<b>47</b>
	12.7.1 Discussion Rooms.....	47
	12.7.2 Internet Wireless.....	47
	12.7.3 Study Carrels.....	48
	12.7.4 Display Facilities.....	48
	12.7.5 Foyer.....	48
12.8	<b>GENERAL RULES</b> .....	<b>48</b>
<b>13.</b>	<b>STUDENT LIFE</b> .....	<b>50</b>
A.	<b>SPORT AND CULTURE</b> .....	<b>50</b>
13.1	<b>SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS</b> .....	<b>50</b>
13.2	<b>SPORT CLUBS</b> .....	<b>50</b>
13.3	<b>SOCIETIES</b> .....	<b>50</b>
13.4	<b>AIMS AND OBJECTIVES OF SOCIETIES</b> .....	<b>50</b>
	13.4.1 UNAM Debating Society.....	50
	13.4.2 Campus Vision.....	50
	13.4.3 Fellowship for Christian Movements (FCM).....	50
	13.4.4 Pan African Students Society.....	50
	13.4.5 History Society.....	50
	13.4.6 Campus Radio.....	50
	13.4.7 UNAM Choir.....	51
	13.4.8 Economic & Marketing Society.....	51
	13.4.9 UNAM Environmental Society.....	51
	13.4.10 Malcolm X.....	51
	13.4.11 UNAM Science Society.....	51
	13.4.12 UNAM Agriculture Society.....	51
	13.4.13 UNAM LAW SOCIETY.....	51
B.	<b>COUNSELING SERVICES</b> .....	<b>51</b>
C.	<b>PRIMARY HEALTH CARE</b> .....	<b>52</b>
D.	<b>CHAPLAINCY</b> .....	<b>52</b>
E.	<b>RESIDENCE FACILITIES</b> .....	<b>52</b>
<b>14.</b>	<b>DAILY CALENDAR</b> .....	<b>53</b>

## 1A. COAT OF ARMS

**The Coat of Arms** of the University of Namibia (UNAM) is a heraldic device, whose design is grounded on an academic tradition that has been in practice for many centuries. It comprises three elements: a shield, a base, and a motto contained in a scroll.

**The shield** is the central and most prominent feature of the Coat of Arms. It contains a symbol of the sun, based in the Namibian flag; and an open book. It, indeed, represents the link between the University and the Namibian nation. The sun and the book are joined together to form an integrated element, which is suspended in a field of crimson.

**The book** represents the University as an Institution of higher learning, and symbolises the academic freedom of enquiry.

**The sun** represents life and energy. The integrated symbol of the sun and the book carries a double meaning. Firstly, it represents the envisaged harmony between the University and the Namibian nation, as expressed in the University of Namibia Act, No. 18 of 1992, which expects UNAM to develop the highest quality education that caters for the needs, interests, and aspirations of the people of Namibia. Secondly, it represents the light and enlightenment radiating from the Institution.

**The crimson colour** represents the vitality and courage of the people of Namibia, whose collective vision, determination and sacrifice brought about an enabling environment that now permits Namibian citizens to acquire appropriate knowledge, ideas, and skills through University education, and to develop their full potential. It represents the organic link between the University and the Nation, whose colours also include crimson. It also reminds us of the world wide historical symbol that “**the life is in the blood, and blood is life**”

The chlorophyll-green ***Welwitschia mirabilis*** plant at the base, one of the oldest plants in the world, which is only found in the Namib Desert, symbolises endurance and continuity. In addition, its position as the base for the symbolic elements of learning and enlightenment signifies that the strength of the University is grounded in the ideals, the culture and the traditions of the people of Namibia, and has inherent qualities of creativity, endurance, and fortitude in difficulties. *Welwitschia*, indeed, survives in a hostile environment by harvesting the desert fog.

**The motto** of the University: **Education, Service and Development**, declares the mission of the Institution, and serves as a source of inspiration to both learners and teachers, and also UNAM's entire community.

## **1B. VISION STATEMENT**

- ❖ To be the beacon of excellence and innovation in teaching, research and extension services.

## **1C. MISSION STATEMENT**

- ❖ Continue to develop the University as a leading national institution and a major role model for teaching and research that significantly contributes to nation-building, and thereby to accord high priority to research across a broad spectrum of relevant fields by encouraging inter-disciplinary approaches to the resolution of real-world problems.
- ❖ Cultivate standards of excellence in teaching, research, community service and all the prescribed functions of UNAM, through constructive criticism, constant self-improvement, self-evaluation, and peer assessment.
- ❖ Make the University services, expertise, skills, scholarly leadership, and facilities accessible to all such persons as are likely to benefit from them, regardless of race, color, gender, ethnic origin, religion, creed, physical condition, social and/or economic status.
- ❖ Safeguard and promote principles of University autonomy, with the view of providing a conducive environment; an appropriate atmosphere and opportunities for UNAM's scholars to pursue the development of their capacities and capabilities to the highest intellectual potential.
- ❖ Serve as a repository for the preservation, promotion, development and articulation of national values and culture, through the promotion of Namibian history, art and languages.
- ❖ Undertake basic and applied research, with a view to contribute toward the social, economic, cultural and political development of Namibia.
- ❖ Encourage endogenous development and application of science and technology.
- ❖ Provide advisory, consultancy, and extension services throughout the country, with the view of promoting community education and appropriate know-how, thus enhancing society's productivity and socio-economic development to achieve national and regional cohesion and international understanding.

## **1D. CORE VALUES**

- ❖ To guide the behavior of staff members of the University of Namibia. The following Core Values listed below were identified and adopted:
  - Professionalism;
  - Mutual Respect;
  - Integrity;
  - Transparency.



## 2. OFFICE BEARERS AND CONTACT NUMBERS

### 2.1 Chancellor

His Excellency the President of the Republic of Namibia, Dr Hifikepunye Pohamba

### 2.2 Council Members

#### **Presidential Appointments**

Prof Filemon Amaambo (Chairperson)  
Ms Sirkka Ausiku  
Mr Jan Arnold  
Mr Cornelius Engelbrecht  
Mr Mathew Gowaseb  
Ms Inge Zaamwani-Kamwi

#### **Ministry of Finance**

Ms Ericah Shafudah

#### **Ministry of Education**

Mr Alfred Ilukena

#### **Windhoek Municipality Council**

Mr Gerson Kamatuka

#### **External Non-Resident**

Prof Aggrey Ambali  
Prof Keto Mshigeni

#### **Alumni**

Mr Inocencio Verde (Vice-Chairperson of Council)  
Mr Etuna Josua

#### **UNAM Management**

Prof Lazarus Hangula (Vice Chancellor)  
Prof Osmund Mwandemele (Pro-Vice Chancellor: Academic Affairs and Research)  
Dr Boniface Mutumba (Pro-Vice Chancellor: Administration and Finance)  
Mr Alois Fledersbacher (Registrar)  
Mr Job Jansen (Bursar)  
Ms Ellen Namhila (University Librarian)

#### **Senate Members**

Dr Simon Angombe  
Dr Maggy Beukes-Amiss  
Dr Frednard Gideon  
Dr Nelago Indongo

#### **Administrative Staff Representative**

Mr Martino Olivier

#### **Administrative Staff Representative**

Mr Martino Olivier

#### **SRC**

SRC President  
SRC Vice-President

#### **Management Observers**

Prof John Baloro (Legal Advisor)  
Mr Reginald Izaks (Director: Human Resources)  
Dr Itah Kandjii-Murangi (Dean of Students)  
Mr Martin Shikongo (Director: Estate Services)  
Mr Edwin Tjiramba (Director: Communications and Marketing)

### 2.3 Administration

#### **Main Campus**

**Postal address:** Private Bag 13301, Windhoek, NAMIBIA

**Street address:** 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

**Centre for External Studies**

**Postal address:** Private Bag 13245, Windhoek, NAMIBIA

**Street address:** 340 Mandume Ndemufayo Avenue, Pionierspark, Windhoek

**Hifikepunye Pohamba Campus - Ongwediva**

**Postal address:** Private Bag 5507, Ongwediva, NAMIBIA

**Street address:** Oshakati Main Road, Ongwediva

**Katima Mulilo Campus**

**Postal address:** Private Bag 1096, Katima Mulilo, NAMIBIA

**Street address:** Wenela Road, Katima Mulilo

**Khomasdal Campus**

**Postal address:** Private Bag 13317, Windhoek, NAMIBIA

**Street address:** 5 Andrew Kloppers Street, Khomasdal

**Neudamm Campus**

**Postal address:** Private Bag 13301, Windhoek, NAMIBIA

**Physical address:** Neudamm

**Ogongo Campus**

**Postal address:** P.O. Box 5520, Oshakati, NAMIBIA

**Physical address:** Ogongo

**Ongwediva Campus (Engineering & IT)**

**Postal address:** P.O. Box 3624, Ongwediva, NAMIBIA

**Street address:** Nanjembo Mengela Street, Ongwediva

**Oshakati Campus**

**Postal address:** P.O. Box 3654, Oshakati, NAMIBIA

**Street address:** Eliader Mwatale Street, Oshakati

**Rundu Campus**

**Postal address:** P.O. Box 88, Rundu, NAMIBIA

**Street address:** Kaisosi Road, Rundu

**Sam Nujoma Campus in Henties Bay**

**Postal Address:** P.O. Box 462, Henties Bay, NAMIBIA

**Street Address:** Omaruru Street, North Dune, Henties Bay

**Southern Campus in Keetmanshoop**

**Postal Address:** P.O. Box 1727, Keetmanshoop, NAMIBIA

**Street Address:** Temporarily: Gordon Street, Teacher's Resource Centre, Kronlein

**TELEPHONE NUMBERS**

**int. (+264+61+...)**

**Office of the Vice Chancellor**

Vice Chancellor (Prof Lazarus Hangula).....	206 3933
Pro-Vice Chancellor: Academic Affairs & Research (Prof Osmund Mwandemele).....	206 3934
Pro-Vice Chancellor: Administration & Finance (Dr Boniface Mutumba).....	206 3082
Director: Academic Affairs (Prof Erika Maass) .....	206 3742
Director: Communications & Marketing (Mr Edwin Tjiramba) .....	206 3445
Director: Estate Services (Mr Martin Shikongo) .....	206 3904
Director: External & International Relations (Dr Kenneth Matengu) .....	206 3944
Director: Human Resources (Mr Reginald Izaks) .....	206 3103
Chief Internal Auditor (Mr Raymond Vilander) .....	206 3250
Chief Legal Advisor (Ms Doné Brinkman) .....	206 3591

**Office of the Registrar**

Registrar (Vacant) .....	206 3044
Assistant Registrar: Academic Administration (Ms Annelie Don) .....	206 3832
International Student Support Officer (Ms Aune Sam) .....	206 3214
Senior Student Records Officer (Ms Eva Gases) .....	206 3786
Bursary Officer (Mr David Nuuyuni).....	206 3769
Assistant Registrar: Examinations (Mr Abraham Ockhuizen) .....	206 3842

Senior Examination Officer (Mr Nick Gaseb) .....	206 3899
Senior Examination Coordinator (Ms Sanet Marthinussen) .....	206 4695
Student Information Enquiries .....	206 3666
<b>Office of the Bursar</b>	
Bursar (Mr Job Jansen) .....	206 3076
Assistant Bursar: Income and Revenue (Mr Hubert Mouton) .....	206 3021
Assistant Bursar: Systems and Management (Ms Eben Mutjavikua) .....	206 3068
Assistant Accountant: Student Debtors (Ms Katy Majiedt) .....	206 3045
Assistant Bursar: Procurement and Assets (Ms. Sophie Nashima) .....	206 3173
Financial Enquiries .....	206 3191
<b>Office of the University Librarian</b>	
University Librarian (Ms Ellen Ndeshi Namhila) .....	206 3874
Deputy University Librarian: Main Campus (Ms Ritva Niskala) .....	206 4657
Deputy University Librarian: Northern Campuses (Mr Joseph Ndinoshiho) .....	(065) 2232264
Secretary: General Enquiries .....	206 3874
Enquiries: Circulation Services .....	206 3059
Head: User Services (Mr Chenjerai Mabhiza) .....	206 3145
Head: Archives and Special Collections (Ms Violet Matangira) .....	206 3692
Head: Technical Services (Ms Irmela Pfohl) .....	206 3870
Head: Systems (Mr Bravismore Mumanyi) .....	206 3522
Librarian: Circulation Services (Ms Hazel van Rooi) .....	206 3531
Reference Services .....	206 3878
Inter Library Loans .....	206 3881
Subject Librarian: Special Collections, Social Work, Sociology Visual & Performing Arts, History Languages & Literature (Mr Kahengua Kavengua) .....	206 3257
Subject Librarian: Psychology, Geography, Religion, Media & Information Studies (Mr Edward Kafita) ...	206 3883
Subject Librarian: Faculty of Law/Political Science (Mr Mbenae Katjihingua) .....	206 4658
Subject Librarian: Faculty of Economic & Management Sciences & CES (Ms Tertia Goagoses) .....	206 3255
Subject Librarian: Faculty of Education (Ms Siegfriede Karsten) .....	206 3055
Subject Librarian: Faculty of Health Sciences (Ms Menete Shatona) .....	206 3865
<b>Office of the Dean of Students</b>	
Dean of Students (Dr Itah Kandjii-Murangi) .....	206 3765
Secretary: Enquiries (Ms Eli Hausiku) .....	206 3956
Office Receptionist (Ms Viola Muheua) .....	206 3017
Assistant Dean: Professional Services (Ms Margareth Mainga) .....	206 3156
Assistant Dean: Support Services (Mr Levi Shigwedha) .....	206 3689
Assistant Dean: External Campuses (Mr Lazarus Shatipamba) .....	(065) 2323003
Academic Counselor (Ms Eunice Gonzo) .....	206 3605
Psychosocial counselor (Ms Markishuana Nependa) .....	2063783
Senior Sport & Culture Officer (Mr Ben Naobeb) .....	206 3759
Sports Officer (Mr. Werner Jeffery) .....	2063610
Assistant Sport Officer (Mr. Allen Nghixilifwa) .....	2063867
Head: Accommodation (Mr. Eron Kuzatjike) .....	206 3771
Student Support Officer (Mr. Mathew Haitota) .....	206 3448
Accommodation Officer (Ms Rachel Elago) .....	206 3349
Support, Culture and Student Leadership Officer (Vacant) .....	206 3448
Registered Nurse (Ms Olivia Emvula) .....	206 3760
Registered Nurse (Mr Leo Petrus) .....	206 3503
<b>Centre for External Studies</b>	
Director: CES (Dr Regina Shikongo) .....	(065) 2232270
Deputy Director : CES (Dr Nchindo Mbukusa) .....	206 3619
Assistant Registrar: CES (Ms Carin Slabbert) .....	206 3722
Administrative Coordinator: Main Campus (Ms Welma Davies) .....	206 3609
Administrative Coordinator: Oshakati Campus (Ms Agnes Felix) .....	(065) 2232268
Secretary (Ms Irene Dieterich) .....	206 3676
Enquiries .....	206 3177
<b>School of Postgraduate Studies</b>	
Director (Dr Cornelia Shimwooshili-Shaimemanya) .....	206 3523
Deputy Director (Prof Percy Chimwamurombe) .....	206 3358
Faculty Officer (Ms Desiree Davies) .....	206 4615
Administrative Officer (Ms Sofia Itoolwa) .....	206 4662
Project Coordinator (Ms Nambata Namweya) .....	206 3628

**Namibia Business School**

Director (Dr Meshach Tjirongo) .....	413 503
Assistant Director: Corporate Services (Ms Yvonne Yon) .....	413 502
Officer: Academic Programmes (Vacant) .....	413 506

**2.4 Faculties****Faculty of Agriculture and Natural Resources**

Dean (Prof Fransisco Mause) .....	206 3100
Deputy Dean: Neudamm Campus (Dr Patricia Petrus) .....	206 3180
Deputy Dean: Ogongo Campus (Dr Joseph Njunge) .....	(065) 223 5201
Secretary (Ms Mona Cloete) .....	206 3890
Faculty Officer (Mr Esau Nowaseb) .....	206 3895
Examination Officer (Mr Joseph Tischer) .....	206 4024

**Faculty of Economic and Management Sciences**

Dean (Associate Prof Udai Paliwal) .....	206 3434
Deputy Dean (Dr Esau Kaakunga) .....	206 3757
Secretary (Ms Irene Gases) .....	206 3772
Faculty Officer (Ms Sophia Alfred) .....	206 3987
Assistant Faculty Officer (Ms Linda Lehmann) .....	206 3454
Coordinator: Income Generating Courses (Mr Martino Olivier) .....	206 3794
Examination Officer (Ms Agnes Shipanga) .....	206 3715
Examination Officer (Mr Sakaria Mbeeli) .....	206 4604

**Faculty of Education**

Dean (Dr Charmaine Villet) .....	206 3631
Deputy Dean: Main Campus (Dr John Mushaandja) .....	206 3356
Deputy Dean: Hifikepunye Pohamba Campus (Mr Moses Hidengwa) .....	(065) 232 3045
Deputy Dean: Katima Mulilo Campus (Dr Charles Chata) .....	(066) 262 6004
Deputy Dean: Khomasdal Campus (Dr Donovan Zealand) .....	206 7270
Deputy Dean: Rundu Campus (Ms Mathilde Shihako) .....	(066) 268 6003
Secretary (Ms Emelda de Klerk) .....	206 3724
Faculty Officer (Mr Errol van Wyk) .....	206 3978
Assistant Faculty Officer (Ms Eugenie Pienaar) .....	206 4632
Examination Officer (Ms Marlene Rumeta) .....	206 3087

**Faculty of Engineering and Information Technology**

Dean (Prof Frank Kavishe) .....	(065) 232 4002
Deputy Dean (Dr Adedayo Ogunmokon) .....	(065) 232 4005
Secretary (Ms Melinda Christiaan) .....	(065) 232 4002
Faculty Officer (Ms Paulina Kashiakumwa) .....	(065) 232 4004
Examination Officer (Ms Tekla Ndaveshiya) .....	(065) 232 4107
Assistant Librarian (Ms Katharina Ngandu) .....	(065) 232 4138
Student Support Officer (Ms Lovisa Amon) .....	(065) 232 4093

**Faculty of Health Sciences**

Dean (Prof Peter Nyarango') .....	206 5014
-----------------------------------	----------

**School of Medicine**

Associate Dean (Prof Phillip Odonkor) .....	206 5009
Deputy Associate Dean (Dr Jacob Sheehama) .....	206 5038
Secretary (Ms Lydia Muraranganda) .....	206 5014
Faculty Officer (Ms Florinda Mario) .....	206 5015
Examination Officer (Ms Pamela Van Wyk) .....	206 5016

**School of Nursing and Public Health**

Acting Associate Dean (Dr Kathe Hofnie) .....	206 3237
Deputy Associate Dean: Main Campus (Ms Lucille van der Westhuizen) .....	206 3502
Deputy Associate Dean: Oshakati Campus (Ms Hillka Udjombala) .....	(065) 223 2253
Secretary (Ms Ina Isaacs) .....	206 3827
Faculty Officer (Ms Leah Prinsonsky) .....	206 3826
Examination Officer (Ms Goldine Van Wyk) .....	206 3084

**School of Pharmacy**

Associate Dean (Dr Timothy Rennie) .....	
Deputy Associate Dean (Dr Vetjaera Haakuria) .....	206 5049
Secretary (Ms Lydia Muraranganda) .....	206 3845
Faculty Officer (Ms Florinda Mario) .....	206 5015

Examination Officer (Ms Pamela Van Wyk) .....	206 5016
---	----------

#### **Faculty of Humanities and Social Sciences**

Dean (Prof Kingo Mchombu) .....	206 3799
Deputy Dean (Dr Simon Angombe) .....	206 3845
Secretary (Ms Batseba Kangumine) .....	206 3801
Faculty Officer (Ms Anna-Marie Biwa) .....	206 3813
Assistant Faculty Officer (Mr Nicolas Beukes) .....	206 3608
Examination Officer (Mr Edwin Pretorius) .....	206 3661

#### **Faculty of Law**

Dean (Prof John Baloro) .....	206 3662
Deputy Dean (Ms Yvonne Dausab) .....	206 3766
Secretary (Ms Althea Husselmann) .....	206 3622
Faculty Officer (Mr David Sampson) .....	206 3998
Examination Officer (Mr Wesley Pieters) .....	206 3622

#### **Faculty of Science**

Dean (Dr Frednard Gideon) .....	206 3793
Deputy Dean (Dr Martha Kandawa-Schultz) .....	206 3635
Secretary (Ms Maureen Matengu-Lizazi) .....	206 3046
Faculty Officer (Ms Tekla Tjipura) .....	206 3047
Assistant Faculty Officer (Ms Julia Chaka) .....	206 3254
Examination Officer (Ms Merry Katjita) .....	206 3520

### **2.5 Hifikepunye Pohamba Campus - Ongwediva**

**INT. (+264+65+..)**

Director (Dr Sacky lipinge) .....	232 3000
Deputy Dean: Faculty of Education (Mr Moses Hidengwa) .....	232 3045
Campus Administrator (Ms Olivia Haludilu) .....	232 3001
Assistant Librarian (Ms Maria Aipinge) .....	230 135
Assistant Faculty Officer (Ms Fransiska Kalwenya) .....	232 3048
Secretary (Ms Dainelao Nakale) .....	232 3000
Enquiries .....	232 3000

### **2.6 Katima Mulilo Campus**

**INT. (+264+66+..)**

Director (Dr Bennet Kangumu) .....	2626001/2
Deputy Dean: Faculty of Education (Dr Charles Chata) .....	262 6004
Campus Administrator (Mr Charles Siyauya) .....	262 6003
Assistant Librarian (Mr Eric Mumbone) .....	262 6020
Assistant Faculty Officer (Ms Nzinza Chaka) .....	262 6002
Regional Administrator & Student Support Officer (Acting) (Ms Clara Mbukusa) .....	262 6021
Secretary (Ms Alter M Mutendewa) .....	262 6002
Enquiries .....	262 6000

### **2.7 Khomasdal Campus**

**INT. (+264+61+...)**

Director (Ms Emma Kirchner) .....	206 7202
Deputy Dean: Faculty of Education (Dr Gertrud Frindt) .....	206 7270
Assistant Librarian (Ms Laimi Iiyambo) .....	206 7251
Secretary (Vacant) .....	206 3051

### **2.8 Rundu Campus**

**INT. (+264+66+...)**

Director (Dr Gilbert Likando) .....	268 6036
Deputy Dean: Faculty of Education (Ms Mathilde Shihako) .....	268 6003
Campus Administrator (Ms Regina Kandjimi) .....	268 6038
Assistant Librarian (Mr John Shigwedha) .....	268 6041
Assistant Faculty Officer (Ms Necosia Kamwi) .....	268 6074
Regional Administrator & Student Support Officer (Mr Immanuel Mundumbu) .....	268 6078
Secretary (Ms Mechtilde Kamwanga) .....	268 6002

Enquiries .....	265 6000
<b>2.9 Neudamm Campus</b>	
Dean: Faculty of Agriculture & Natural Resources (Prof Fransisco Mause) .....	206 3100
Deputy Dean: Faculty of Agriculture & Natural Resources (Dr Petrina Petrus) .....	206 3180
Campus Administrator (Ms Amanda Lubbe) .....	206 4036
Secretary (Ms Mona Cloete) .....	206 3890
Senior Librarian (Ms Magdalena Tjituka) .....	206 4222
Enquiries .....	206 4111
<b>2.10 Ogongo Campus</b>	<b>INT. (+264+65+...)</b>
Deputy Dean: Faculty of Agriculture & Natural Resources (Dr Joseph Njunge) .....	223 5201
Campus Manager (Mr Mathew Nghihangwa) .....	223 5203
Farm Manager (Mr Martin Samuel) .....	223 5307
Examination Officer (Ms Justina Amupolo) .....	223 5233
Assistant Librarian (Ms Charlotte Nakanduungile) .....	223 5418
Enquiries .....	223 5000
<b>2.11 Jose Eduardo dos Santos Campus (Engineering &amp; IT)</b>	<b>INT. (+264+65+...)</b>
Dean: Faculty of Engineering & IT (Prof Frank Kavishe) .....	232 4002
Deputy Dean: Faculty of Engineering & IT (Dr Adedayo Ogunmokun) .....	232 4005
Secretary (Ms Melinda Christiaan) .....	232 4002
Faculty Officer (Ms Paulina Kashihakumwa) .....	232 4004
Examination Officer (Ms Tekla Ndevashiya) .....	232 4107
Assistant Librarian (Ms Katharina Ngandu) .....	232 4138
Student Support Officer (Ms Lovisa Amon) .....	232 4093
Enquiries .....	232 4000
<b>2.12 Oshakati Campus</b>	<b>INT. (+264+65+...)</b>
Campus Director (Ms Paulina Uugwanga) .....	223 2234
Director: CES (Dr Regina Shikongo) .....	223 2270
Secretary (Ms Elly Kanana) .....	223 2278
Deputy Associate Dean: School of Nursing and School of Public Health (Ms Hillka Udjombala) .....	223 2247
Deputy University Librarian: Northern Campuses (Mr Joseph Ndinoshiho) .....	223 2264
Librarian (Mrs Gregentia Shilongo) .....	223 2296
Administrative Officer (Nursing Science)(Mr Titus Manuel) .....	223 2249
Administrative Coordinator (Ms Agnes Felix) .....	223 2268
Regional Administrator & Student Support Officer (Mr Willem Lindjembe) .....	223 2269
Enquiries .....	223 2000
<b>2.13 Sam Nujoma Campus in Henties Bay</b>	<b>INT. (+264+64+...)</b>
Director (Prof Edosa Omoregie) .....	502 609
Deputy Director (Dr Hilka Ndjaula) .....	502 632
Assistant Librarian (Ms Linea Ipinge) .....	502 632
Office Administrator (Vacant) .....	502 630
Enquiries .....	502 600
<b>2.14 Southern Campus in Keetmanshoop</b>	<b>INT. (+264+63+...)</b>
Director (Dr Eroid Naomab) .....	220 2002
Campus Administrator (Ms Dorothy Titus) .....	220 2003
Librarian: Southern Campus (Selma Ilonga) .....	220 2023

### **3. A COMMITTEES OF THE UNIVERSITY OF NAMIBIA**

#### **STANDING COMMITTEES OF COUNCIL**

- Council (C)
- Executive Committee of Council (ECC)
- Disciplinary and Appeals Committee (DAC)
- Audit Committee (AC)
- Finance Committee (FC)
- Physical Planning Committee (PPC)
- Staff Remuneration Committee (RC)
- Human Resources Committee (HRC)
- Honorary Degrees Committee (HDC)

#### **STANDING COMMITTEES OF SENATE**

- Senate (SEN)
- Executive Committee of Senate (ECS)
- Academic Planning Committee (APC)
- Admissions and Examinations Committee (AEC)
- Bursaries and Awards Committee (BAC)
- Calendar and Timetable Committee (CTC)
- Deans' Committee (DC)
- Library and Information Technology Committee (LITC)
- Postgraduate Studies Committee (PGSC)
- Research and Publications Committee (RPC)

#### **MANAGEMENT COMMITTEES AND WORKING GROUPS**

- Vice Chancellor's Management Committee (VCMC)
- PVC Administration Forum (PVC:ADF)
- Tender Board (TB)
- Budget Task Force (BTF)
- Staff Disciplinary Committee (SADC)
- Student Disciplinary Committee (SUDC)
- Student Appeals Committee (SUAC)
- Faculty / School / Centre Boards

## LIST OF ACRONYMS, COMMITTEES & CHAIRPERSONS

ACRONYM	COMMITTEES	CHAIRPERSON & SECRETARY
<b>AC</b>	Audit Committee	Chairperson: Mr I Verde Meetings Secretary: Ms Mariana Cloete
<b>AEC</b>	Admissions and Examination Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Maggy van Rooi
<b>APC</b>	Academic Planning Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Mariana Cloete
<b>BAC</b>	Bursaries and Awards Committee	Chairperson: Registrar Meetings Secretary: Mr David Nuuyuni
<b>BTF</b>	Budget Task Force	Chairperson: Prof L Hangula Meetings Secretary: Ms Mariana Cloete
<b>C</b>	Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
<b>CTC</b>	Calendar and Timetable Committee	Chairperson: Registrar Meetings Secretary: Ms Mariana Cloete
<b>DAC</b>	Disciplinary and Appeals Committee	Chairperson: Mr I Verde Meetings Secretary: Ms Joey Matthews
<b>DC</b>	Deans' Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Mariana Cloete
<b>ECC</b>	Executive Committee of Council	Chairperson: Prof F Amaambo Meetings Secretary: Ms Joey Matthews
<b>ECS</b>	Executive Committee of Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi
<b>FC</b>	Finance Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews
<b>HDC</b>	Honorary Degrees Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi
<b>HRC</b>	Human Resources Committee	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi Meetings Secretary: (Academic Promotions): Ms E Hill Meetings Secretary: (Staff Development) Ms F Katuuu
<b>LITC</b>	Library and Information Technology Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Joey Matthews
<b>PGSC</b>	Post-graduate Studies Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms Desiré Davies
<b>PPC</b>	Physical Planning Committee	Chairperson: Mr GH Kamatuka Meetings Secretary: Ms Maggy van Rooi
<b>PVC:ADF</b>	PVC: Administration Forum	Chairperson: PVC: Admin & Finance Meetings Secretary: Ms Maggy van Rooi
<b>RC</b>	Remuneration Committee	Chairperson: Mr I Verde Meetings Secretary: Ms Mariana Cloete
<b>RPC</b>	Research and Publications Committee	Chairperson: Prof O Mwandemele Meetings Secretary: Ms P Claassen
<b>SADC</b>	Staff Disciplinary Committee	Chairperson: (To be nominated) Meetings Secretary: Directorate: HR
<b>SEN</b>	Senate	Chairperson: Prof L Hangula Meetings Secretary: Ms Maggy van Rooi
<b>SUDC</b>	Student Disciplinary Committee	Chairperson: (To be nominated) Meetings Secretary: Office of the Dean of Students
<b>TB</b>	Tender Board	Chairperson: Prof L Hangula Meetings Secretary: Ms Marianna Cloete
<b>VCMC</b>	Vice Chancellor's Management Committee:	Chairperson: Prof L Hangula Meetings Secretary: Ms Joey Matthews



## 4. ACADEMIC CALENDAR

### SEMESTER 1

08 January	University opens
19 January	Registration commences: Senior undergraduate and Postgraduate students: On-line (until 4 Feb)
19 January - 04 February	Registration (Last day for Late Registration: 11 February)
20 January	Academic staff resumes office duties
23 January	Registration: 1 <sup>st</sup> Year Postgraduate students
26 January	Registration commences: 1 <sup>st</sup> Year undergraduate students
04 February	Registration ends: All students
09 February	Lectures commence for <b>FIRST SEMESTER</b>
30 March	1 <sup>st</sup> Semester break starts
07 April	Lectures resume after 1 <sup>st</sup> Semester break
13 May	Lectures end for <b>FIRST SEMESTER</b>
19 May	Regular Examinations commence (Semester I modules)
10 June	Regular Examinations end
15 June - 19 June	Supplementary/Special Examinations
19 June	End of 1 <sup>st</sup> Semester
29 June - 03 July	Mid-year recess

### SEMESTER 2

13 July	Lectures commence for 2 <sup>nd</sup> Semester
24 August	2 <sup>nd</sup> Semester break starts
31 August	Lectures resume after 2 <sup>nd</sup> Semester break
16 October	Lectures end for 2 <sup>nd</sup> Semester
22 October	Regular Examinations commence (Semester 2 & Double modules)
12 November	Regular Examinations end
17 November - 23 Nov	Supplementary/Special Examinations
23 November	End of 2 <sup>nd</sup> Semester
15 December	Academic Year ends & University closes (until 11 January 2016)
11 January 2016	University opens (2016 academic year)
21 January 2016	Academic staff resumes office duties

## 5. DUE DATES FOR THE 2015 ACADEMIC YEAR

### (i) GENERAL

Last day for appeals (Sem 2 & Double modules – Reg & Supp/Spec exams of Nov 2014) .....	22 Jan
Last day for application of retention of continuous assessment mark & Promotion Exam .....	06 Feb
Last day for application for exemption(s) .....	06 Feb
Last day for Late Registration ( <i>Late fee payable</i> ) .....	11 Feb
Last day for approval of exemption(s) .....	11 Feb
Last day for approval of retention of continuous assessment mark and Promotion Exam .....	11 Feb
Last day for approval of module(s) & qualification changes .....	11 Feb
Last day for change of offering types at Regional Centres (Semester 1 modules) .....	28 Apr
Last day for Appeals (Semester 1 modules (Reg & Supp/ Spec Exams of June 2015) .....	24 Jul
Last day to submit outstanding documentation .....	21 Aug
Last day to change offering types at Regional Centres (Semester 2 modules) .....	19 Sep
Last day to cancel enrolment .....	24 Sept
Last day to submit Theses and Dissertations for examinations.....	30 Oct

### (ii) CANCELLATIONS

#### Semester 1 modules

Last day to cancel Semester 1 modules.....	08 May
--	--------

#### Semester 2 modules

Last day to cancel Semester 2 modules.....	24 Sept
--	---------

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

Last day to cancel Double modules.....	24 Sept
--	---------

### (iii) FINANCE

#### Semester 1 modules

Last day to cancel with 100 % credit.....	6 March
---	---------

Last day to cancel with 50 % credit.....	17 April
--	----------

#### Semester 2 modules

Last day to cancel with 100 % credit.....	07 August
---	-----------

Last day to cancel with 50 % credit.....	28 August
--	-----------

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

Last day to cancel with 100 % credit.....	6 March
---	---------

Last day to cancel with 50 % credit.....	5 June
--	--------

## 6. DEGREES, DIPLOMAS AND CERTIFICATES

<u>Faculty of Agriculture and Natural Resources</u>	Minimum duration (years)
<b>Degrees</b>	
Bachelor of Science in Agriculture (Honours) .....	4 (Phasing out)
Bachelor of Science in Agricultural Economics (Honours) .....	4
Bachelor of Science in Animal Science (Honours) .....	4
Bachelor of Science in Crop Science (Honours) .....	4
Bachelor of Science in Fisheries and Aquatic Sciences (Honours) .....	4
Bachelor of Science in Food Science (Honours) .....	4
Bachelor of Science in Integrated Environmental Science (Honours) .....	4
Bachelor of Veterinary Medicine .....	6
Bachelor of Science in Wildlife and Ecotourism (Honours) .....	4
Master of Science (Agriculture – by Thesis) .....	2
Master of Science (Rangeland Resources Management).....	2
Master of Science in Agricultural Economics – by Thesis .....	2
Master of Science in Animal Science – by Thesis .....	2
Master of Science in Crop Science – by Thesis.....	2

Master of Science in Food Science & Technology – by Thesis.....	2
Master of Science in Soil Science – by Thesis.....	2
Master of Science in Fisheries and Aquatic Sciences – by Thesis.....	2
Master of Science in Environment & Natural Resources Management – by Thesis.....	2
Master of Science in Wildlife & Ecotourism – by Thesis.....	2
Doctor of Philosophy in Agricultural Economics.....	3
Doctor of Philosophy in Animal Science.....	3
Doctor of Philosophy in Crop Science.....	3
Doctor of Philosophy in Food Science & Technology.....	3
Doctor of Philosophy in Soil Science.....	3
Doctor of Philosophy in Fisheries and Aquatic Sciences.....	3
Doctor of Philosophy in Environment & Natural Resource Management.....	3
Doctor of Philosophy in Wildlife & Ecotourism.....	3
<b>Diplomas</b>	
Higher Diploma in Agriculture.....	3
Higher Diploma in Animal Health.....	3
Higher Diploma in Natural Resources Management.....	3
<b>Faculty of Economic and Management Sciences</b>	
<b>Degrees</b>	
Bachelor of Accounting (Chartered Accountancy).....	3
Bachelor of Accounting (Honours).....	4
Bachelor of Public Management (Honours).....	4
Bachelor of Business Administration (Honours).....	4
Bachelor of Economics (Honours).....	4
Master of Science in Accounting and Finance.....	2
Master of Arts in Political Studies.....	2
Master of Public Administration.....	2
Master of Science in Economics.....	2
Master in Business Administration in Finance.....	18 months
Master in Business Administration in Management Strategy.....	18 months
Doctor of Philosophy in Political Studies.....	3
Doctor of Philosophy in Public Administration.....	3
Doctor of Philosophy in Management Science.....	3
Doctor of Business Administration.....	3
<b>Diplomas</b>	
Diploma in Business Administration.....	2
Diploma in Entrepreneurship and New Venture Management.....	2
Diploma in Local Government Studies.....	2
Advanced Diploma in Accounting and Auditing.....	1
Advanced Diploma in Business Administration.....	1
Higher Diploma in Accounting and Auditing.....	2
Postgraduate Diploma in Business Administration.....	1
Postgraduate Diploma in Internal Auditing.....	2
<b>Certificates</b>	
Certificate in Accounting and Auditing.....	1
Certificate in Taxation and Management.....	1
<b>Faculty of Education</b>	
<b>Degrees</b>	
Bachelor of Education (Pre- and Lower Primary) (Honours).....	4
Bachelor of Education (Upper Primary) (Honours).....	4
Bachelor of Education (Secondary) (Honours).....	4
Bachelor of Education (Lifelong Learning and Community Education) (Honours).....	4
Master of Education (by Research).....	2
Master of Education (Adult Education).....	2
Master of Education (Curriculum and Assessment Studies).....	2
Master of Education (Educational Technology).....	2
Master of Education (Inclusive Education).....	2
Master of Education (Guidance and Counselling).....	2
Master of Education (Leadership, Management and Policy Studies).....	2

Master of Education (Mathematics Education) .....	2
Master of Education (Literacy and Learning) .....	2
Master of Education (Science Education) .....	2
Master of Education (Sports Education) .....	2

Doctor of Philosophy (Adult Education) .....	3
Doctor of Philosophy in Education (Curriculum, Instruction and Assessment Studies) .....	3
Doctor of Philosophy in Education (Educational Management and Administration) .....	3
Doctor of Philosophy in Education (Educational Law and Policy Studies) .....	3
Doctor of Philosophy in Education (Comparative and History of Education) .....	3
Doctor of Philosophy in Education (Philosophy and Sociology of Education) .....	3
Doctor of Philosophy in Education (Adult Education) .....	3
Doctor of Philosophy in Education (Mathematics Education) .....	3
Doctor of Philosophy in Education (Science Education) .....	3
Doctor of Philosophy in Education (Sport Education) .....	3
Doctor of Philosophy in Education (School Guidance and Counselling) .....	3
Doctor of Philosophy in Education (Early Childhood Education) .....	3
Doctor of Philosophy in Education (Inclusive Education) .....	3

#### **Diplomas**

Diploma in Junior Primary Education .....	3
Diploma in Lifelong Learning and Community Education .....	3
Advanced Diploma in Educational Management & Leadership .....	2
Professional Diploma in Education .....	2

#### **Faculty of Engineering and Information Technology**

##### **Degrees**

Bachelor of Science (Mechanical Engineering) (Honours) .....	4
Bachelor of Science (Electrical Engineering) (Honours) .....	4
Bachelor of Science (Electronics and Computer Engineering) (Honours) .....	4
Bachelor of Science (Metallurgical Engineering) (Honours) .....	4
Bachelor of Science (Mining Engineering) (Honours) .....	4
Bachelor of Science (Civil Engineering) (Honours) .....	4
Master of Science in Civil Engineering (Specialisation: Structures; Transportation; Water) .....	2
Doctor of Philosophy in Engineering .....	3

#### **Faculty of Health Sciences**

##### **School of Nursing and Public Health**

##### **Degrees**

Bachelor of Nursing Science (Clinical) (Honours) .....	4
Bachelor of Radiography (Diagnostic) (Honours) .....	4
Master of Science (Applied Field Epidemiology/Laboratory Management) .....	2
Master of Nursing Science .....	2
Master of Public Health .....	3
Doctor of Nursing Science .....	3
Doctor of Philosophy (Public Health) .....	3

##### **Diplomas**

Diploma in General Nursing and Midwifery Science .....	3
Postgraduate Diploma in Nursing Science (Clinical Instruction) .....	1
Postgraduate Diploma in Nursing Science (Critical Care) .....	1
Postgraduate Diploma in Nursing Science (Emergency Nursing) .....	1
Postgraduate Diploma in Nursing Science (Health Promotion, Clinical Diagnosis and Treatment) .....	1
Postgraduate Diploma in Nursing Science (Operating Room Nursing Science) .....	1

##### **Certificates**

Postgraduate Certificate in Pharmacotherapy .....	1 (Full-time)
---	---------------

#### **School of Medicine**

##### **Degrees**

Bachelor of Medicine and Bachelor of Surgery (MBChB) .....	5
--	---

**School of Pharmacy****Degrees**

Bachelor of Pharmacy (Honours) .....	4
Master of Pharmacy (by Thesis) .....	2 FT & 3 PT
Doctor of Philosophy in Pharmaceutical Chemistry .....	3
Doctor of Philosophy in Pharmaceutics .....	3
Doctor of Philosophy in Pharmacology .....	3
Doctor of Philosophy in Pharmacy Practice .....	3

**Diploma**

Diploma in Pharmacy .....	3
---------------------------	---

**Faculty of Humanities and Social Sciences****Degrees**

Bachelor of Arts (Honours) .....	4 (Double major)
Bachelor of Arts: Media Studies (Honours) .....	4 (Double major)
Bachelor of Arts: Library and Information Science (Honours) .....	4 (Double major)
Bachelor of Arts: Records and Archives Management (Honours) .....	4 (Double major)
Bachelor of Arts: Social Work (Honours) .....	4 (Single major)
Bachelor of Arts: Tourism (Honours) .....	4 (Double major)
Bachelor of Psychology (Honours) .....	4 (Single major)
Bachelor of Science (Geo-Information Science) (Honours) .....	4 (Double major)
Master of Arts .....	2
Master of Arts in Afrikaans Studies .....	2
Master of Arts in Clinical Psychology .....	2 No intake 2015
Master of Arts in English Studies .....	2
Master of Arts in German Studies .....	2
Master of Arts in Gender and Development Studies .....	2
Master of Arts in Industrial/Organisational Psychology .....	2 No intake 2015
Master of Arts (Performing Arts) .....	2
Master of Arts (Visual Arts) .....	2
Doctor of Philosophy .....	3

**Diplomas**

Diploma in Drama .....	2
Diploma in Library and Information Science .....	2 FT / 3 PT
Diploma in Music .....	2
Diploma in Records and Archives Management .....	2 FT / 3 PT
Higher Diploma in Visual Arts .....	3
Postgraduate Diploma in Heritage Conservation and Management .....	1

**Diplomas**

Diploma in Drama .....	2
Diploma in Library and Information Science .....	2 FT / 3 PT
Diploma in Music .....	2
Diploma in Records and Archives Management .....	2 FT / 3 PT
Higher Diploma in Visual Arts .....	3
Advanced Diploma in Translation .....	1 FT / 2 PT
Postgraduate Diploma in Heritage Conservation and Management .....	1 FT / 3 PT

**Faculty of Law****Degree**

Bachelor of Laws (Honours) .....	4
----------------------------------	---

**Diplomas**

Diploma in Arbitration and Dispute Resolution .....	2
Diploma in Law (Paralegal Studies) .....	2

**Certificates**

Specialized Certificate in Customary Law .....	1
Certificate in Criminal Justice, Constitutionalism and Human Rights (For Law Enforcement Agencies only) .....	3 months
Certificate in Parliamentary Practice and Conduct (For Parliamentarians only) .....	3 months

**Faculty of Science**

**Degrees**

Bachelor of Science in Applied Biochemistry (Biomedical) (Honours) .....	4
Bachelor of Science in Applied Biochemistry (Environmental) (Honours).....	4
Bachelor of Science in Chemistry (Environmental) (Honours).....	4
Bachelor of Science in Chemistry (Geochemistry) (Honours) .....	4
Bachelor of Science in Chemistry (Medicinal) (Honours) .....	4
Bachelor of Science in Environmental Biology (Honours) .....	4
Bachelor of Science in Financial Mathematics (Honours) .....	4
Bachelor of Science in Geology (Honours) .....	4
Bachelor of Science in Mathematics (Computer Science) (Honours) .....	4
Bachelor of Science in Mathematics (Physics) (Honours).....	4
Bachelor of Science in Mathematics (Statistics)(Honours) .....	4
Bachelor of Science in Micro Biology (Honours) .....	4
Bachelor of Science in Physics (Chemistry) (Honours).....	4
Bachelor of Science in Physics (Computer Science) (Honours) .....	4
Bachelor of Science in Physics (Geology) (Honours).....	4
Bachelor of Science in Physics (Mathematics) (Honours).....	4
Bachelor of Science (Population Studies) (Honours) .....	4
Bachelor of Science in Statistics (Honours).....	4

Master of Science (by Thesis) .....	2
Master of Science in Biodiversity Management .....	2
Master of Science in Microbiology .....	2
Master of Science in Chemistry .....	2
Master of Science in Industrial Biochemistry .....	2
Master of Science in Applied Geology.....	2
Master of Science in Petroleum Geology .....	2
Master of Science in Mathematics (Applied Mathematics) .....	2
Master of Science in Mathematics (Pure Mathematics) .....	2
Master of Science (Microbiology) .....	2
Master of Science (Physics) .....	2
Master of Science (Applied Statistics and Demography) .....	3
Master of Science in Nuclear Science .....	2

Doctor of Philosophy .....	3
----------------------------	---

**Diplomas**

Diploma in Applied Statistics .....	2
Diploma in Computer Science.....	2

**School of Computing****Degrees**

Bachelor of Science in Computer Science (Honours) .....	4
Bachelor of Science in Information Technology (Honours) .....	4

Master of Science (Information Technology) .....	2
Doctor of Philosophy .....	3

**Diploma**

Diploma in Computer Science.....	2
----------------------------------	---

**School of Military Science****Degrees**

Bachelor of Science in Military Science (Aeronautical) (Honours) .....	4
Bachelor of Science in Military Science (Army) (Honours) .....	4
Bachelor of Science in Military Science (Nautical) (Honours).....	4

Master of Arts in Security & Strategic Studies .....	2
--	---

**Diploma**

Postgraduate Diploma in Security & Strategic Studies.....	1
---	---

**Centre for External Studies (Distance Teaching)****Under the auspices of Faculty of Economic and Management Sciences****Certificates**

Certificate in Accounting and Auditing .....	2
--	---

Certificate in Taxation and Management .....	2
<b>Diplomas</b>	
Diploma in Entrepreneurship and New Venture Management.....	3
Diploma in Local Government Studies .....	3
Higher Diploma in Accounting and Auditing.....	3
<b>Degrees</b>	
Bachelor of Accounting (Honours) .....	6
Bachelor of Business Administration (Honours) .....	6
<b><u>Under the auspices of Faculty of Education</u></b>	
<b>Diplomas</b>	
Diploma in Lifelong Learning and Community Education .....	4
Advanced Diploma in Educational Management & Leadership .....	2
Advanced Diploma in Secondary Education (Professional Training) .....	2
Advanced Diploma in Secondary Education (Biology/English/Mathematics/Physical Science) ...	2
Professional Diploma in Education .....	2 (No new intake)
<b>Degrees</b>	
Bachelor of Education (Secondary Education) (Honours) .....	4
Bachelor of Education (Lifelong Learning and Community Education) (Honours) .....	4
Bachelor of Education (Pre- and Lower Primary) (Honours) .....	4
Bachelor of Education (Upper Primary) (Honours) .....	4
<b><u>Under the auspices of Faculty of Humanities and Social Sciences</u></b>	
<b>Certificates</b>	
Certificate in HIV/AIDS Counseling .....	1
<b>Diplomas</b>	
Diploma in HIV/AIDS Management and Counseling .....	2
Diploma in Labour and Employment Studies.....	2
Diploma in Public Relations.....	3

## 7. GENERAL AND EXAMINATION REGULATIONS

### A. GENERAL REGULATIONS

#### 7.1 PRE-AMBLE

- 7.1.1 The regulations that appear in this Prospectus are based on the University of Namibia Act, no 18 of 1992, and the statutes and regulations approved by Council and Senate in terms of the Act and Statutes.
- 7.1.2 These general regulations apply to all faculties unless expressly excluded by special regulations of a faculty.
- 7.1.3 If the special regulations of a faculty prescribe special requirements for the study of a module, such regulations also apply where the said module is offered in another faculty, unless the special regulations of the latter faculty prescribe otherwise.
- 7.1.4 Senate reserves the right to alter, amend, cancel or replace any of the academic regulations, and shall be the final authority for the interpretation of these regulations.
- 7.1.5 Subject to 7.1.4, no student who has started a programme of study following one set of regulations shall be adversely affected by a regulation subsequently adopted.
- 7.1.6 Senate has the power to exempt any student from any of the academic regulations.
- 7.1.7 Plagiarism: Plagiarism is intellectual theft in the sense that another person's creative work, composition, and ideas are appropriated by another person without permission and without proper acknowledgement of the original source. It constitutes serious academic fraud. Furthermore, it involves among other:
- (a) Copying without quotation marks or paraphrase without acknowledgement from someone else's writing;
  - (b) Using someone else's facts or ideas without acknowledging them;
  - (c) Submitting assignments for one course or module that the student had submitted for credit for another course or module without the express permission of both lecturers.
- The University of Namibia has strict rules to enforce the Policy. The Policy on Plagiarism is available within the respective Faculties/Centres/Library, and on the UNAM Website: <http://www.unam.na>
- 7.1.8 In these regulations the following terms shall be used as indicated:
- (a) **Admission**  
approval to report for registration as a student of the University;
  - (b) **Full-time Student**  
A full-time student refers to a student that studies full-time, implying that such a student is not involved in work and / or other responsibilities to such an extent that will enable the student to attend his / her studies full-time.
  - (c) **Part-time Student**  
A part-time student refers to a student that studies part-time, implying that such a student is also involved in work and / or other responsibilities and is thus not able to attend to his/her studies full-time.
  - (d) **Study Programme/Curriculum**  
a complete plan of study, lasting over a specified period, which leads to a degree, diploma or certificate qualification;
  - (e) **Academic year**  
that portion of a calendar year approved by the Calendar and Timetable Committee for the academic activities of the University;
  - (f) **Semester**  
one half of the academic year (normally fourteen teaching weeks);
  - (g) **Subject**  
a discipline or field of study offered by a department in which a student may take a major or other component of his/her programme;
  - (h) **Module**  
a separately examinable component, normally extending over one semester at four periods per week or alternatively two periods per week extending over two semesters;
  - (i) **Half Module**  
a separately examinable component, normally extending over one semester at two periods per week;
  - (j) **Double Module**  
a module that extends over one academic year at four periods per week and terminates in an examination at the end of the year. (For the composition of a curriculum a double module is regarded as equal to two modules);
  - (k) **Paper**  
each module, for the purposes of examination, shall be divided into one or more components called papers. A paper shall normally be a formal written, oral or practical examination of 1 to 3 hours duration;
  - (l) **Syllabus**  
the contents of a module;
  - (m) **Continuous Assessment Mark (CAM)**



the accumulated numerical value, expressed as a percentage, arrived at when a student's academic performance is assessed by testing and/or other valid means of evaluation at intervals or on a continuous basis, during the course of a semester in the case of modules, or during the course of the year in the case of double modules;

(n) **Examination**

the written and/or oral evaluation, which may include practical work, conducted at the end of a semester or at the end of the academic year; it includes re-evaluation;

(o) **Examination Mark**

the mark obtained in an examination;

(p) **Final Mark**

a combination of the continuous assessment mark and examination mark.

(q) **Pre-requisite**

A module that is listed as a pre-requisite for another module, should first be successfully completed before a student is allowed to register for the next module level. Such a module is usually offered in the consecutive year.

(r) **Co-requisite**

If module A is a co-requisite for module B, it implies that a student must have achieved a CA mark of at least 40% in module A (i.e. examination admission) before such a student will be allowed to continue with module B. A student must have achieved a CA mark of at least 40% (i.e. examination admission) in a module to be allowed to continue with any module for which the first one is a co-requisite.

(s) **Diploma**

In order to carry the name of "Diploma" such a diploma must conform to the following:

Basic entry requirements: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better) OR

a relevant UNAM Certificate with 5 years of appropriate experience.

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 5

Minimum number of credits: 240 – typically 2 years of full time study

At most, such a diploma may provide entrance into the second year of study of a relevant degree programme as specified in its articulation regulations.

(t) **Higher Diploma**

In order to carry the name of "Higher Diploma" such a diploma must conform to the following:

Basic entry requirement: NSSC with a minimum of 22 points in 5 subjects (one of the five subjects must be English with a grade D or better)

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 6

Minimum number of credits: 360 – typically 3 years of full time study

At most, such a diploma may provide entrance into the third year of study of a relevant degree programme as specified in its articulation regulations.

(u) **Further Diploma** (Post-diploma Diplomas)

In order to carry the name of "Further / Specialized Diploma" such a diploma must conform to the following:

Basic entry requirement: UNAM diploma at Level 5 (2 year Diploma) or equivalent

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 6

Minimum number of credits: 120 – typically 1 year of full time study

At most, such a diploma may provide entrance into the third year of study (level 6 Diploma) of a relevant degree programme as specified in its articulation regulations.

(v) **Advanced Diploma**

In order to carry the name of "Advanced Diploma" such a diploma must conform to the following:

Basic entry requirement: UNAM diploma at Level 6 (3 year Diploma) or equivalent

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 7

Minimum number of credits: 120 – typically 1 year of full time study

(w) **Professional Diploma**

In order to carry the name of "Professional Diploma", such a diploma must conform to the following:

Basic entry requirement: Bachelor degree (at least at Level 7)

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 7

Minimum number of credits: 120 – typically 1 year of full time study

(x) **Postgraduate Diploma**

In order to carry the name of "Postgraduate Diploma", such a diploma must conform to the following:

Basic entry requirement: Bachelor degree (at least at Level 7)

(Faculty specific entry requirements may exceed the basic entry requirements.)

NQF Level : 8

Minimum number of credits: 120 – typically 1 year of full time study

(y) **Undergraduate Degree**

In order to carry the name of "Undergraduate Degree", such a degree must conform to the following:

Basic entry requirement: NSSC with a minimum of 25 points in 5 subjects (one of the five subjects must be English with a grade C or better) OR a relevant Diploma

NQF Level : 8

- Minimum number of credits: 480 – typically 4 years of full time study
- (z) **Masters**  
 In order to carry the name of "Masters", such a degree must conform to the following:  
 Basic entry requirement: Bachelor degree (at least at Level 8)  
 NQF Level : 9  
 Minimum number of credits: 240 – typically 2 years of full time study
- (zi) **Doctorate**  
 In order to carry the name of "Doctorate", such a degree must conform to the following:  
 Basic entry requirement: Master's degree (at least at Level 9)  
 NQF Level : 10  
 Minimum number of credits: 360 – typically 3 years of full time study and 5 years part-time

## 7.2 APPLICATION FOR ADMISSION

- 7.2.1 (1) All prospective students must apply for admission to the University of Namibia on the prescribed form. Application forms are available on request from the University of Namibia as well as online at:  
**[http://www.unam.na/prospective/application\\_forms.html](http://www.unam.na/prospective/application_forms.html)**
- (2) Completed application forms, accompanied by application fees and relevant documentation as prescribed, must be returned to: **The Office of the Registrar**; University of Namibia; Private Bag 13301; Windhoek; NAMIBIA, or delivered to any UNAM Campus, Attention: Office of the Registrar.
- (3) Applications will not be considered until the University has received the application form accompanied by the prescribed application fees and relevant documentation.
- (4) The closing date for all applications will annually be determined by the Calendar & Timetable Committee.
- (5) All applications are subject to a selection process.
- (6) Applicants will be notified as soon as possible after the closing date whether or not their applications for provisional admission were successful.
- (7) According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective, first and senior students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy.

Only persons with permanent Namibian Residence, Refugees or Asylum Seekers and Diplomatic representatives are exempted from applying for a Study Permit and Visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. Permanent Residence Permit, approved and endorsed Refugee/ Political Asylum Seekers status, a Courtesy Visa which confirms diplomatic status) to the University of Namibia.

Study Permits, Work Permits and Tourist Visas are not interchangeable. Candidates in possession of a work permit still need to apply for a study permit if offered provisional admission to the University of Namibia.

The University of Namibia and the Ministry of Home Affairs and Immigration (Namibia) have a temporary arrangement that students may apply for their Study Permits during the duration of the scheduled registration period.

## 7.3 GENERAL ADMISSION CRITERIA FOR UNDERGRADUATE PROGRAMMES

- 7.3.1 (1) **Undergraduate Degree Programmes**  
 Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **25 points** on the UNAM Evaluation Scale, or passed the UNAM Foundation programme with at least a C-average. The following will be taken into consideration when computing the point scores:
- (i) the score will be calculated by adding together the points of the best five subjects only;
  - (ii) one of the five subjects must be English;
  - (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **25 points** on the UNAM Evaluation Scale, or passed the UNAM Foundation programme with at least a C-average.

Candidates with a 2 year diploma (equivalent to 240 NQA credits) from a recognized institution may be granted admission to an undergraduate degree programme, provided that the minimum entry requirement to the diploma was at least 22 points in five subjects on the UNAM Evaluation Scale with English as a Second Language grade D or better.

Undergraduate Diploma Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate diploma programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **22 points** on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:

- (i) the score will be calculated by adding together the points of the best five subjects only;
- (ii) one of the five subjects must be English;
- (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

Undergraduate Certificate Programmes

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate certificate programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed **five subjects** normally in not more than three examination sittings with a minimum of **17 points** on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:

- (i) the score will be calculated by adding together the points of the best five subjects only;
- (ii) one of the five subjects must be English;
- (iii) should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

(2) Undergraduate Degree Programmes

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade C or better, or at NSSC (English as a First Language) grade D or better. Candidates with a score of at least **27 points** on the UNAM Evaluation Scale, with grade D obtained at NSSC (English as a Second Language), will be considered for admission.

Undergraduate Diploma Programmes

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade D or better.

Undergraduate Certificate Programmes

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade E or better.

- (3) Other school-leaving qualifications may be accepted on their own merit as alternatives, and will be evaluated according to 7.3.1 (1)&(2).
- (4) Places will be awarded on the basis of merit. Therefore the possession of a Certificate with the minimum score does not necessarily guarantee admission. Entrance is based upon places available within the faculties.
- (5) Faculty admission requirements are prescribed by each faculty. Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective Faculty Special Regulations. Such requirements may include an admission test.
- (6) The University of Namibia reserves the right to interview candidates before admission.

(7) **UNAM Evaluation Scale:**

	NSSC	NSSC	CAMBRIDGE	CAMBRIDGE	SENIOR CERTIFICATE	SENIOR CERTIFICATE	NSC	GCE	GCE
POINTS	Higher Level	Ordinary Level	HIGCSE	IGCSE	HG	SG		A-LEVEL	O-LEVEL
10								A	
9	1		1		A		7	B	
8	2	A*	2	A*	B		6	C	
7	3	A	3	A	C	A	5	D	A
6	4	B	4	B	D	B	4	E	B
5		C		C	E	C	3	'N' OR 'O' OR 'SUBSIDIAR Y'	C
4		D		D	F	D	2		D
3		E		E		E			E
2		F		F		F			F
1		G		G					G

#### 7.4 MATURE AGE ENTRY SCHEME

- 7.4.1 (1) Candidates aspiring for admission to UNAM's undergraduate programmes through the Mature Age Entry Scheme must satisfy the following conditions:
- They should be at least 25 years old on the first day of the academic year in which admission is sought;
  - They should preferably have successfully completed junior secondary education (senior secondary education for School of Medicine, School of Pharmacy, Faculty of Engineering and Information Technology, Bachelor of Accounting (Chartered Accountancy), Bachelor of Law (Honours)); and
  - They should normally have proof of at least five years relevant work experience relating to the proposed study programme.
- (2) The applicants will be required to complete Mature Age Entry Application Forms, and return them to the Office of the Registrar, University of Namibia, accompanied by a processing fee as well as relevant documentation (as stipulated in the Application Form). They will then sit for the Mature Age Entry Test, which will consist of three / four papers:
- Paper 1: An English Test;
  - Paper 2: A General Knowledge Test;
  - Paper 3: A Numerical Ability Test;
  - Paper 4: A Faculty Specific Test (where applicable).
- (3) Candidates who, in the opinion of the relevant Faculty, merit further consideration may be called for an interview before the final selection is made.

#### 7.5 REGISTRATION

- 7.5.1 (1) Students must abide by the registration programme and relevant deadlines.
- (2) A student shall, prior to the commencement of his/her studies, register annually as a student of the University of Namibia, thereby binding him/herself to the rules of the University of Namibia and undertaking to pay the prescribed fees. A student is provisionally registered until s/he submits his/her original certificates serving as requirements for admission to a particular course of study. Such certificates must be submitted before the last day as annually approved by the Calendar & Timetable Committee in the year in which s/he first registers as a student, unless the Registrar allows him/her extension of time.
- (3) Students must provide the Office of the Registrar with a postal and residential address as well as an address for the receipt of University of Namibia correspondence/accounts. Any **change** in this address must be submitted to the Office of the Registrar **without delay** but not later than 7 days after such a change. Official correspondence/accounts sent to the addresses thus provided by the student will be deemed to have been received by him/her.

- (4) The Calendar & Timetable Committee will annually determine the closing date for registration.
- (5) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.
- (6) Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.
- (7) On **first registration** an original certificate serving as admission qualification must be submitted together with an original identity document or any other documents needed to establish the identity of the student, plus such other documents as specified per faculty or in the letters of admission.
- (8) International students must submit their Namibian School Leaving Certificate (Grade 12) if they attended a Secondary School in Namibia.
- (9) International students should note that only original School Leaving Certificates or an Advice of Results with a confirmation from the relevant Examination Authority stating that certificates will be issued during the first year of registration, will be accepted. No student will be allowed a second registration without their original School Leaving Certificate.
- (10) Students should ensure that they are registered for the correct course of study and module(s) (e.g. verify course/module codes and correct semester). No additional registration will be allowed after the deadline as annually determined by the Calendar & Timetable Committee.

## 7.6 REGISTRATION FOR NON-DEGREE / NON-DIPLOMA PURPOSES

- 7.6.1 (1) A student who does not wish to register for a degree or diploma, but is only interested in (a) particular module(s) may register for non-degree/non-diploma purposes if s/he meets the admission requirements for the particular module(s).
- (2) Modules followed for non-degree/non-diploma purposes are subject to the same conditions and other stipulations as those applicable to students following these for degree or diploma purposes.
- (3) Modules in which a student has passed will not necessarily be recognized as credits for a future degree or diploma. The granting of such credit may be considered only if the student has **qualified for admission to study** for the relevant degree or diploma.

## 7.7 REGISTRATION AS A GUEST STUDENT

- 7.7.1 (1) Any person who does not want to follow an approved degree, diploma or certificate course of study but who wants to attend lectures in one or two modules may be admitted as a guest student, if s/he:
  - (a) completes the prescribed application form;
  - (b) obtains the written permission from the relevant lecturer(s) to attend the lecture(s);
  - (c) registers as **guest student** (including payment of the prescribed fees and submit relevant admission documents) and submits such proof of registration to the relevant lecturer(s).
- (2) A guest student is **not entitled** to formal evaluation and certification, i.e., s/he will write no tests or examinations and receive no credit for attending lectures in (a) specific module(s).
- (3) A guest student is **entitled** to certain rights/privileges as determined by the Office of the Registrar.

## 7.8 TIMETABLE

- 7.8.1 Students are responsible for selecting their modules within the framework of the UNAM timetable. Students will not be allowed to register for more than one module in the same timeslot.

## 7.9 SEQUENCE OF MODULES

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

## 7.10 CHOICE OF MAJOR(S)

- 7.10.1 A candidate shall not offer as a major for a degree/diploma subjects which were majors of a degree/diploma already conferred upon him/her, but shall offer alternative subjects approved by Senate.

## 7.11 AMENDMENT OF STUDY PROGRAMME/CURRICULUM/MODULE(S)

- 7.11.1 A student may only amend his/her study programme/curriculum/modules(s) until the last day as annually approved by the Calendar & Timetable Committee.

In respect of each amendment:

- (a) the written approval of the Head of the Department and the consent of the Faculty Dean must be obtained; and
- (b) the Office of the Dean of the relevant Faculty must be notified on the prescribed form within the prescribed period; and
- (c) the written approval from the Office of the Registrar must be obtained if a student wishes to transfer from a Diploma to a Degree course of study.

## 7.12 TERMINATION OF STUDIES/CANCELLATION OF MODULE(S)

- 7.12.1
- (1) Where a student wishes to terminate a course of study or cancel module(s), the Office of the Dean of the relevant Faculty must be notified in writing on the prescribed form. The **date** on which such written notification is **received** on the prescribed form will be deemed as the **official date** for the cancellation of the module(s) and/or study course. (For financial obligations arising from cancellations refer to the **Student Fees Prospectus**.)
  - (2) If it becomes clear that a student follows a study programme and/or a module for which s/he does not qualify, the student's participation in such a study programme and/or module will be terminated with immediate effect and all the modules passed will be declared null and void.
  - (3) Notwithstanding the above, if it becomes clear that a student has altered and/or forged his/her advice of results and/or admission certificate, the student's participation in a study programme will be terminated with immediate effect and all the modules passed will be declared null and void.

## 7.13 EXEMPTION FROM MODULES

- 7.13.1
- (1) Students who wish to apply for recognition of modules successfully completed at academic institutions other than the University of Namibia, must direct such applications to the Office of the Dean of the specific Faculty before 30 September of the year preceding the intended year of registration. The Office of the Dean may accept applications after this closing date, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student.
  - (2) Exemption from (a) module(s) will be considered if a student has passed an examination conducted by any other recognized examining body in (a) corresponding or similar module(s) on the same level.
  - (3) An application for exemption from (a) module(s) must be accompanied by documentary proof issued by the examining body concerned that the student has passed the relevant module (not older than 5 years).
  - (4) A student who has **not completed** a degree / diploma / certificate programme at the University of Namibia, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia, will be entitled to recognition of **all corresponding modules passed** on condition that the original course of study is no longer pursued. However, a student from another institution who has not completed a degree / diploma / certificate, and who wants to enroll for a study course at the University of Namibia, will only be entitled to exemption of a maximum of 50% of the modules contained in the curriculum of a UNAM study course.
  - (5) A student who has **completed** a degree / diploma / certificate programme at the University of Namibia or another institution, and wants to enroll for another degree / diploma / certificate programme at the University of Namibia is entitled to exemption of a maximum of 50% of the modules contained in the envisaged curriculum, **excluding** the final (major) modules.
  - (6) Exemption **will not be granted** for a major subject passed at another institution.
  - (7) If an existing degree / diploma / certificate programme has been revised so that the structure of the programme and the name of the degree / diploma / certificate changes, degrees / diplomas / certificates will not be interchangeable and recognition of completed modules will be refused.
  - (8) If a student holds a degree / diploma / certificate of a phased out programme, and wishes to obtain the new degree / diploma / certificate, s/he will receive exemption for a maximum of 50% of the number of relevant prescribed modules.
  - (9) On application for exemption(s), an original advice of results and a certificate of conduct must accompany the application as well as syllabi of the modules for which exemption is requested.
  - (10) Where approval has been granted, an exemption fee will be charged.
  - (11) In the case of an unsuccessful application for exemption(s), the student remains fully liable for the academic and financial consequences pertaining to the relevant module(s).

## 7.14 ABSENCE FROM LECTURES AND TESTS

- 7.14.1
- In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark.
- Students who are unable to attend classes/tests for any reason, must complete the necessary application form (obtainable from the Office of the Registrar), and supply the necessary documentation. The application must be seen by all lecturers

concerned, who will provide their comments and signatures. Final approval rests with the Registrar's Office. It will be the responsibility of the student to make up for missed events/complete the relevant requirements (including tests).

#### **7.15 ABSENCE DUE TO MATERNITY**

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

#### **7.16 ABSENCE DUE TO FUNERALS**

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

#### **7.17 ABSENCE DUE TO ILLNESS & OTHER REASONS**

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

#### **7.18 FULL-TIME/PART-TIME STUDIES**

##### **7.18.1 APPLICATIONS / REGISTRATIONS**

- (1) Part-time students, who commit themselves to studies at the University of Namibia, will be expected to attend the classes, tests and examinations set down for the relevant study course. Such students should not engage in other commitments during this period, which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.
- (2) The indication given by the student on their application form on whether or not they wish to register part-time or full-time, will be regarded as consent given by the student to apply the relevant regulations (i.e. part-time or full-time regulations).
- (3) Any student wishing to change from one type of registration to another, needs to formally apply for this change in offering type.
- (4) A part-time student can only register for a maximum of 75% of the modules of the full curriculum in any given academic year.

##### **7.18.2 EMPLOYMENT**

- (1) Full-time students should note that they are registered at the University of Namibia on a full-time basis.
- (2) The University of Namibia reserves the right to request proof of study leave, written permission from an employer, etc. from a student before admitting him/her to a full-time study course. In the case where study courses are offered both full-time and part-time, employed persons are expected to make use of the part-time offering type.
- (3) No exemption from class attendance shall be given to a student because of employment. If a student is employed and intends to study, an official letter from the employer should be submitted. This letter should indicate the fact that the employer is aware that the student will study full-time; how many hours per week the student will be absent from work to attend classes, and that the student will be absent from work during test/examination periods.

#### **7.19 CELLULAR PHONES**

- 7.19.1 Cellular phones must be switched off before lectures and practicals commence, failing which the student will be expelled from the particular lecture or practical. Cellular phones are not allowed into a test or an examination venue.

#### **7.20 ASSESSMENT**

- 7.20.1
- (1) Assessment of a student's performance in a study programme shall be based on continuous assessment and/or examinations.
  - (2) The continuous assessment component of each module shall be supervised by the Head of Department.

- (3) Students are required to submit work for continuous assessment by due dates. Failure to do so will normally incur penalties as prescribed in Faculty Special Regulations.



## **B. GENERAL EXAMINATION REGULATIONS**

### **7.21 GENERAL REGULATIONS**

#### **Pre-ambles**

When considering the general examination regulations, it should be noted that any exceptions to any of these regulations can only be approved by the Admissions and Examinations Committee (AEC).

#### **7.21.1 Eligibility for Admission to Examinations**

Admission to UNAM's final Examinations will only be granted to students who:

- (a) have satisfied the requirements of UNAM Regulations and any other Special Regulations as stipulated by Faculty Special Regulations; if such a candidate who does not qualify for admission enters the examination and sits for the paper(s), his/her results in that paper(s) will be declared null and void;
- (b) have conformed with Council Resolutions with regard to the payment of the required registration, tuition and other relevant fees, as certified by the Bursar's and the Registrar's Office;
- (c) have attained at least 40% in the continuous assessment component, unless otherwise approved by Senate. Students registered in the Faculty of Health Sciences (School of Medicine & School of Pharmacy) should have attained at least 50% in the continuous assessment component.

#### **7.21.2 Dates of Examinations**

- (1) The examination of the various modules taught in UNAM's Departments, Faculties and Centres, will take place on completion of each module (i.e. at the end of the semester when the module is completed).

#### **7.21.3 Continuous Assessment and Final Examination**

- (1) The academic performance of students enrolled for various modules at UNAM will be assessed on a continuous basis through written tests, seminars, research reports, practical work, etc. The continuous assessment mark will, unless otherwise approved by Senate and specified by Faculty Special Regulations, constitute a weighting of 60% of the Final Mark.
- (2) Continuous assessment marks will be announced on the date as annually determined by the Calendar and Timetable Committee. A minimum of two (2) tests/ assignments per semester is required for each module to calculate the continuous assessment mark. If a student disagrees with the continuous assessment mark allocated, he/she has the right to enquire about the result and consult the relevant lecturer. This should be done before the scheduled examination date of the particular module.
- (3) The final examination at the end of the module will comprise a written examination paper of at least 1 to 3 hours, which will be given a weighting of 40% of the total, unless approved otherwise by Senate, and specified by Faculty Special Regulations. In addition, an oral/practical examination may also be given.
- (4) In order to pass a module, a student must obtain a **Final Mark** of at least 50%, which consists of the continuous assessment and examination mark. A candidate must obtain a sub-minimum of 40% in the examination to pass a module. Where the examination in a module consists of two or more papers, a sub-minimum of 35% is required in each paper, unless otherwise approved by Senate and stipulated in Special Faculty Regulations.

#### **7.21.4 Compilation and Content of Examination Papers**

Examination papers for the various modules shall be set in accordance with approved syllabi, and focus on testing understanding, synthesis, and application, rather than simple recall of memorized facts.

#### **7.21.5 Moderation of Examination Question Papers**

- (1) It is the responsibility of the Head of Department to ensure that the examination papers are set by a specified date. The Head of Department will, through the relevant Examinations Official, forward the question papers to the Internal or External Moderator, as prescribed for the particular module, for comments and advice. It is the responsibility of the Head of Department to ensure that Papers are returned timeously from the relevant Moderator in order to complete revisions. After final revision, the Examinations Official will safely keep the Examination Paper, until the date of the examination.
- (2) UNAM will adhere to the system of using Moderators, in order to sustain academic quality assurance. As prescribed by Senate, there shall be External Moderators for all modules of the second and fourth year, and for all first and third year modules an Internal Moderator will be appointed, except for the School of Medicine. The Moderators will be nominated by the relevant Department with supporting documentation, and recommended through the relevant Faculty Board for

appointment by Senate. Normally, there will not be reciprocity of Moderators; nor will External Moderators be appointed within three years of the time at which they were students or members of staff of the department concerned.

#### **7.21.6 Procedures during Examinations**

- (1) The UNAM Examinations Office shall arrange and announce the examinations for the sessions. The Examinations Office shall announce the examination dates at least two weeks before the commencement of the examination period. The condition of the examination room shall be suitable for conducting the examination in terms of cleanliness, lighting and ventilation. The Examinations Office will also ensure that adequate seating arrangements, answer books, and other relevant examination materials are provided, in good time.
- (2) Before the examinations commence, the Examinations Office will ensure that the desks at the examination venues are devoid of notes, maps, drawings, writings, and any materials relating to the modules(s) being examined. The desks will be sufficiently far apart to avoid possible examination irregularities.
- (3) Students are not allowed to carry any unauthorized material (e.g., lecture notes, maps, diagrams, certain programmable devices, cellular telephones etc.) into the examination venue. A candidate's examination will be declared null and void if he/she is in possession of such material.
- (4) Before the examinations commence, the Invigilators shall verify the identity of the students admitted. The Chief Invigilator will emphasize that the students must read the instructions carefully, take note of the number of questions to be answered, and the time limits.
- (5) A student who arrives up to 30 minutes late for an examination, shall be admitted, but shall not be allowed additional time. Candidates arriving later than 30 minutes after the commencement of the examination shall not be admitted. No student shall be allowed to leave the examination venue within 45 minutes of the beginning of the examination.
- (6) Once a student entered an examination venue for a particular examination, (s)he will be regarded as have taken the examination with all the rules pertaining to it.
- (7) A student who absents him/herself from the examination without compelling reasons as determined by the Office of the Registrar shall be deemed to have failed the examination.
- (8) Students with proven certified challenges/difficulties may be granted appropriate extra time, subject to professional advice and approval from the Office of the Registrar.
- (9) At the end of the examination, each student must hand in all answer books.
- (10) If a candidate is unable to write an examination paper due to ill health, death in the family or other unforeseen circumstances, s/he must present a valid medical certificate, signed by a medical practitioner, or any other relevant documentation to the Head of Department and complete the relevant application form for a Special Examination not later than three calendar days after the relevant examination date.
- (11) Alternatively, if a candidate is unable to write an examination paper on account of being scheduled to write a paper in more than 2 consecutive examination sessions, s/he must present her/his Examination Timetable to the Head of Department and complete the relevant application form for a Special Examination not later than seven calendar days prior to the start of the examination period.
- (12) The Head of Department may recommend a Special Examination to take place during the supplementary examination period as scheduled annually by the Calendar and Timetable Committee, to the Deputy Dean for approval {refer 7.21.6 (10) & (11)}.
- (13) No Supplementary Examination will be allowed on a Special Examination.
- (14) No Special Examination will be allowed on a Special Examination.

#### **7.21.7 Examination Irregularities**

- (1) A student who is suspected of committing an examination irregularity in the examination venues shall be treated as follows:
  - (a) the relevant invigilator shall call in the Chief Invigilator, or another invigilator as an additional witness to attend the irregularity;
  - (b) the student's answer book and any unauthorized examination material shall be confiscated and handed over to the relevant Examinations Officer;
  - (c) the student will be provided with a new answer book to complete the rest of the examinations (without any additional time);
  - (d) the student will be requested to submit a written statement, to put his/her case;

- (e) the invigilators will submit statements and particulars of the alleged irregularity;
  - (f) the statements and the confiscated material shall be referred to the Examinations Office;
  - (g) a sub-committee of the Disciplinary Committee shall examine the case within a reasonable period and submit decisions to Senate for noting.
- (2) A student found guilty of an examination irregularity shall be deemed to have failed the relevant module and may be subjected to further penalties on the recommendation of the sub-committee of the Disciplinary Committee.
- (3) A student found not guilty of the alleged irregularities shall have the right to special examination, in the relevant paper(s).

#### **7.21.8 Marking and Grading**

- (1) Lecturers of a given module will normally serve as internal examiners for that module. They will be responsible for the scripts from the time of collection of the scripts.
- (2) The following grading system will be used in all cases:

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

- (3) The examiners must strive towards ensuring that marking is fair, objective, and carefully done. After completing the grading of the scripts, the lecturer (examiner) must submit the scripts, with his/her assessment, to either the internal or the external moderator, as prescribed for the particular module.

#### **7.21.9 Use of External Moderators**

In addition to moderating examination question papers and scripts, External Moderators may also hold consultative meetings with the relevant Departments and advise on curriculum reviews.

#### **7.21.10 Faculty Examination Boards**

- (1) At the end of each examination period, the Department will discuss the overall performance of each student in the various modules offered and make recommendations to the relevant Faculty Examination Boards on re-evaluations, discuss the identified problems and make appropriate recommendations to improve the situation (Refer 7.21.16).
- (2) The Faculty Examination Board shall meet as and when required to take decisions on re-evaluations (refer 7.21.16), and at the end of the academic year to discuss whether the candidates - qualify for graduation; have passed with distinction; determine the Diploma/Degree classification; have passed/failed the specific academic year; or should be excluded from the Faculty.
- (3) The Faculty Examination Board must meet before the release of final examination marks to discuss the performance of students and make recommendations to the Faculty Examinations Board on borderline cases, at risk students and at risk modules as identified through a critically discussion of the outcome of the examination.

#### **7.21.11 Final Approval and Release of Examination Results**

- (1) The final approving authority for the various examination results submitted by UNAM Faculties is the Admissions and Examinations Committee.
- (2) Final results may only be officially announced after approval by the Admissions and Examination Committee.

#### **7.21.12 External Moderator's Reports**

- (1) After completing the task of moderating the examination question papers, marking the scripts, and discussing the students' performance with the Department, the External Moderator will submit a Report to the relevant Head of Department, in line with the directives as indicated on the prescribed form.
- (2) The Head of Department will acknowledge receipt of the Report, and after critical study and discussion by the Departmental Board, submit copies of all Reports as well as a summary of recommendations by the Board, to the Deputy Dean.

#### **7.21.13 Retention of Continuous Assessment (CA) Mark & Promotion Examination**

- (1) A final-year student who lacks a pass mark in only one module in order to obtain his/her qualification, may retain credit for the continuous assessment (CA) mark already allocated in the outstanding module for a period of two consecutive examination sittings within the subsequent academic year, if the continuous assessment (CA) mark is 45% or higher.
- (2) The continuous assessment (CA) mark of a module which is only evaluated by means of continuous assessment, without a terminal examination, cannot be retained. Such a module must be repeated in full, if it has not been passed, unless otherwise approved by Senate.
- (3) The provisions of (1) are not applicable in cases where a module has been failed due to examination irregularities.
- (4) A final-year student who qualifies for retention of the continuous assessment (CA) mark in terms of (7.21.13 (1)) † will not be able to attend classes and other activities or improve the CA mark. Such students may apply for exemption from class attendance, following the procedures below:
  - (a) registering for the module during the prescribed period;
  - (b) paying the prescribed examination fee;
  - (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment (CA) mark.
- (5) A final-year student who qualifies for retention of the continuous assessment (CA) mark in terms of (7.21.13 (1)), may also apply for a Promotion Examination, following the procedures below:
  - (a) registering for the module during the prescribed period;
  - (b) paying the prescribed examination fee;
  - (c) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to retain his/her continuous assessment (CA) mark;
  - (d) requesting the Office of the Registrar, on the prescribed form during the prescribed period, to be allowed to write a Promotion Examination.
- (6) No Supplementary and / or Special Examination will be granted on a Promotion Examination.
- (7) A final year student who opted for the Promotion Examination (7.21.13 (5)), and failed the Promotion Examination must:
  - (a) Re repeat the full semester / year and he/ she may retain the continuous assessment (CA) mark or alternatively build a new CA mark. Such students will be automatically being registered during the same semester/ academic year.
- (8) However, a student who **fails the promotional examination for a Second Semester module**, will have two options:
  - a. Retain the CA mark – in this case no additional fee will be payable, but the student will not be able to attend classes and other activities or improve the CA mark.
  - b. Register for the module during the period indicated in the UNAM calendar - normally during the first week of classes of the second semester. In this case, the full module fee is payable and the student must attend classes and other academic activities to accumulate a new CA mark.

#### **7.21.14 Preservation of Examination Scripts**

- (1) An examination script shall be the property of the University and shall be put at the disposal of a student only during the period determined for the examination paper concerned.
- (2) Examination scripts shall be kept by the University for a period of two years after the results of the examination concerned were made available.

#### **7.21.15 Provision for Student Appeals**

- (1) A student recommended for failure in a module, or any other reason, may lodge an appeal against the relevant Faculty Board's ruling, if s/he genuinely thinks that there are sound facts in support of his/her appeal.
- (2) Appeals must be lodged, to the relevant Examination Official, within 14 days of the announcement of the examination results (30 days for end-of-year examinations).
- (3) Where there is an appeal, the Faculty shall set up a sub-committee of the Faculty Examination Board to handle the appeal, and submit appropriate recommendations (including re-checking and re-marking) to the relevant Department for action.
- (4) A non-refundable fee will be charged for processing such appeals, as will be determined by Senate from time to time.

#### **7.21.16 Re-Evaluation**

- (1) A student who obtains a borderline mark between two grade bands may be given an oral / practical examination to determine into which grade band s/he falls.

A borderline mark is defined by 49% (Pass or Fail) as well as the transition (X9%) for all grade bands.

- (2) Admission to and the final results of a re-evaluation is entirely at the discretion of the relevant Faculty Examination Board.
- (3) The re-evaluation shall be conducted by at least two examiners.

#### **7.21.17 Supplementary Examinations**

- (1) A Supplementary Examination may be conducted in cases where a student has obtained a fail mark of 45-49% (hereinafter referred to as marginal fail) in the Regular Examinations, subject to the sub-minimum rule 7.21.3 (4). This examination shall take place as annually determined by the Calendar and Timetable Committee.
- (2) A student who qualifies for a Supplementary Examination in a module consisting of more than one paper may be allowed to re-write the failed paper(s) only, subject to the sub-minimum rule (7.21.3 (4)). If this is unlikely to raise the overall result to above 50%, the student may be requested to re-write all the papers.
- (3) The Supplementary Examination will be equivalent to the Regular Examination, and the candidate shall be examined on the same content.
- (4) A student will not be allowed to sit for more than three Supplementary Examinations in any given examination period.
- (5) Where Supplementary Examinations have been conducted, the maximum Final Mark shall be 50% (i.e., grade of D).
- (6) No Special Examinations will be granted on a Supplementary Examination.

#### **7.21.18 Special Examinations**

- (1) The following circumstances may be considered for admission to a Special Examination:
  - (a) Illness or injury immediately preceding, or on the day of the examination, provided that a medical certificate, specifying the nature and duration of the illness or injury, is submitted to the satisfaction of the Deputy Dean of the relevant Faculty. (The Deputy Dean may, on his / her discretion, reject any medical certificate);
  - (b) Domestic circumstances, such as serious illness, or death of a close relative at the time of, or immediately preceding the examination, and which, in the opinion of the Deputy Dean, could adversely influence the achievement of the student concerned, provided that satisfactory proof of such circumstances shall be provided;
  - (c) An examination schedule that requires a candidate to write a paper in more than 2 consecutive examination sessions;
  - (d) Any other circumstances which, in the opinion of the Deputy Dean, justify the examination.
- (2) Applications from students for a Special Examination should reach the Office of the relevant Head of Department not later than the deadlines indicated in 7.21.6 (10) and (11).
- (3) If a student is able, or permitted to write only a part of the Regular Examination, the part of the examination written prior to the illness or relevant circumstances, shall be valid.
- (4) The Final mark of the Special Examination shall be calculated as for the Regular Examination.
- (5) No Supplementary Examination will be granted on a Special Examination.
- (6) Once a student has sat for a Regular Examination, (s)he may not afterwards apply for a Special Examination on the basis of illness or any other circumstances.

## **8. GENERAL REGULATIONS FOR CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES**

### **8.1 GENERAL REGULATIONS FOR CERTIFICATE PROGRAMMES**

#### **8.1.1 CERTIFICATE PROGRAMMES OFFERED**

- (1) All Certificates offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates."

#### **8.1.2 ADMISSION TO CERTIFICATE PROGRAMMES**

- (1) Unless otherwise specified in the appropriate Faculty Special Regulations), admission requirements for the Certificate programmes shall normally be as specified in Regulation 7.3.

#### **8.1.3 CERTIFICATE PROGRAMME STRUCTURE**

- (1) Normally, the duration of full-time study for Certificates shall be three months to one year as specified in the appropriate Faculty Special Regulations.
- (2) The curricula for Certificate programmes shall be specified in the appropriate Faculty Special Regulations.
- (3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.

### **8.2 GENERAL REGULATIONS FOR DIPLOMA PROGRAMMES**

#### **8.2.1 DIPLOMA PROGRAMMES OFFERED**

- (1) All Diplomas offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates".

#### **8.2.2 ADMISSION TO DIPLOMA PROGRAMMES**

- (1) Unless otherwise specified in the appropriate Faculty Special Regulations, admission requirements for the Diploma programmes shall normally be as specified in Regulation 7.3.
- (2) The normal requirement for admission to an Advanced Diploma shall be an appropriate Diploma as specified in the Faculty Special Regulations.

#### **8.2.3 DIPLOMA PROGRAMME STRUCTURE**

- (1) Normally, the duration of full-time study for Diplomas shall be one to three years as specified in the appropriate Faculty Special Regulations.
- (2) The curricula for Diploma programmes shall be specified in the appropriate Faculty Special Regulations.
- (3) Normally, the academic year shall include two teaching semesters each consisting of not less than fourteen teaching weeks.
- (4) A student's academic programme shall normally entail 15-21 lecture hours or equivalent per week, and must be approved by Senate.

#### **8.2.4 ACADEMIC ADVANCEMENT OF DIPLOMA PROGRAMMES**

- (1) Normally, a student may not proceed to a subsequent year of study unless s/he has passed, or has been exempted from, the previous year of study.
- (2) The criteria for a student's progression from year to year in a Diploma programme shall be prescribed by Faculty Special Regulations.
- (3) The overall performance in Diploma programmes shall be assessed on the basis of the average results in all the years of study.
- (4) The overall result of the Diploma shall be classified according to Faculty Special Regulations.

#### **8.2.5 AWARDING OF DIPLOMAS**

- (1) To qualify for a Diploma a candidate must:
  - pass all the approved modules as prescribed by Faculty Special Regulations.

- (2) The diplomas awarded by UNAM are classified as follows:

<u>Grade</u>	<u>Interpretation</u>	<u>Mean % Score</u>	<u>Degree Classification</u>
A	Distinction	80 and above	First Class
B	Very Good	70 - 79	Upper Second
C	Good	60 - 69	Lower Second
D	Satisfactory	50 - 59	Pass

- (3) The computation of the final mean percentage score will take Faculty Special Regulations into consideration.

### **8.3 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES**

#### **8.3.1 BACHELOR'S DEGREE PROGRAMMES OFFERED**

- (1) All Degrees offered for this academic year are specified in Regulation 6 under "Degrees, Diplomas and Certificates."

#### **8.3.2 ADMISSION TO BACHELOR DEGREE PROGRAMMES**

Unless otherwise specified in the appropriate Faculty Special Regulations, admission requirements for the Bachelor's Degree programmes shall normally be as specified in Regulation 7.3.

#### **8.3.3 ADVANCED PLACEMENT CREDIT FOR BACHELOR DEGREE PROGRAMMES**

The University of Namibia encourages applicants to seek Advanced Placement Credit so that the academically successful students may move forward in their programmes at an appropriate pace. Credits are accepted, and modules are exempted, based on departmental approval, according to the kind and nature of an applicant's qualification. In particular:

- (a) Subject to Special Faculty Regulations, and without prejudice to the provisions of Regulation 7.3, credits may be granted on the basis of the subjects passed on NSSC (Higher level) and intended majors.
- (b) An applicant for the Bachelor's Degree may be granted advanced placement, provided s/he is in possession of a good credit diploma from a recognized Tertiary Institution. Credits will however be granted on the basis of majors passed.
- (c) On the recommendation of the relevant Faculty, a student who obtained a pass in a two-year Diploma of UNAM may be allowed by Senate to enter Year 2 of a related Bachelor's Degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.
- (d) On the recommendation of the relevant Faculty, a student who obtained a pass in a three-year full-time Diploma programme of UNAM may be allowed by Senate to enter Year 3 of a related Bachelor's Degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.
- (e) On the recommendation of the relevant Faculty, a student who obtained a credit in a 4-year diploma programme of the University may be allowed by Senate to enter Year 3 of a 4-year degree programme. S/he may, however, be required to successfully complete some core prerequisites s/he may not have taken in the Diploma programme.

#### **8.3.4 DURATION OF BACHELOR'S DEGREE PROGRAMMES**

- (1) Subject to the provisions of Faculty Special Regulations, the duration of full-time study for a Bachelor's Degree shall normally be four years, and five years for the MBChB.
- (2) The maximum period of full-time study for a Bachelor's Degree is the minimum period of study for that Degree plus two years, unless otherwise described in Faculty Special Regulations.

#### **8.3.5 AWARDING OF DEGREES**

- (1) To qualify for a Bachelor's Degree a candidate must:
  - pass all the approved modules as prescribed by Faculty Special Regulations.

- (2) The degrees awarded by UNAM are classified as follows:

<u>Grade</u>	<u>Interpretation</u>	<u>Mean % Score</u>	<u>Degree Classification</u>
A	Distinction	80 and above	First Class
B	Very Good	70 - 79	Upper Second
C	Good	60 - 69	Lower Second
D	Satisfactory	50 - 59	Pass

- (3) The computation of the final mean percentage score will take Faculty Special Regulations into consideration.

- (4) Total minimum credits will be 480 with a maximum of 584 (excluding School of Medicine).

## 9. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

### 9.1 PRE-AMBLE

- (1) The complete regulations and guidelines for postgraduate programmes are available in the Postgraduate Prospectus and on the UNAM website: <http://www.unam.na>

### 9.2 POSTGRADUATE TRAINING PROGRAMMES AT UNAM

#### 9.2.1 POSTGRADUATE DIPLOMA COURSES

- (1) UNAM makes provision for Postgraduate Diploma courses in selected fields, as recommended by UNAM's Faculties, Centres and Institutes, the Postgraduate Studies Unit, and approved by Senate.
- (2) Postgraduate Diploma courses offer specialized training, which is career-oriented. Candidates with a general undergraduate degree, who want to pursue a teaching career, would, for example, be advised to enroll for a Postgraduate Diploma course in Education.
- (3) The Postgraduate Diploma courses normally have a minimum of **one year** duration for **full-time** candidates, and **two years** for **part-time** students; are **taught** courses (i.e., involve lectures, seminars, practicals, written tests and examinations, etc.); and also include a small independent research component.

#### 9.2.2 MASTER'S DEGREE COURSES

- (1) Postgraduate training programmes at Master's degree level are of two types:
  - (a) Programmes whereby the Master's degree is pursued by research alone, entailing the writing of a thesis, in accordance with guidelines provided by the Postgraduate Studies Committee.
  - (b) Programmes developed by various Faculties / Centres / Institutes, involving one academic year of coursework study, followed by written examinations, and then up to one academic year of research and writing a thesis, as a partial fulfillment of the requirements for the Master's degree.
- (2) Candidates admitted to both taught and research Master's degree courses have the option of doing their Master's studies on a **full time** or **part time** basis. Full time candidates shall complete their Master's degree programmes within **two** academic years. Part-time students will be allowed up to **three** years to complete their programmes, unless otherwise stipulated by faculty specific regulations. . An extension of the registration period of up to six months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.
- (3) Senate approval is required for any Faculty to run Master's programmes with the duration of one academic year.
- (4) Heads of the various academic Departments at UNAM are requested when applying for the approval of new programmes to indicate whether they have adequate staff strength to mount Master's degree programmes by course work and/or dissertation, and also to submit names of staff members who have the necessary research and training experience to serve as supervisors for Master's degree candidates in their respective fields. Departments should only offer programmes when they have adequate numbers of qualified staff.
- (5) Where experts in relevant academic fields are to be found in various Ministries and other institutions outside UNAM, such experts will be co-opted as co-supervisors of the postgraduate students. Such potential external supervisors will be encouraged to propose thesis research areas which, in their opinion, are areas of high research priority, with respect to the socio-economic needs of Namibia.

#### 9.2.3 DOCTORAL COURSES

- (1) Doctoral study opportunities at UNAM are offered to candidates who have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.
- (2) Doctoral courses at UNAM are normally undertaken by research and the writing of a dissertation. The duration of a doctoral programme is normally a minimum of three years for full-time students, and a maximum of five years for part-time students. An extension of the registration period of up to six months beyond the stipulated deadlines **may** be granted by relevant committees, if valid reasons are advanced.
- (3) Heads of academic Departments at UNAM are requested to propose names of experienced academic members of staff in their fields who can effectively supervise postgraduate students, and also academically qualified persons, who could be appointed as co-supervisors of prospective doctoral students applying for admission in their Departments.



#### **9.2.4 HIGHER DOCTORATES**

- (1) UNAM also makes provision for the award of Higher Doctorate Degrees. These are awarded to scholars who have made original contributions of international standard in their respective fields of specialization.
- (2) UNAM scholars who consider themselves qualified for Higher Doctorate awards must submit their applications for their candidacy to the Dean of their respective Faculty through Heads of the relevant Departments.
- (3) The respective Faculty concerned screens the application and recommends to the Postgraduate Studies Committee whether or not, in the opinion of the Faculty, the applicant qualifies as a candidate for UNAM's Higher Doctorate.
- (4) The following Higher Doctorate degrees will be awarded:
  - (a) Doctor of Education (D.Ed.): for successful candidates in the field of Education;
  - (b) Doctor of Literature (D.Lit.): for successful candidates in the Humanities, Economic and Social Sciences, and in the Visual and Performing Arts;
  - (c) Doctor of Laws (LL.D.): for successful candidates in the field of Law;
  - (d) Doctor of Science (D.Sc.): for successful candidates in the Agricultural, Engineering, Medical and the Natural Sciences.

#### **9.2.5 APPROVAL OF POSTGRADUATE PROGRAMMES**

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

#### **9.3 ELIGIBILITY FOR ADMISSION**

##### **9.3.1 POSTGRADUATE DIPLOMA**

- (1) Prospective candidates must be in possession of a Bachelor's degree from an accredited institution.
- (2) Candidates who do not comply with (1) above, but whose field experience and work accomplishments have been certified by the relevant Faculty/Department/Institute to be equivalent to a Bachelor's degree, may, under special circumstances, also be considered for admission.

##### **9.3.2 MASTER'S DEGREE**

- 1) Prospective students must be in possession of a good level 8, honours Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma, based on a first degree, from a recognized Institution.
- 2) Students without a Bachelor's degree or a Postgraduate Diploma from UNAM, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good level 8, honours Bachelor's degree or a good Postgraduate Diploma, based on a first degree, from UNAM may also be considered for admission.
- 3) Prospective students must also satisfy specific requirements of the Faculties where they intend to enrol (e.g. teaching experience and a screening test for M.Ed. admission.)

##### **9.3.3 DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES**

- (1) Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognized institution of higher learning in the chosen field of study.
- (2) Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme.

##### **9.3.4 HIGHER DOCTORATES**

- (1) To qualify for a Higher Doctorate candidacy of UNAM, the scholars should be:
  - (a) graduates from the University of Namibia with the following minimum qualifications:
    - \* Bachelor's degree of at least 15 years standing; or
    - \* Master's degree of at least 10 years standing; or
    - \* Doctoral degree of at least 8 years standing; or
  - (b) graduates from any other recognized institution of higher learning, who have served at UNAM for at least five years in teaching, research or other approved academic roles, and who satisfy the criteria equivalent to those set under (1) (a) above.
- (2) Only outstanding scholars whose contributions have attained national and international recognition will be considered for Higher Doctorate awards.

## 9.4 REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE TRAINING AT UNAM

### 9.4.1 PROCEDURES TO APPLY FOR POSTGRADUATE STUDIES

UNAM welcomes students with a range of qualifications from all over the world. Prospective students are advised to fulfill the minimum admission requirements for entry as well as English Language requirement (if relevant) as indicated. Competition for places in some programmes is extremely high, and the minimum requirement given may not be sufficient to secure an offer. Due to this, students may be requested to sit for a selection test.

Before completing the application form, prospective students should familiarize themselves with all aspects pertaining to postgraduate studies as set out in the Postgraduate Prospectus. Prospective students are strongly advised to send all relevant documentation with application form, together with a non-refundable application fee. Receipt of application will be acknowledged by mail. If you apply for a Master's degree, it is a requirement to submit an evaluation of your qualifications from the Namibia Qualifications Authority (NQA) if you obtained your Bachelor's degree from an institution other than the University of Namibia. Incomplete applications will not be considered. If prospective students apply for a qualification by research alone, a **proposed** research topic, consisting of an outline of a research proposal, indicating the suggested research topic, stating the research problem to be tackled, the proposed research methods, etc. should be attached to the application form.

#### **Application forms for Postgraduate qualifications:**

Unless otherwise stated, applications for taught courses should be made on a University postgraduate application form which is available on request from the Office of the Registrar, Student Records Section, University of Namibia, and can also be downloaded from the UNAM Webpage: <http://www.unam.na>

The closing date for all postgraduate applications is **31 July** of each year (**No late applications will be accepted after this date**).

#### **Processing of applications**

The completed and processed application forms will be forwarded by the Student Records Section to the Faculty Officer: School of Postgraduate studies who in turn will forward your application to the relevant Faculty Admission Committee which may require the student to be interviewed and/or write a screening test.

Master's by research only and Doctoral candidates, the relevant Department will allocate you a Supervisor/Supervisors, according to your area of study who will confirm the recommendation to the School of Postgraduate Studies in writing. The School of Postgraduate Studies will scrutinize your application to ensure that you fulfil the minimum admission requirements and, if successful, will forward you a provisional admission letter. Students need to submit this confirmation letter to the Office of the Registrar in order to be registered for the Research Proposal. Candidates should familiarize themselves with the different modes of the programmes offered (e.g. by coursework and thesis or by thesis only). If the postgraduate programme is only offered by thesis, the Supervisor will inform the candidate on the following:

- (1) The way forward with regard to writing the Research Proposal - there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students should decide on their own topic and follow the instructions on how to write research proposals as stated in the Postgraduate Prospectus.
- (2) The procedures on submitting a Research Proposal.
- (3) Different committee systems to evaluate, recommend and approve the Research Proposal.
- (4) The importance to keep to registration deadlines for draft and final submissions.
- (5) Inform the student when to register for the Master's Thesis or Doctorate Dissertation after final approval by the Postgraduate Studies Committee and Senate.

### 9.4.2 STUDY PERMIT REQUIREMENTS

According to the Immigration Control Act of 19 August 1993, all International students (SADC and Non-SADC) must be in possession of a valid approved Study Permit and Visa before entering Namibia for the purpose of studying. All prospective, first and senior students are required to apply for a Study Permit and Visa on the prescribed forms obtainable from the University of Namibia or at the Namibian Embassy in any country or the nearest Namibian Embassy or Ministry of Home Affairs and Immigration (Namibia) website.

Only persons with permanent Namibian Residence, Refugees or Asylum Seekers and Diplomatic representatives are exempted from applying for a Study Permit and Visa. The mentioned categories are exempted on condition that they provide the relevant documentation (i.e. Permanent Residence Permit, approved and endorsed Refugee/ Political Asylum Seekers status, a Courtesy Visa which confirms diplomatic status) to the University of Namibia.

Study Permits, Work Permits and Tourist Visas are not interchangeable. Kindly note that candidates in possession of a work permit will need to apply for a study permit if offered provisional admission to the University of Namibia.

The University of Namibia and the Ministry of Home Affairs and Immigration (Namibia) have a temporary arrangement that students may apply for their Study Permits during the duration of the scheduled registration period.

#### **9.4.3 REGISTRATION OF THE SELECTED CANDIDATES**

- (1) Candidates who are registered in programmes involving coursework and a thesis/ dissertation will be required to enrol in recommended faculty **core** and **elective** (optional) courses, as prescribed in the relevant Faculty Prospectus and in the School of Postgraduate Studies Prospectus under the relevant Faculty.
- (2) On the basis of the availability of qualified staff in the department, Master's by research alone and Doctoral candidates will be registered for the research proposal. The final registration of the candidates will be undertaken after the approval by the Faculty Postgraduate Studies Committee of their fully fledged research proposal.
- (3) All Postgraduate Students shall be required to register for the compulsory course on "Academic Writing for Postgraduate Students".
- (4) All Postgraduate Students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- (5) The Committee will, in consultation with relevant Faculties, recommend to Senate the appointment of supervisors to guide prospective thesis /dissertation candidates.
- (6) All Postgraduate Students shall be required to register every year for the duration of the specific programme.
- (7) Students who are unable to register for a specific year are expected to apply before 31 October for leave of absence for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee.
- (8) In the case where a student did not register for an academic year, the student is expected to re-apply for admission for the subsequent year of study before the closing date of postgraduate applications.
- (9) The year of non-registration will not count as part of the duration of the study.

#### **9.4.4 ENROLMENT IN SPECIAL MODULES**

Candidates who are registered for postgraduate study by thesis/dissertation research alone may, if recommended by relevant Faculties and approved by the Postgraduate Studies Committee, be required to enroll in selected modules, which will help to bridge any gaps in their earlier training, or expose them to new Developments in their study disciplines.

#### **9.4.5 SANDWICH POSTGRADUATE TRAINING**

- (1) Where the staffing strength and the teaching and research equipment for postgraduate training at UNAM can be complemented by co-operation linkage agreements with other institutions, sandwich postgraduate training programmes are to be established and jointly run.
- (3) Through sandwich arrangements, candidates will undertake part of their training in suitable other institutions, and also benefit from co-supervisors from institutions with which UNAM will establish co-operation linkage agreements.

#### **9.4.6 CANCELLATION AND EXEMPTION OF COURSES**

- 1) All Postgraduate Students are expected to acquaint themselves with the deadline dates for cancellation and exemption of courses as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 2) No course cancellations will be effected without the completion of the required course cancellation form signed by the student and Faculty Officer: School of Postgraduate Studies.
- 3) Students have to submit complete exemption applications before the stipulated due dates to the School of Postgraduate Studies after recommendation by the applicable lecturer and Head of Department. Incomplete exemption application forms will not be considered.
- 4) Postgraduate Students may apply for a break in their studies to the UNAM Postgraduate Studies Committee through the Head of Department and Faculty Postgraduate Studies Committee for a maximum period of one academic year. Reasonable justifications for the break in studies should be provided.
- 5) Students must re-apply before the closing date for applications for the subsequent academic year after the break in studies.

#### **9.4.7 COURSE WORK EVALUATION AND GRADING**

- (1) Candidates who are registered for lectured postgraduate modules will be examined according to procedures approved by Senate.
- (2) In all Faculties / Institutes, the meaning attached to letter grades awarded by examiners is as follows:

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

- (3) Before a student can proceed to the thesis/dissertation research phase (in the case of the coursework and thesis/dissertation students), s/he must first successfully pass the coursework examinations. Successful completion of the coursework phase shall mean attaining at least a D-grade average. However, some faculties allow students to proceed with the research proposal writing with one course of not more than 24 credits outstanding in the course work component, provided that the outstanding course is not Research Methodology. Students will not be allowed to continue with the thesis/dissertation writing with outstanding coursework.
- (4) Supplementary examinations as contained in Regulation 7.21.17 will apply to postgraduate students.

#### 9.4.8 THESIS/DISSERTATION RESEARCH

- (1) Candidates who successfully complete the coursework phase, or who are registered for postgraduate study by thesis/ dissertation research alone, undertake research in an approved research topic, and write a thesis / dissertation. This shall normally be after a specified period set by the relevant Committees and approved by Senate.
- (2) **Thesis** and **Dissertation** research may include an artistic/ aesthetic component, presented in the form of a composition, a theatre / musical performance, and/or an exhibition of original works, as a partial fulfillment of the requirements for a **Master's** or **Doctoral** degree, respectively.
- (3) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their theses / dissertations in accordance with the guidelines provided by the Postgraduate Studies Committee and approved by Senate.
- (4) 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.
  - (5) 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 the format and literary presentation.
- (6) Every Master's thesis submitted shall be examined by at least two specialists approved by Senate on recommendation by the Faculty Postgraduate Studies Committee through the UNAM Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. In the case of doctoral dissertations, at least three examiners shall be appointed, of whom one must be external to the University. The supervisor should not be one of the examiners.
- (7) The examiners shall be required to submit a detailed assessment of the thesis / dissertation, and also write definite recommendations on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/ revisions being made, or whether the thesis / dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/dissertation should be rejected outright.
- (8) In cases where the difference in the pass marks allocated for a thesis, by the internal and external examiner, is 20% and more, the Head of Department shall study the case and recommend a mark for the thesis to the UNAM Postgraduate Studies Committee and Senate.
- (9) In cases where the examiners of the thesis/dissertation disagree in their recommendations (fail versus pass), the School of Postgraduate Studies shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/ dissertation.
- (10) A postgraduate candidate, who disagrees with the results of the examination as approved by Senate, may appeal within a specified time-frame, giving reasons and evidence to support the appeal. Senate will then have the case examined by an Appeals Committee.
- (11) Candidates who are registered by thesis research alone (both Master's and Doctoral students) will normally appear for **viva voce** examinations. These will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

#### 9.4.8 REGULATIONS AND GUIDELINES FOR HIGHER DOCTORATES

- (1) Candidates for Higher Doctorates must submit to the relevant Faculty Dean, through the respective Head of Department:
  - (a) a complete Curriculum Vitae, showing their academic, research, and publication experience and records;

- (b) a unifying statement (in their fields of specialization) of not more than 5000 words, which sums up their contributions to knowledge and scholarship;
  - (c) a sample of reprints (or copies) of their important and original works.
- (2) Candidates must supply the unifying statement and copies of publications in four sets. Published works shall mean what is printed as a book, or papers published in reputed journals, or work already accepted as being equivalent to a publication. Emphasis on published work ensures that the work submitted for assessment has already benefited from criticism and evaluation by peers.

#### **9.4.9 CONFERMENT OF DEGREES**

##### **Higher Doctorates**

- (1) The final approval on the degree awarded to prospective candidates shall be granted by UNAM Senate on recommendation by the Postgraduate Studies Committee, after assessing the recommendations by the external examiners.
- (2) The successful Higher Doctorate candidates shall each be required to deliver a public lecture in their respective fields of specialization within a year of the degree awarded.
- (3) Unsuccessful candidates may not be allowed to re-apply for the same degree within at least three years of the previous application.

#### **9.4.10 SUBSEQUENT PUBLICATION FROM A THESIS/DISSERTATION**

Papers or publications extracted from a thesis/dissertation submitted for a postgraduate degree of UNAM must contain a statement acknowledging that the work is based on a thesis/dissertation submitted to the University of Namibia.

#### **9.5 GUIDELINES ON THE WRITING OF THESIS/DISSERTATION RESEARCH PROPOSALS**

- (1) The terms "thesis" and "dissertation" carry different connotations in various countries.
- (2) At the University of Namibia, the terms are conceived in the context of common usage in many universities, whereby the term **thesis** is used for a written document presenting the results of research by Master's degree candidates, while a **dissertation** refers to a corresponding document submitted by doctoral candidates.
- (3) The guidelines to supervisors define what is expected of theses and dissertations, respectively.
- (4) Applicants for admission to postgraduate training programmes by research only and by coursework and thesis/dissertation shall be required to write thesis/ dissertation research proposals.
- (5) The Research and Publications Office (RPO) shall issue ethical clearance certificates to postgraduate students after their research proposals have been approved by the Faculty Postgraduate Studies Committee and after notification by the UNAM Postgraduate Studies Committee.
- (6) Similarly, the Director: School of Postgraduate Studies shall issue research permission letters to postgraduate students after their research proposals have been approved by the Faculty Postgraduate Studies Committee, after notification by the UNAM Postgraduate Studies Committee and after issuance of the ethical clearance certificates.

#### **9.6 REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS**

- (1) At least three months prior to the scheduled date for the submission of the thesis/dissertation, the respective postgraduate candidates shall, through their supervisors, Departments and Faculty Postgraduate Studies Committees, submit a notice, in writing, to the Chairperson of the UNAM Postgraduate Studies Committee, declaring their intention to submit their theses/ dissertations.
- (2) The notice shall be accompanied by an abstract of the thesis/dissertation of between 200-300 words in the case of Master's theses, and 300-400 words for Doctoral dissertations for consideration by the Faculty Postgraduate Studies Committee. The abstract shall be a synopsis of the methodology of the research undertaken, the findings, and the major conclusions reached. The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty Postgraduate Committees shall be submitted together with the notice and confirmation of approval of the abstract by the Faculty Postgraduate Studies Committee, for approval by Senate on recommendation by the UNAM Postgraduate Studies Committee. The notice of intent and approval of examiners shall not be considered by the Postgraduate Studies Committee unless all outstanding issues pertaining to the research proposal and its summary have been concluded by the Faculty Postgraduate Studies Committee.

- (3) The Director: School of Postgraduate Studies shall issue a letter of appointment to the thesis/ dissertation examiners.
- (4) After examination of the thesis/dissertation, the supervisor and Chairperson of the Faculty Postgraduate Studies Committee must sign a declaration that he/she had checked that the corrections were made to his/her satisfaction.
- (5) Candidates submitting the thesis/dissertation after the due date shall register and pay the registration fee for the subsequent year.

## 9.7 REGULATIONS AND GUIDELINES ON THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSERTATIONS

### 9.7.1 MASTER'S THESES AND DOCTORAL DISSERTATIONS

- (1) Every thesis / dissertation shall be assessed by at least two examiners in the case of Master's candidates and at least three examiners for Doctoral candidates. At least one of the examiners in each case must be external to the University of Namibia. Supervisors should not act as Internal Examiners. Departments shall utilize appropriately qualified staff from other departments in the University to act as internal examiners when they have within their ranks insufficient staff to draw internal examiners from. Internal and External Examiners should be approved by Senate.
- (2) The examiners shall be required to submit their detailed reports about the theses/dissertations within a period of two months from the date of receipt of the documents. If their assessments are not received within two months, new examiners may be appointed.
- (3) Each examiner shall be required to examine the thesis/dissertation in detail, and submit his/her assessment under the following headings:
  - (a) **Appropriateness of the thesis/dissertation title.** The title should be a true reflection of the content of the thesis/dissertation.
  - (b) **Completeness of the Literature Review.** The literature review should lead the reader to a good understanding of what is already known about the research topic, what gaps of knowledge exist, what the study was intended to contribute, and what hypotheses guided the study. The examiners should comment on the candidate's familiarity with the literature.
  - (c) **Research Methods:** The examiners should also comment on the appropriateness of the research methods (and instruments, where relevant) employed in the study.
  - (d) **Presentation of the Results:** The examiners should comment on the manner in which the findings of the study are presented. If tables of data are provided, are they reduced statistically? Are the statistical analyses appropriate? If illustrations are provided, are they of publishable quality? Is the description of the research results of adequate clarity and scholarship?
  - (e) **Discussions and Conclusions:** Are the conclusions clearly presented? Are they logical and supported by data? Has the candidate sufficiently indicated how his/her results compare with those of others, as cited in the literature? From the thesis/dissertation, is his/her contribution to new knowledge clearly brought out? In the case of Doctoral dissertations, is there evidence of sufficient originality? If there are weaknesses in the thesis/ dissertation, what are the shortcomings?
  - (f) **Summary:** The examiner should present a summary indicating whether s/he recommends the thesis/ dissertation for a postgraduate degree award, by completing the Summary Form.
  - (g) The External Examiners should address their comprehensive written and typed reports to the Director: Postgraduate Studies and must be mailed to the department/faculty.
- (4) Re-writing:
  - (a) Where a Master's thesis is recommended for re-writing, it must be re-submitted within 6 months.
  - (b) Where a Doctoral dissertation is recommended for re-writing, it must be re-submitted within 12 months.

### 9.7.2 ASSESSMENT OF PUBLISHED WORKS FOR HIGHER DOCTORATES

- (1) The work submitted to UNAM for a Higher Doctorate candidate shall be evaluated by at least three examiners appointed by Senate on recommendation of the relevant Faculty Board and Postgraduate Studies Committee.
- (2) The job of examiners shall be to critically examine the candidate's contribution, to ascertain that:
  - (a) the work shows outstanding originality;
  - (b) the candidate's contribution to new knowledge has been substantial;
  - (c) the quality of the candidate's **unifying statement** is truly excellent.
- (3) Examiners for Higher Doctorates shall be selected from amongst the most highly distinguished international scholars on the subject, preferably holders of Higher Doctorates themselves.
- (4) The examiners shall be required to report on the candidate's works, recommending in definite terms, whether or not the Higher Doctorate should be awarded.

- (5) For a candidate to merit a higher doctorate award, the examiners must unanimously approve the award. In case of disagreement among the examiners, similar guidelines to those applicable to Master's and Doctoral candidates shall be followed.

### 9.7.3 VIVA VOCE EXAMINATIONS

- (1) In addition to writing a thesis/dissertation, the postgraduate candidates who are registered as per provisions under Regulation 9.4.3 (2), shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.
- (2) The **viva voce** examination shall take place only after the Postgraduate Studies Committee and the Senate are satisfied that the thesis/ dissertation submitted by the candidate is considered by the examiners to be of an acceptable standard.
- (3) The questions to be asked in the **viva voce** examination shall primarily be focused on the candidate's thesis/dissertation research area.
- (4) The members of the **viva voce** panel shall be so selected as to ensure that the candidate is examined by scholars who are sufficiently qualified and experienced in the research field.
- (5) The Examiners and the Supervisor(s) of the thesis/ dissertation shall be members of the **viva voce** panel. The public may attend but are not permitted to ask questions.
- (6) The Chairperson of the **viva voce** panel shall be a senior academic and shall not be one of the supervisors or examiners. The Chairperson shall be appointed by Senate on recommendation of relevant academic Boards.
- (7) The **viva voce** panelists shall be provided with full texts of the theses/dissertations, and also of the examiners' reports, at least two weeks before the date scheduled for the oral examination.
- (8) The function of the **viva voce** panel shall be:
- (a) to ascertain that:
    - \* the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
    - \* the broader subject area in which the study is based is fully grasped by the candidate, and
    - \* any weaknesses in the thesis/dissertation can be adequately clarified by the candidate, and
  - (b) to make a definite recommendation to the Postgraduate Studies Committee and Senate, as to whether the candidate be deemed to have **passed** or **failed**.
- (9) The **viva voce** panel shall, as far as possible, endeavour to reach a unanimous decision on the candidate's performance. Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote may be taken to arrive at a reasonable decision. A majority vote shall be required for passing the **viva voce** examination.
- (10) (a) At the end of the oral examination, the panel shall sign a **viva voce** Examination Results Form making a specific recommendation to the Postgraduate Studies Committee on the candidate's performance.  
(b) The Chairperson of the panel shall also submit to the Postgraduate Studies Committee a comprehensive report, approved by the **viva voce** panelists. This should be done within one week of the examination.
- (11) In cases of disagreement amongst the **viva voce** panelists, the Postgraduate Studies Committee shall carefully study the case and recommend to Senate one of the following actions:
- (a) the candidate should revise and re-submit the thesis/ dissertation, and subsequently re-appear for a further oral examination, within a specified time (but not exceeding 12 months from the date of the decision by Senate); or
  - (b) the candidate shall be deemed to have failed outright.
- (12) The duration of the **viva voce** shall not normally exceed **three** hours.
- (13) Doctoral work shall not be graded - The examination shall be on pass/fail basis only.

### 9.7.4 POSTGRADUATE FEES

- (1) All the registered candidates shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM.
- (2) The work of students whose fees are in arrears will not be assessed until the arrears have been cleared.

**\*\* IMPORTANT NOTICE: The School of Postgraduate Studies Prospectus must be consulted for information regarding the detailed rules and regulations pertaining postgraduate studies, not covered in this Prospectus.**

## **10. DISTANCE EDUCATION**

### **10.1 GENERAL REGULATIONS**

#### **Conducting of examinations**

The duration of the examinations for the different modules shall be determined by Senate, and be conducted under supervision at such place, date and time as Senate may determine. A disabled candidate (e.g. blindness, physical handicap) shall be accommodated after the necessary arrangements have been made beforehand, and with the approval of the Office of the Registrar.

### **10.2 EXAMINATION ADMISSION**

A student who is registered for a degree, diploma or certificate course of study, has paid the prescribed fees and obtained a minimum examination admission mark of 40 %, shall be admitted to the examination unless Senate determines otherwise. All relevant students shall be furnished with departmental stipulations for the obtainment of the examination admission mark (at the commencement of the academic year).

#### **Determination of examination admission mark**

The examination admission mark is determined by continuous evaluation of a student's achievement via assignments and/or practicals/seminars/tutorials, and tests during vacation schools, etc.

### **10.3 EXAMINING**

On completion of (a) prescribed syllabus (syllabi), unless otherwise determined, examinations shall be conducted in all modules. Unless otherwise determined, the examination in a module shall consist of a written examination.

#### **Examiners and Moderators**

Senate shall, on recommendation of the Faculty Boards, appoint internal and external moderators.

- (i) Senate shall, on recommendation of the Faculty Boards, appoint at least two examiners for each examination in a qualifying module.
- (ii) Except in exceptional circumstances such as in the case of death, resignation, absence, illness or other inability of the lecturer concerned, at least one examiner shall be a lecturer who has been involved in the internal teaching of the particular module.

### **10.4 DETERMINATION OF EXAMINATION - AND FINAL MARKS**

#### **Determination of examination marks**

- (i) Unless otherwise stated in the respective regulations, the examination mark shall comprise the average mark of the marks obtained for each paper in a module.
- (ii) If the marks of the first and second/external examiner differ by less than 10 %, the average mark shall be taken as examination mark for that paper.
- (iii) If the marks of the first and second/external examiner differ by more than 10 %, an arbiter examiner shall be appointed.

#### **Determination of final mark**

- (i) In determining the final mark, the year mark and the examination mark shall be considered. The weight ratio between year mark and examination mark shall be as determined from time to time by Senate on request of Faculties.
- (ii) The final decision regarding examination results shall rest with Senate. Results shall be announced to students.

#### **Passing a module**

In order to pass a module, a student shall obtain a final mark of at least 50 %, unless otherwise determined by Senate, provided that:

- (i) A sub-minimum of 40% has been achieved in the examination, and
- (ii) A sub-minimum of 35% has been achieved per paper where an examination consists of more than one paper.



**Passing a module with distinction**

A student shall pass a module with distinction if he/she has obtained a final mark of 80 % or more for the module and a sub-minimum of 60 % per paper.

**Obtaining a degree or diploma cum laude**

A student shall pass a degree or diploma cum laude if his/her average mark for all the modules in his/her course of study is 80 % or more.

**10.5 RECOGNITION OF MODULES PASSED AT OTHER INSTITUTIONS**

In certain circumstances, the University of Namibia may recognize up to a maximum of 50 % of the modules for a qualification, except major subjects, which a student has passed at another institution. The recognition of such modules shall in each case be considered on merit and may be granted as follows:

**Recognition**

A module of the relevant student shall be recognized and form part of his/her curriculum. The student shall not need to sit for any further examinations or meet further requirements, but the module may not be taken on a higher level.

**Crediting**

A student shall be exempted from following the relevant module at the University of Namibia and obtain credit for the module. The module shall form part of his/her curriculum and may be taken on a higher level. Supplementary work may be required by a department in order to obtain full credit.

**Exemption**

A student may be exempted from taking a module which serves as prerequisite for registration for another module, but the exempted module shall not form part of the student's curriculum.

## 11. SCHOLARSHIPS AND AWARDS

### 11.1 GENERAL INFORMATION ON SCHOLARSHIPS

Prospective students are advised to apply for financial assistance at various donor institutions as advertised in the local newspapers or other media. Applicants should address enquiries directly to these institutions. At registration, bursary holders must submit written proof of bursaries awarded.

### 11.2 SCHOLARSHIPS

This information is applicable only to scholarships managed and awarded by the university. The university reserves the right to amend the regulations and conditions applicable to the awarding of scholarships without prior notice.

A limited number of University-managed scholarships are available in the following categories:

- A) Full Scholarships, which will partially cover tuition fees, book fees and accommodation in UNAM hostels, as well as meal fees. Residents of towns where UNAM Residences are available, are normally not eligible for these scholarships, except in special circumstances.
- B) Supportive scholarships, which will partially cover tuition fees and book fees and are normally for students who are domiciled in the towns where UNAM Residences are available.
- C) Book fund scholarships that are for the purchase of books to a specified amount. This fund is only available to students lacking financial assistance.

Application forms and further details regarding University scholarships are available from:

The Office of the Registrar: Bursaries Administration  
University of Namibia  
Private Bag 13301  
Windhoek  
NAMIBIA

OR

Alternatively download application form from the UNAM website:  
[http://www.unam.na/applying\\_unam/application\\_forms.html](http://www.unam.na/applying_unam/application_forms.html)

Closing date for applications: Applications for scholarships awarded by the University must reach the UNAM Bursaries Administration not later than **30 September of each academic year**.

### 11.3 APPLICATION PROCEDURES AND CONDITIONS OF AWARDING THE SCHOLARSHIP

- ❖ Every applicant must complete only ONE application form for the relevant scholarship.
- ❖ Incomplete application forms will not be considered.
- ❖ The University of Namibia will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to the applicants.)
- ❖ Current UNAM scholarship holders must re-apply annually.
- ❖ Applications for the scholarships and renewal will be considered annually in December, and the outcome will be announced as soon as possible thereafter.
- ❖ Only students admitted to the University of Namibia shall be eligible for financial support.
- ❖ International students are not eligible for financial support.
- ❖ Scholarships may be subject to contractual obligations.
- ❖ A qualifying student shall be considered for assistance in any year of study.
- ❖ Preference will be given to undergraduate candidates, followed by post graduate candidates.
- ❖ A student, who did not perform satisfactorily in the academic year for which financial support was granted, shall not be eligible for financial assistance in the following year.

- ❖ Where a financially supported student discontinues before completion, such student shall become liable for the payment of all financial assistance disbursed, as provided for in the rules and regulations laid down from time to time by the Bursaries and Awards Committee.
- ❖ No student who has been allocated a full scholarship shall accept full-time employment during the period of the award, except for students enrolled for part-time courses of study.
- ❖ The scholarship is awarded to students that do not hold any financial assistance. If a student accepts another full financial assistance, the scholarship will be cancelled and amount paid will be claimed in full.

#### 11.4 PAYMENT OF SCHOLARSHIPS MANAGED BY THE UNIVERSITY

If a scholarship is awarded to a student and he/she accepts it in writing, his/her account will be credited with the amount. The University will only pay actual costs and **NO** money will be paid to students. Funds are payable in two installments i.e. half in First semester and other half in the Second semester. Any remains of funds from the book fees, meal fees or if (a) module(s) has been cancelled, will revert to the University scholarship budget.

#### 11.5 MERIT AWARDS

The following categories of Merit Awards will be considered by the University of Namibia:

##### Undergraduate degree qualifications:

- \* **Best first year student**  
A certificate of achievement shall be awarded.
- \* **Best second year student**  
A certificate of achievement shall be awarded.
- \* **Best third year student**  
A certificate of achievement shall be awarded.
- \* **Best graduate per Faculty/School**  
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.

##### Postgraduate qualifications:

- \* **Best Postgraduate Diploma (Level 8) student**  
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.
- \* **Best Masters by course work and thesis student**  
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.
- \* **Best Masters by research student**  
The Vice Chancellor's Medal and a certificate of achievement shall be awarded.

##### Best student of the University of Namibia:

- \* **Best undergraduate degree student of the University of Namibia**  
The Chancellor's Medal and a certificate of achievement shall be awarded.
- \* **Best postgraduate student of the University of Namibia**  
The Chancellor's Medal and a certificate of achievement shall be awarded.

#### 11.5.1 THE CRITERIA FOR THE EVALUATION OF MERIT AWARDS

##### 11.5.1.1 Best undergraduate degree student per year of study per Faculty/School

- (a) The best (undergraduate) student per year of study per Faculty/School should have obtained an average of not less than 70% for his/her course of study. Students who have repeated any modules(s) at any level are normally not eligible for a merit award.

##### 11.5.1.2 Vice Chancellor's medal (Best undergraduate degree student per Faculty/School)

- (a) In order to qualify for the Vice Chancellor's Medal per Faculty/School, a candidate must have passed each module throughout his/her years of study with an average of not less than 65%, with major(s) passed with an average of not less than 75% at **final year level**.
- (b) The overall mark (average) achieved by the candidate may not be less than 70%.
- (c) Should a candidate be exempted from (a) modules(s), that module(s) will be ignored in calculating the overall mark (average).
- (d) Candidates who had to repeat any modules(s) at any level due to examination failure will not be eligible for selection.

- (e) A suitable candidate for the Vice Chancellor's Medal should be nominated annually by each Faculty/School to the Admissions and Examinations Committee (AEC) for approval, and be awarded to undergraduate degree students within each Faculty/School.
- (f) The nominated candidate must have completed the course of study within the minimum prescribed time.
- (g) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Vice Chancellor's Medal will be shared by the candidates.
- (h) The approved candidate per Faculty/School will, apart from receiving the Vice Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N\$ 1000-00.

#### 11.5.1.3 Vice Chancellor's medal (Best postgraduate student)

- (a) **Best Student: Postgraduate Diploma (Level 8)**
  - (i) Candidates shall be required to have achieved an average of not less than 70% in the final year, and a minimum of 60% for each module.
  - (ii) Candidates must have completed their postgraduate diploma in the minimum prescribed time.
- (b) **Best Student: Masters by course work and thesis**
  - (i) Candidates shall be required to have achieved an average of not less than 70% at the end of the course work, and a minimum of 60% for each module.
  - (ii) Candidates shall be required to have achieved an average of not less than 75% in the thesis.
  - (iii) Candidates must have completed their Masters by course work and thesis in the minimum prescribed time.
- (c) **Best Student: Masters by research**
  - (i) Candidates shall be required to have achieved an average of not less than 80% in the thesis.
  - (ii) Candidates must have completed their Masters by thesis in the minimum prescribed time.

#### (d) Nominations

Qualifying nominations and recommendations in the various categories will annually be done by each Faculty/School to the Admissions and Examinations Committee (AEC).

#### (e) Selection

Approval of the best postgraduate student in each category shall be made by the Admissions and Examinations Committee (AEC), on recommendation of the various Faculties/Schools.

#### 11.5.1.4 Chancellor's medal (Best undergraduate degree student of the University of Namibia)

In order for a candidate to qualify for the Chancellor's Medal, he/she should, in addition to the guidelines as set out for the Vice Chancellor's Medal, also meet the following criteria:

- (a) A candidate must have passed each module with an average of not less than 70% throughout his/her years of study, with major(s) passed with an average of not less than 80% at final year level.
- (b) The overall mark (average) achieved by the candidate may not be less than 80%.
- (c) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Chancellor's Medal will be shared by the candidates.
- (d) The approved candidate will, apart from receiving the Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N\$ 2 500-00.

#### 11.5.1.5 Chancellor's medal (Best postgraduate student of the University of Namibia)

In order for a candidate to qualify for the Chancellor's Medal, he/she should, in addition to the guidelines as set out for the Vice Chancellor's Medal, also meet the following criteria:

- (a) For candidates who have completed their Masters by course work and thesis, the following shall apply:
  - (i.) Candidates shall be required to have achieved an average of not less than 75% at the end of the course work, and a minimum of 70% for each module.
  - (ii.) Candidates shall be required to have achieved an average of not less than 80% in the thesis.
  - (iii.) The overall mark (average) achieved by the candidate may not be less than 80%.
- (b) For candidates who have completed their Masters by research, the following shall apply:
  - (i.) Candidates shall be required to have achieved an average of not less than 85% in the thesis.
- (c) Should the overall mark (average) achieved by the next candidate be within the range of 0.5%, the Chancellor's Medal will be shared by the candidates.

- (d) The approved candidate will, apart from receiving the Chancellor's Medal and a Certificate of Achievement, be awarded with an amount of N\$ 2 500-00.

## 12. LIBRARY AND INFORMATION SERVICES

### 12.1 GENERAL

Functioning as an integral part of the Information and Learning Resource Centre (ILRC), the University Library primarily serves the needs and meets the demands of the University's staff and students. However given the national mandate of the ILRC and the University's unique position in the wider community, services are extended to all. The information below is based on the physical collections and electronic resources remotely accessible through the Library website (<http://library.unam.na>), services and facilities at the ILRC building at the Windhoek Campus. Users of the branch libraries at all satellite campuses, and the library service outlets in the UNAM Regional Centres are advised to consult staff members at the various locations regarding local facilities.

### 12.2 OPENING HOURS

#### UNAM Libraries

<b>Semester</b>	Monday – Thursday	08:00 - 22:00
	Friday	08:00 - 18:00
	Saturday	12:00 - 16:00
	Sunday	14:00 - 20:00

<b>Vacations</b>	Monday – Friday	08:00 - 16:30
	Saturday & Sunday	CLOSED

#### Sam Nujoma Campus

<b>Semester</b>	Monday - Thursday	08:00 – 18:00
	Friday	08:00 – 16:30
	Saturday & Sunday	14:00 – 18:00

<b>Vacations</b>	Monday – Friday	08:00 - 16:30
	Saturday & Sunday	CLOSED

#### Archives

Monday - Friday	08:00 - 16:30
Saturday & Sunday:	CLOSED

#### Southern Campus

Monday–Thursday	08:00 – 18:00
Friday	08:00 – 16:30
Saturday	09:00 – 12:00
Sunday	CLOSED

All Libraries are closed on Public Holidays. Changes will be posted at service points and on the library web spaces.

### 12.3 MEMBERSHIP

Library registration and renewal of membership is done on an annual basis for both old and new members. Renewal of UNAM staff library membership could be done over the phone by Circulation or Reference Desk staff OR by email directed to staff at the above service points at the beginning of each academic year. Due to lack of a guarantee whether students will successfully complete 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year programmes, etc., all students are required to produce a valid and current academic year student card or proof of registration in order to have their library membership be renewed. External Individuals and institutions will only be registered upon full completion of an application form and presentation of the required documentation as indicated below.

CATEGORIES	REQUIREMENTS	PATRON TYPE	BORROWING PRIVILEGES
UNAM Undergraduate	Student Card for Current Academic Year or Proof of registration	UNAM Undergraduate	6 items 14 days
UNAM Post Graduate	Student Card for Current Academic Year or Proof of registration	UNAM Post Graduate	10 items 30 days
Prospective UNAM Master and Doctoral Students	Signed and dated letter from relevant Head of Department, Positive identification, Two passport photographs	UNAM Post Graduate	10 items 30 days
UNAM Academic Staff	Staff Card	UNAM Academic Staff	20 items 90 days
UNAM Admin Staff	Staff Card	UNAM Administration Staff	10 items 30 days
Visiting Staff	Letter of introduction from relevant Head of Department, Positive identification,	UNAM Administration Staff	Arranged with Head: User Services

	Two passport photographs		
Retired UNAM Staff	Positive identification, Proof of retirement, two passport photographs	Retired UNAM Staff	3 items 14 days
Polytechnic of Namibia Staff, IUM and Welwitchia University Staff	<b>Current staff card</b>	Polytechnic, IUM and Welwitchia Staff	3 items 14 days
Polytechnic Post Graduate Students	<b>Student card for current Academic Year and reference letter</b>	Polytechnic Post Graduate	3 items 14 days
Namibian cultural, educational and research institutions and government ministries	Letter of application by the relevant official, undertaking responsibility for loss or damage of library material.	Institutional	3 items 14 days per registered Individual
Staff of registered institutions	Positive identification, Signed and dated letter of introduction from relevant official. Two passport photographs.	Outside Borrower 1-3	1-3 items 14 days
Private individuals, including Staff of non-Namibian institutions, and organizations (including UNISA and Under Graduate Polytechnic , IUM and Welwitchia students.)	Positive identification, two passport photographs, Proof of postal and residential address, Non-refundable annual fee of N\$300 for 1 item, N\$400 for 2 items, or N\$600 for 3 items.	Outside Borrower 1-3	1-3 items 14 days

### 12.3.1 Additional notes on special categories of users

- (i) **Namibian cultural, educational and research institutions and government ministries**  
Once institutional membership has been approved, individual staff of these institutions or organizations may apply to the University Librarian for membership and borrowing privileges.
- (ii) **Private individuals and staff of non-Namibian institutions and organizations**  
Individuals may apply on an individual basis to the University Librarian for membership and borrowing privileges.
- (iii) **Group/School Visits**  
Groups/schools must make prior arrangements at all campuses.

## 12.4 COLLECTIONS

Books and other library materials are located in different collections. Items within most of these collections are organized and shelved according to the Dewey Decimal Classification System (DDC).

### 12.4.1 Open Shelf Collections

Library materials that constitute core collections that support all disciplines offered by UNAM are located in the open shelf collection in all libraries. Material from this collection may be borrowed for the normal loan periods.

### 12.4.2 Short Loan Collections

Literature for which usage is expected to be high is placed in the Short Loan Section on the recommendation of the lecturers. Two items may be borrowed simultaneously for a period of two hours only. Items may be taken out overnight from 20:00 but must be returned by 09:00 the next day. Reservations may be made for overnight loans.

### 12.4.3 General Reference Collection(s)

The above mentioned collection includes atlases, encyclopedias, dictionaries and directories. Items from this collection must be used in the University Library and preferably within the General Reference area.

### 12.4.4 Law Reference Collection

This collection comprises of Namibian and South African Law Reports and Core Law Textbooks, among other materials. The above physical collections are part of the Short Loan Section located on the First Floor. Print law reference collection is only available at the main campus library Short loan section. However the Library also subscribes to electronic editions of the Namibian and South African Law reports and Statutes which are accessible through the library website (<http://library.unam.na>) - **See Juta Online Publications under E-Journal Databases**).

#### 12.4.5 Serial Collections (Periodicals)

This is a collection of periodic materials that are usually published on a daily, weekly, monthly or quarterly basis, such as journals and magazines etc. Periodicals are sometimes referred to as serials. The collection is located at first floor on the eastern side of the library. The single and current issues of serial collection should be used within the library but the bound volumes can be borrowed out on the normal borrowing period. More periodicals are available in electronic format through different electronic databases.

#### 12.4.6 Electronic Resources Collections

The library provides access to journals, books and references materials in electronic format through databases such as: EBSCO, Emerald, Britannica Academic Edition, Sage, Science Direct, Springer link, IEEE etc. The e-resources can be accessed both on campus and off campus from the library webpage, <http://library.unam.na>. Remote access to the e-resources is restricted to currently registered UNAM students and staff only. Students should use their portal login details to log onto the off campus access to e-resources and staff should use their login details that they use to access their regular office computer OR the UNAM Web Mail (via the Internet).

#### 12.4.7 Special Collections

Located on the Lower Ground Floor at the Windhoek Campus and on the ground floor of the Oshakati Campus contains items about Namibia, government publications and theses. These are closed collections and items must be requested from the Special Collections staff. Material is for use in the Special Collections area only.

- Items that may be brought into the Special Collections Section:
  - Note paper
  - Pencil case with writing stationery
  - Relevant digital devices
- Items not allowed into the Special Collections Section
  - Personal publications
  - Publications from other sections of the library
  - No bulky items such as folders, files and notebooks
- Seating is reserved for persons consulting Special Collections Section items
- Copies can be made adhering to the provisions of The Copyright and Neighboring Rights Protection Act, (Act 6 of 1994)

#### 12.4.8 Institutional repository

The institutional repository is an online database for collecting, preserving, and providing open access to the research output of the University of Namibia. The repository consists of research articles, book chapters, conference proceedings, technical reports, thesis and dissertations produced by UNAM students and staff. The institutional repository can be accessed through the URL: <http://repository.unam.na/>

#### 12.4.9 Theses and Dissertations Online

The Library provides remote access to electronic copies of full-text theses and dissertations produced by UNAM postgraduate students under the guidance of supervisors from different disciplines offered by faculties. Only a few selected 4<sup>th</sup> year Honours degree and 5<sup>th</sup> year LLB research projects are also published through the Institutional Repository @: [http://repository.unam.na/discover?fq=type\\_filter%3Athesis\\|\\|\\|Thesis](http://repository.unam.na/discover?fq=type_filter%3Athesis\\|\\|\\|Thesis)

#### 12.4.10 UNAM Digital Collections

The Digital collections provide access to few selected undergraduate research projects produced by UNAM 4<sup>th</sup> and 5<sup>th</sup> year students. The database also provide access to past exam papers. The digital collection can be accessed through this link: <http://digital.unam.na/>

#### 12.4.11 Archival Collections

##### Archival Collections

The UNAM Archives only exists at the Windhoek campus; it is located on the Lower Ground Floor and contains historical and other items about Namibia, UNAM publications and theses. Enquiries on open collections must be made through Archives staff but can be accessed through the OPAC at <http://archives.unam.na>. Materials are for use within the Archives Unit area only. Further inquiries can be made through telephone +264 61 2063692 or [vmatangira@unam.na](mailto:vmatangira@unam.na)



#### **12.4.12 Audio-Visual Materials**

Viewing and listening facilities for audio-visual materials are available at each campus. Users may request these materials from short loan / circulation/ reference staff.

#### **12.4.13 Newspapers**

The Library subscribes to most Namibian newspapers. These are available at Short Loan and Special Collection sections at the Windhoek campus and Circulation desks of all other campuses. Back copies of six months are available at the Special Collections.

#### **2.4.14 Sheet Music**

A small collection of sheet music is available at the Short loan section.

### **12.5 LIBRARY MATERIALS NOT AVAILABLE ON LOAN**

The following materials are available for in-house use:

- Reference materials (e.g. dictionaries, atlases, encyclopedias, etc.)
- Special Collection materials
- Archival materials

### **12.6 SERVICES**

#### **12.6.1 Subject Information Services**

Library users are encouraged to approach Librarians for professional information services. For in-person subject consultations and telephonic advice, see the list of contact details at the end of this document.

#### **12.6.2 Inter-lending and Document Delivery Service**

The purpose of this service is to obtain material not available in the University Library and UNAM's E-Resources Subscriptions. Due to costs and the institution's responsibility for this material, the service is normally restricted to academic staff, researchers and postgraduate students of UNAM. Transactions for UNAM undergraduates will be undertaken on the recommendation of the relevant lecturer. Inter-library lending services among UNAM campus branch libraries are available to undergraduate students and all library users daily. See contact details of Inter-Library Lending Coordinator at the end of the document if you need these services.

#### **12.6.3 Online Public Access Catalogue (OPAC)**

The public access catalogue is web based and may be accessed at the following URL's: <http://www.unam.na>,  
<http://library.unam.na>  
<http://archives.unam.na>

#### **12.6.4 Access for Users with Special Needs**

Users with special needs at the Main Campus library should make arrangements for accessing the ILRC building and the internal lift through Ext: 3217/ 3059 / 3740. Users at other campuses should make arrangements with library staff. See contact details/list below.

#### **12.6.5 Photocopying and Printing**

Photocopying and printing facilities with multifunction devices are available at all UNAM Libraries and users are required to go in with their domain username and password. Please note that this service is provided in keeping with the requirements of the Copyright and Neighboring Rights Protection Act, Act no 6 of 1994.

#### **12.6.6 After-Hours Return Slot**

During non-operational hours, users may return borrowed items through the slot provided to the right-hand side of the entrance at the Windhoek Campus Library. Users at other campuses should ask for overnight arrangements pertaining to their own campus. The after-hours return box is emptied daily.

### **12.7 FACILITIES**

#### **12.7.1 Discussion Rooms**

**The Windhoek campus Library has two discussion rooms, on the First and Second Floors, respectively. Users at other campuses should ask library staff on duty if such services are available at their campus. Prior booking is necessary. Conditions of use apply.**

**Enquiries:**

**Short Loan, Ext. 3538 / 3536**

Seating capacity:

16 people each

Equipment:

Reading tables, 16 chairs, White-board, Power outlets.

Regulations for the use of these venues:

- The Discussion Room may be utilized by registered UNAM students, Postgraduate students, lecturers and facilitators.
- Booking, collection and return of keys can be done at the Short Loan Section, Ext. 3536/ 3538.
- A MINIMUM of 5 and MAXIMUM of 16 persons are allowed.
- Access is during normal operational hours of the Library, as follows:  
Monday – Friday: 08:00 - 16:30, **CLOSED ON PUBLIC HOLIDAYS**
- Bookings must be made preferably at least 2 days prior to actual booking.
- The Discussion Room may NOT be used for TEACHING.
- Purpose of the Discussion Room is ONLY for discussions, meetings, seminars, presentations, workshops, training or other group activities of an academic / administrative nature.
- No BLOCK bookings may be made.
- The General Rules of conduct within the Library also apply to the use of the Discussion Rooms, i.e. no smoking; no eating or drinking; no disturbance to other library users; no use of cell phones; no littering or damage to property.
- Future use may be prohibited in the event of keys being returned late, deface to property or leaving the room in an untidy manner.

#### **12.7.2 Wireless Internet**

Wireless Internet access is available at all campus libraries.

#### **12.7.3 Study Carrels**

There are sixteen (16) individual lockable units available for Post Graduate and Undergraduate students at the Main campus for single person use. Prior booking is necessary. Conditions of use apply. A fine will be levied for lost keys. Enquiries: Ext. 3525/3881/3878.

#### **12.7.4 Display Facilities**

At the Main Campus Library display panels are available for indoor exhibitions, and posting of public notices. The University Librarian must approve all notices posted within the Library. Enquiries: Ext. 3531

#### **12.7.5 Foyer**

The Foyer at the Main Campus Library may be used for events such as displays and book launches. Enquiries: Ext. 3531.

### **12.8 GENERAL RULES**

**12.8.1** Cellular phones must be on silent when entering UNAM Libraries.

**12.8.2** All visitors to the Library are required to leave bags at the security counter and to familiarize themselves with conditions that apply.

**12.8.3** No person should cause a disturbance or inconvenience to other users.

**12.8.4** Silence must be maintained in the Library at all times.

**12.8.5 It is prohibited to smoke, eat or drink in all areas of the building.**

**12.8.6** Persons who damage or tamper with University Library property will be held responsible. It is strictly prohibited to move around or rearrange Library furniture.

**12.8.7** Users must carry their Student, Staff or User Card at all times, and must show the same when requested to identify themselves to staff and / or security personnel on duty.

**12.8.8** Users must report loss of cards immediately at the Circulation Desk to prevent unauthorized transactions.

**12.8.9** A valid student, staff or user card must be produced before items will be issued. User cards are not transferable. The owner of each card will be held responsible for items issued on that card.

**12.8.10** Renewals of loan period may be granted on request for two further periods of two weeks for undergraduate students and special users, thirty days for postgraduate students, administrative, academic and research staff, provided the item has not been reserved by another user. Renewals can be done telephonically or via e-mail (See contact details/list below.) An item may be renewed twice without being brought to the University Library. Requests for extensions must be made before the loan period lapses.

**12.8.11** Laptops may be brought into the Libraries

- 12.8.12** Reservations may be made for items on loan to other users. The prospective user will be notified when the item is returned. However, reserved items will be returned to the shelf if not collected within five days of the user being notified.
- 12.8.13** To ensure the availability of information sources, users must return material urgently required by the University Library within five days.
- 12.8.14** A user is held responsible for the loss or damage of all items issued to him/her and is obliged to reimburse the University Library at the prevailing replacement cost. Where the price cannot be established, the user must pay a **minimum** replacement cost of N\$800.00. The user also has the option to replace the item with an identical copy.
- 12.8.15** Fines and administrative fees are charged for late returns of material. Overdue reminders are sent daily. After a third and final reminder, the replacement costs of the item will be claimed from the user. Failing to settle accounts, the user's borrowing privileges will be suspended. Student fines accrued on the Library system and billed items will be transferred to the Office of the Bursar for payment at the end of each semester. Staff defaulters will be referred to the Human Resource Director for all outstanding amounts to be deducted from their salaries and / or other benefits once a year.
- 12.8.16** Electronic security systems and security staff are in place to detect unauthorized removal or mutilation of University property. Anyone found attempting to remove or mutilate University Library material not correctly issued will be blacklisted and charged an on the spot fine of N\$800.00, and steps for further disciplinary action will be instituted.
- 12.8.17** Persons under 16 must either be accompanied by an adult or make prior arrangements through the Reference Desk, ext. 3878.
- 12.8.18** Visiting groups must make prior arrangements with the Reference Desk, Ext: 3878 OR Circulation Librarian, Ext: 3531.
- 12.8.19** No notices should be displayed anywhere inside the building without the prior approval of the University Librarian.
- 12.8.20** Unless otherwise stipulated, a person who violates any of the rules above will be charged an on the spot fine of N\$50.00 in addition to any other penalty/penalties that may be imposed on such offender.
- 12.8.21** Violations outside the jurisdiction of the University Librarian, will be referred to the relevant authorities for appropriate action.

## 13. STUDENT LIFE

### A. SPORT AND CULTURE

#### 13.1 SPORT CLUBS AND STUDENT SOCIETIES ACTIVITIES ON CAMPUS

UNAM aims to offer all registered students (hostel as well as non-hostel students) an opportunity to realize individual and/or group interests and needs in the sports and cultural areas.

The procedures and guidelines for the establishment of new sports clubs and societies as well as information pertaining to existing clubs/societies are obtainable from the Sports Office within the Support Services Department of the Office of the Dean of Student. All student clubs and societies fall under the Support Services Department.

#### 13.2 SPORT CLUBS AND THEIR OVERALL OBJECTIVES

All the sports codes offered by the sport office within the office of the dean of students, some of which are outlined, below seek to avail opportunities to students to:

- Explore, awaken and develop their dormant talents / skills
- Build students' confidence, self-respect and character
- Develop, improve and maintain good mental and physical health
- Release, diffuse and handle negative energy and pressures (be they personal, social or academic)

Athletics	Basketball	Body-building	Boxing	Cricket
Judo	Karate	Netball	Snooker	Soccer
Rugby	Gym	Aerobics	Swimming	Table Tennis
Squash	Volleyball	Tennis	Mountaineering & hiking	
Chess, etc, etc				

#### 13.3 SOCIETIES – THERE ARE BASICALLY FOUR (4) TYPES OF STUDENT SOCIETIES, WHOSE BROAD OBJECTIVES WILL BE OUTLINED BELOW WITH FEW EXAMPLES, WHILE SOCIETIES' SPECIFIC OBJECTIVES WILL FOLLOW THEREAFTER

**ACADEMIC** – THESE SOCIETIES ARE LEARNING PLATFORMS FOR SPECIFIC ACADEMIC PROGRAMS, FIELDS OF STUDY OR SPECIALTIES.

Law Student Society	Agricultural Society	Economics & Marketing Society
History Society	Accounting Society	UNAM Science Society
Social Work Society	Education Society	UNAM Environmental Society, etc

- Social welfare** – the overall aim of these societies is prepare students for their social responsibility and nation building, tackle social problems head-on, through volunteering, sacrificing, giving to the needy and finding meaning in life by working for the less fortunate in society.

UNAM Violence Prevention Group	Cancer Awareness Network	Peer educators support group
Leaders at Work Group	Students against Drugs	AIDS Club, etc, etc

- Development** - these societies are effective avenues for students with inclinations towards any given field to explore their passion or interests, develop and refine that further and become well - grounded and talented people in those trades

Campus Vision	Pan African Movement	Debating Society
UNAM Choir	UNAM Radio	Malcolm X, etc, etc

- Spiritual care** – these are religious societies which are targeted at spiritual care, growth and development.

Fellowship for Christian Movements (FCM)	ERLCIN	Christ Embassy
Muslim Students' Society	His People	In Your Face
Baha'i Students' Association	7 <sup>th</sup> Adventist Church, etc, etc	

#### 13.4 AIMS AND OBJECTIVES OF SOCIETIES

##### 13.4.1 UNAM DEBATING SOCIETY

This society aims at inter alia, stimulating students' command of language, power of conviction and elocution talent.

#### **13.4.2 CAMPUS VISION**

This society is responsible for the publication of the Campus Newspaper, "The Campus Vision". This paper enables students to express their creative abilities by means of literacy, art and journalism.

#### **13.4.3 FELLOWSHIP FOR CHRISTIAN MOVEMENTS (FCM)**

This is an umbrella body for all Christian Societies serving the church of Christ who is preaching the gospel and in-depth bible study and community service. All registered Christian Societies resort under the movement and their activities are coordinated by FCM.

#### **13.4.4 PAN AFRICAN STUDENTS SOCIETY**

It aims at receiving and upholding the African ideology, advocated by Kwame Nkrumah. It advocates African Unity. It aims to unite students, on National and African days. It holds public lectures and tours to destinations of National and African importance.

#### **13.4.5 HISTORY SOCIETY**

Their aim is to create interest in archeological and historical sites in Namibia, to improve the accessibility of history communities, schools and other interested parties and to bring Historians together. They want to preserve important archeological sites and promote historical research on Namibian History. This it is trying to achieve through the newly introduced web page on the Internet. It tries to support and promote the collection, storage and usage of data, documentation and any other materials relevant to such research.

#### **13.4.6 CAMPUS RADIO**

It aims at serving the student community, as a platform for talented members of the student community to develop artistic skills, and enjoy their love for music and journalism. It serves as a medium through which students can express their views, opinions, requests, sentiments, etc. It acts as catalyst enabling students to communicate and socialize freely.

#### **13.4.7 UNAM CHOIR**

Its main aim is to bring together students that have a common interest in music. It provides entertainment for both formal and informal functions for the University and also aims at polishing the singing talents of students.

#### **13.4.8 ECONOMIC & MARKETING SOCIETY**

This society aims at increasing student's participation in the process of economic development planning through interaction with all stakeholders, such as the Government, parastatals etc. This society engages students in programmes and activities that broaden their economic understanding by conducting seminars, public lectures and educational tours.

#### **13.4.9 UNAM ENVIRONMENTAL SOCIETY**

UNAM Environmental Society aims at sensitizing students and the community at large on national environmental concerns. It also aims at creating respect and appreciation of nature and the conservation and sustainable utilization of our scarce resources.

#### **13.4.10 MALCOLM X**

They strive for both national and international justice, peace, freedom and harmony. They believe in the development of human resources, the education of the youth equality between men and women and economic harmony.

#### **13.4.11 UNAM SCIENCE SOCIETY**

To enhance and create respect and appreciation of science and to articulate and act on issues of scientific concern. To create awareness amongst students and the society at large of the importance of scientific research and to promote the development of science, technology and environmental studies.

#### **13.4.12 UNAM AGRICULTURE SOCIETY**

To create awareness amongst students on issues such as research conducted and aimed at extending frontiers of knowledge relevant to Namibia's environment, natural resources, ecological processes, agricultural and livestock technology.

#### **13.4.13 UNAM LAW SOCIETY**

To promote a culture of awareness amongst students, of human rights in Namibia and the Region. To conduct research which identifies the relationship between Namibian Law and other elements in society. To play a meaningful role in the development and adaptation of the law to the rapidly changing socio-economic conditions in the Region.

## **B. COUNSELING SERVICES**

The overall well-being of (the) students depends on the support systems availed through the Office of the Dean of Students' diverse programmes. Different types of counselling services are offered under the Professional Services Department of the Office of the Dean of Students. Counselling services include but is not limited to the following programmes, Academic counselling; Career Counselling; Psychosocial Counseling,

### **How can counseling help?**

Counseling is not about giving advice, telling people what to do or passing judgments. It does, however, offer the chance to reflect on a situation and explore, with a Professional Counselor, the thoughts and feelings one might have about oneself, particularly within the context of the university life.

### **Why do people need counseling?**

Students are faced with different types of problems during their university life. Typical problems are stress, uncertainty or depression which can interfere with their academic life.

Common scenarios that are presented to Counselors are:

- \* Career Guidance
- \* Difficulties in coping academically
- \* A desire to know themselves better
- \* A vague sense of loneliness, 'rootless-ness', isolation or disconnectedness, perhaps because of cultural differences
- \* Moods or unaccountable feelings (e.g. of sadness, depression, fear, anger or thoughts of suicide / self-harm)
- \* Sexual/racial or other harassment, violence
- \* Preoccupation with body image, perhaps leading to eating disorders, anorexia, obesity
- \* Issues to do with self-esteem, self-confidence, under achievement
- \* Bereavement and loss
- \* Concerns about relationships with partners, parents and other family members
- \* Sexual issues, for example sexual abuse, unplanned pregnancies, uncertainty over sexual orientation
- \* Addictions, for example to alcohol, drugs, gambling, non-stop video or computer games
- \* HIV/AIDS – Peer counseling (training available to students who want to assist friends with problems).

Counseling at UNAM is always treated with the utmost confidentiality and professionalism.

## **C. PRIMARY HEALTH CARE**

The on-campus primary health care clinic provides preventative and curative services and gives Family Planning. It also provides health education on diseases such as sexual transmitted diseases, AIDS/HIV, Hypertension and Diabetes. VCT – Voluntary Counseling and Testing are available at the clinic and results are available immediately. All these services are free of charge.

## **D. CHAPLAINCY**

The role of the Chaplain at the University of Namibia is to help students and to encourage the spiritual well-being of the University community both collectively and individually.

An important part of this is represented by the spiritual and pastoral care which is offered on a personal and confidential basis to students. Social events also feature in the Chaplaincy and it involves itself and members of the Fellowship of Christian Movements (FCM) in supporting a variety of charities in the Namibian society.

The Chaplaincy also forms part of the student counseling services in the Office of the Dean of Students. This service provides support for students and works closely with student organizations and colleagues in related fields.

The Chaplaincy places high values on reporting on its work in a variety of ways to all of its stakeholders.

## **E. RESIDENCE FACILITIES**

The University of Namibia offers extensive accommodation services on all the campuses. Details regarding accommodation could be obtained from the Office of the Dean of Students. Being admitted academically at the University of Namibia does not mean that applicants are admitted in the campus accommodation facilities, therefore applicants need to apply for campus accommodation on the prescribed form.

## January 2015

Date	Day	Meetings and Notes
1	Thursday	• <b>PUBLIC HOLIDAY: NEW YEAR'S DAY</b>
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	• <b>University opens</b>
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	<ul style="list-style-type: none"> <li>• Clinical Rotations commence: Faculty of Health Sciences (School of Medicine) (1<sup>st</sup> Block - 5<sup>th</sup> year MBChB Students)</li> <li>• Board Meeting: Administrative Centre Board (Katima Mulilo Campus) (09:00)</li> <li>• Agenda closes: Management Committee (Katima Mulilo Campus) (12:00)</li> <li>• Agenda closes: Academic Centre Board (Katima Mulilo Campus) (12:00)</li> </ul>
13	Tuesday	
14	Wednesday	<ul style="list-style-type: none"> <li>• Teaching Practice starts: Faculty of Education (Phase 1 and 2, B.Ed 2<sup>nd</sup> and 3<sup>rd</sup> Years) (until 6 Feb)</li> <li>• Teaching Practice starts: Faculty of Education (Phase 3, B.Ed 4<sup>th</sup> Years) (until 13 March)</li> <li>• Student leadership training and elective congress commence (ODS) (until 16 Jan)</li> </ul>
15	Thursday	• Agenda closes: Campus Board (All staff) (Katima Mulilo Campus) (12:00)
16	Friday	<ul style="list-style-type: none"> <li>• Student leadership training and elective congress end (ODS)</li> <li>• Agenda closes: Management Committee: Schools of Medicine and Pharmacy (12:00) (Special cases)</li> </ul>
17	Saturday	
18	Sunday	
19	Monday	<ul style="list-style-type: none"> <li>• Registration commences: Senior undergraduate &amp; postgraduate students: On-line (until 4 February)</li> <li>• UNAM Rebranding: Start with rebranding material on Campuses during the Registration period</li> <li>• School Based Studies start: Faculty of Education (4<sup>th</sup> Years) (until 10 April)</li> <li>• School Based Studies start: Faculty of Education (3<sup>rd</sup> Years) (until 6 Feb)</li> <li>• Internship commences: Lifelong Learning and Community Education (until 2 April)</li> <li>• Clinical practice commences: School of Nursing and Public Health: Nursing and Radiography students</li> <li>• Agenda closes: Management Committee: Faculty of Education (Special cases) (12:00)</li> </ul>
20	Tuesday	<ul style="list-style-type: none"> <li>• <b>Academic staff resumes office duties</b></li> <li>• Lectures commence for 1<sup>st</sup> Semester: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (Senior Students, 2<sup>nd</sup> to 4<sup>th</sup> year students)</li> <li>• Management Committee Meeting: Faculty of Education (09:00) (Special cases)</li> </ul>
21	Wednesday	<ul style="list-style-type: none"> <li>• Staff Meeting: Khomasdal Campus (09:00)</li> <li>• Agenda closes: Management Committee: Faculty of Law (12:00) (Special cases)</li> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00) (Special cases)</li> <li>• Agenda closes: Management Committee: School of Nursing and Public Health (12:00) (Special cases)</li> </ul>
22	Thursday	<ul style="list-style-type: none"> <li>• Examinations: Last day for Appeals (Semester 2 &amp; Double modules – Regular &amp; Supplementary/ Special Examinations of Nov 2014)</li> <li>• Academic Orientation commences (ODS): Main Campus, Khomasdal Campus, Neudamm Campus and Faculty of Health Sciences Campus (until 23 Jan)</li> <li>• Management Committee Meeting: Faculty of Law (09:00) (Special cases)</li> <li>• Management Committee Meeting: Faculty of Engineering (09:00) (Special cases)</li> <li>• Agenda closes: Management Committee: Faculty of Science (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of HSS (12:00) (Special cases)</li> <li>• Agenda closes: Management Committee: Southern Campus (12:00)</li> </ul>
23	Friday	<ul style="list-style-type: none"> <li>• Registration: 1<sup>st</sup> year Postgraduate students</li> <li>• Academic Orientation ends (ODS): Main Campus, Khomasdal Campus, Neudamm Campus and Faculty of Health Sciences Campus</li> <li>• Academic Orientation (ODS): Katima Mulilo Campus, HP Campus, Ogongo Campus, Oshakati Campus, Rundu Campus and Jose Eduardo dos Santos Campus</li> <li>• Management Committee Meeting: Khomasdal Campus (09:00)</li> <li>• Management Committee Meeting: Faculty of EMS (09:00) (Special cases)</li> <li>• Agenda closes: Postgraduate Studies Committee (12:00) (Special cases)</li> </ul>
24	Saturday	
25	Sunday	
26	Monday	• Registration: Faculty of Health Sciences (Schools of Medicine and Pharmacy - 1 <sup>st</sup> year Students)

		<ul style="list-style-type: none"> <li>Registration commences: Jose Eduardo dos Santos Campus - Faculty of Engineering (1<sup>st</sup> Year Students) (until 28 Jan)</li> <li>Registration commences: Rundu Campus – Faculty of Education (1<sup>st</sup> Year Students) (until 29 Jan)</li> <li>Registration commences: Katima Mulilo Campus – Faculty of Agric &amp; Nat Res (1<sup>st</sup> Year Students)</li> <li>Registration commences: Ogongo Campus – Faculty of Agric &amp; Nat Res (1<sup>st</sup> Year Students) (until 28 Jan)</li> <li>Management Committee Meeting: School of Nursing and Public Health (09:00) (Special cases)</li> <li>Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>
27	Tuesday	<ul style="list-style-type: none"> <li>Lectures commence for 1<sup>st</sup> Semester: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (1<sup>st</sup> year Students)</li> <li>Registration: Faculty of Law (1<sup>st</sup> year Students)</li> <li>Registration: Faculty of Engineering (Pre-Engineering) (WDK Main Campus)</li> <li>Registration commences: Katima Mulilo Campus – Faculty of Education (1<sup>st</sup> Year Students) (until 29 Jan)</li> <li>Registration commences: HP Campus – Faculty of Education (1<sup>st</sup> Year Students) (until 29 Jan)</li> <li>Registration commences: Southern Campus – Faculty of Education (1<sup>st</sup> Year Students) (until 29 Jan)</li> <li>General Orientation (ODS): Faculty of Health Sciences (Schools of Medicine and Pharmacy) (1<sup>st</sup> year Students)</li> <li>TLIU: Effective Teaching and Learning Module Workshop commences: Faculties of Health Sciences and Law (until 30 Jan)</li> <li>Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00) (Special cases)</li> <li>Management Committee Meeting: Faculty of Science (09:00) (Special cases)</li> <li>Management Committee Meeting: Schools of Medicine and Pharmacy (14:00) (Special cases)</li> <li>Management Committee Meeting: Faculty of HSS (09:00) (Special cases)</li> <li>Board Meeting: Academic Centre Board (Katima Mulilo Campus) (09:00)</li> </ul>
28	Wednesday	<ul style="list-style-type: none"> <li><b>POSTGRADUATE STUDIES COMM. MEETING (09:00) (Special cases)</b></li> <li>Registration: Faculty of Agric &amp; Nat Res (1<sup>st</sup> year students)</li> <li>Registration ends: Jose Eduardo dos Santos Campus - Faculty of Engineering (1<sup>st</sup> Year Students)</li> <li>Registration ends: Ogongo Campus – Faculty of Agric &amp; Nat Res (1<sup>st</sup> Year Students)</li> <li>Management Committee Meeting: Southern Campus (09:00)</li> <li>Management Committee Meeting: Katima Mulilo Campus (09:00)</li> </ul>
29	Thursday	<ul style="list-style-type: none"> <li>Registration: Faculty of Science (1<sup>st</sup> Year Students)</li> <li>Registration ends: Rundu Campus – Faculty of Education (1<sup>st</sup> Year Students)</li> <li>Registration ends: Katima Mulilo Campus – Faculty of Education (1<sup>st</sup> Year Students)</li> <li>Registration ends: HP Campus – Faculty of Education (1<sup>st</sup> Year Students)</li> <li>Registration ends: Southern Campus – Faculty of Education (1<sup>st</sup> Year Students)</li> <li>General Orientation commences (ODS): Faculty of Engineering (1<sup>st</sup> Year Students) (until 30 Jan)</li> <li>Agenda closes: Steering Committee: Southern Campus (12:00)</li> </ul>
30	Friday	<ul style="list-style-type: none"> <li>Registration: Faculty of Human &amp; Soc Sciences (1<sup>st</sup> Year students)</li> <li>Registration commences: Rundu Campus – Faculty of EMS (1<sup>st</sup> Year Students) (until 04 Feb)</li> <li>Registration commences: Oshakati Campus – School of Nursing &amp; Public Health (1<sup>st</sup> Year Students) (until 04 Feb)</li> <li>Registration commences: Southern Campus – Faculty of EMS (1<sup>st</sup> Year Students) (until 04 Feb)</li> <li>Registration ends: Faculty of Engineering (Senior Students: On-line)</li> <li>General Orientation ends (ODS): Faculty of Engineering (1<sup>st</sup> Year Students)</li> <li>TLIU: Effective Teaching and Learning Module Workshop ends: Faculties of Health Sciences and Law</li> <li>Agenda closes: Admissions &amp; Examinations Committee (12:00) (Special cases)</li> </ul>
31	Saturday	



February 2015

Date	Day	Meetings and Notes
1	Sunday	
2	Monday	<ul style="list-style-type: none"> <li>Registration: Faculty of Education (1<sup>st</sup> year students)</li> <li>Lectures commence: Faculty of Engineering (All Students)</li> <li>Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> </ul>
3	Tuesday	<ul style="list-style-type: none"> <li>Registration: Faculty of EMS (1<sup>st</sup> year students)</li> </ul>
4	Wednesday	<ul style="list-style-type: none"> <li>Registration: Faculty of EMS (1<sup>st</sup> year students)</li> <li>Registration ends: All students – All campuses</li> <li>Steering Committee Meeting in Windhoek: Southern Campus (09:00)</li> </ul>
5	Thursday	<ul style="list-style-type: none"> <li>General Orientation commences (ODS): All Campuses except for the Faculty of Health Sciences Campus and the Faculty of Engineering Campus (until 6 Feb)</li> <li>TLIU: Teaching and Learning Induction Workshop commences: New teaching staff (until 6 Feb)</li> <li>Campus Board Meeting: Katima Mulilo Campus (All staff) (09:00)</li> <li>Agenda closes: Postgraduate Studies Committee (12:00)</li> <li>Agenda closes: Management Committee: School of Medicine (12:00)</li> </ul>
6	Friday	<ul style="list-style-type: none"> <li><b>ADMISSIONS &amp; EXAMINATIONS COMMITTEE MEETING (09:00) (Admission Special cases)</b></li> <li>Last day for application of retention of continuous assessment (CA) mark &amp; Promotion Examination</li> <li>Last day for application for exemption(s)</li> <li>General Orientation ends (ODS): All Campuses except for the Faculty of Health Sciences Campus and the Jose Eduardo dos Santos Campus</li> <li>Teaching Practice ends: Faculty of Education (Phase 1 and 2, B.Ed 2<sup>nd</sup> and 3<sup>rd</sup> Years)</li> <li>TLIU: Teaching and Learning Induction Workshop ends: New teaching staff</li> <li>School Based Studies end: Faculty of Education (3<sup>rd</sup> Years)</li> <li>Agenda closes: School Board: School of Nursing and Public Health (12:00) (Examiners)</li> <li>Agenda closes: Human Resources Committee (Promotions) (12:00)</li> </ul>
7	Saturday	
8	Sunday	
9	Monday	<ul style="list-style-type: none"> <li><b>Lectures Commence: SEMESTER 1</b></li> <li>Late Registration commences (Late fee payable) (until 11 Feb)</li> <li>Agenda closes: Management Committee: Oshakati Campus (12:00)</li> </ul>
10	Tuesday	<ul style="list-style-type: none"> <li>Agenda closes: Multidisciplinary Research Centre Board Meeting (12:00)</li> </ul>
11	Wednesday	<ul style="list-style-type: none"> <li>Last day for late Registration (Late fee payable)</li> <li>Last day for approval of exemption(s)</li> <li>Last day for recommendation of retention of continuous assessment (CA) mark &amp; Promotion Examination (by Faculties)</li> <li>Last day for approval of module(s) &amp; qualification changes</li> <li>Management Committee Meeting: Oshakati Campus (09:00)</li> </ul>
12	Thursday	<ul style="list-style-type: none"> <li>Student and Staff Services &amp; Facilities Com Meeting (09:00) (UNAM Foundation)</li> <li>Agenda closes: Management Committee: Faculty of Education (12:00)</li> <li>Agenda closes: Management Committee: Faculty of Law (12:00)</li> <li>Agenda closes: Management Committee: Faculty of EMS (12:00)</li> </ul>
13	Friday	<ul style="list-style-type: none"> <li>Management Committee Meeting: School of Medicine (14:00)</li> <li>White Coat Ceremony: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (1<sup>st</sup> year Students)</li> <li>Agenda closes: Management Committee: Faculty of Agric &amp; Nat Res (12:00)</li> <li>Agenda closes: Management Committee: Faculty of Science (12:00)</li> <li>Agenda closes: Management Committee: Faculty of HSS (12:00)</li> <li>Agenda closes: Staff Forum: Southern Campus (12:00)</li> <li>Examinations: Last day for approval of retention of continuous assessment (CA) mark &amp; Promotion Examination (by Examination Section)</li> </ul>
14	Saturday	
15	Sunday	<ul style="list-style-type: none"> <li>Clinical Rotation ends: Faculty of Health Sciences (School of Medicine) (1<sup>st</sup> Block - 5<sup>th</sup> year MBChB students)</li> </ul>
16	Monday	<ul style="list-style-type: none"> <li>Clinical Rotations commence: Faculty of Health Science (School of Medicine) (2<sup>nd</sup> Block – 5<sup>th</sup> year MBChB Students)</li> <li>Annual Staff Appraisals: Last day to submit completed Annual Staff Appraisals to Heads of Departments</li> <li>Agenda closes: Vice Chancellor's Management Committee (12:00)</li> </ul>
17	Tuesday	<ul style="list-style-type: none"> <li>School Board Meeting: School of Nursing and Public Health (09:00) (Examiners)</li> </ul>
18	Wednesday	<ul style="list-style-type: none"> <li><b>Official Opening of the Academic Year and Unveiling of UNAM's new brand (All Campuses)</b></li> <li>Management Committee Meeting: Faculty of Science (14:30)</li> <li>Management Committee Meeting: Faculty of EMS (14:30)</li> <li>Agenda closes: Tender Board (12:00)</li> <li>Agenda closes: Management Committee: Rundu Campus (12:00)</li> <li>Agenda closes: School Board: School of Pharmacy (12:00) (Examiners)</li> <li>Examinations: Last day to inform HODs regarding setting of exam papers for Promotion Examinations</li> </ul>
19	Thursday	<ul style="list-style-type: none"> <li>Management Committee Meeting: Faculty of Law (09:00)</li> <li>Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> </ul>

		<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of Education (09:00)</li> <li>• Agenda closes: PVC: Administration Forum (12:00)</li> </ul>
<b>20</b>	Friday	<ul style="list-style-type: none"> <li>• <b>HUMAN RESOURCES COMMITTEE MEETING (PROMOTIONS) (09:00)</b></li> <li>• 1<sup>st</sup> Anniversary Festival: Southern Campus</li> <li>• Application for promotion: Last day to submit applications for promotion to Director: Academic Affairs</li> <li>• Agenda closes: Deans' Committee (12:00)</li> </ul>
<b>21</b>	Saturday	<ul style="list-style-type: none"> <li>• Orientation all Project Work (CES)</li> </ul>
<b>22</b>	Sunday	
<b>23</b>	Monday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: HP Campus (09:00)</li> <li>• School Board Meeting: School of Pharmacy (14:00) (Examiners)</li> <li>• Agenda closes: Finance Committee (12:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Education (12:00)</li> </ul>
<b>24</b>	Tuesday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of HSS (09:00)</li> <li>• Board Meeting: Multidisciplinary Research Centre (09:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Law (12:00)</li> <li>• Agenda closes: Management Committee: School of Pharmacy (12:00)</li> </ul>
<b>25</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00)</b></li> <li>• Agenda closes: Faculty Board: Faculty EMS (12:00)</li> </ul>
<b>26</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b></li> <li>• Alumni Association Executive Committee Meeting (17:00)</li> <li>• Management Committee Meeting: Rundu Campus (09:00)</li> <li>• Staff Forum Meeting: Southern Campus (09:00) (All staff)</li> <li>• Agenda closes: Library &amp; Information Tech. Committee (12:00)</li> <li>• Agenda closes: Management Committee: School of Nurs and Publ Health (12:00)</li> </ul>
<b>27</b>	Friday	<ul style="list-style-type: none"> <li>• <b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b></li> <li>• Agenda closes: Audit Committee (12:00)</li> <li>• Agenda closes: Remuneration Committee (12:00)</li> <li>• Examinations: Last day to submit draft examination papers for Promotion Examinations</li> </ul>
<b>28</b>	Saturday	

### March 2015

Date	Day	Meetings and Notes
1	Sunday	
2	Monday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: School of Nursing &amp; Public Health (09:00)</li> <li>• Management Committee Meeting: School of Pharmacy (14:00)</li> <li>• Academic Leadership Meeting: HP Campus (09:00)</li> <li>• Seminar 1 starts: Faculty of Education (M.Ed and PhD Students) (until 3 Mar)</li> <li>• Agenda closes: Admissions and Examinations Committee (12:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Science (12:00)</li> </ul>
3	Tuesday	<ul style="list-style-type: none"> <li>• Seminar 1 ends: Faculty of Education (M.Ed and PhD Students)</li> <li>• Agenda closes: Physical Planning Committee (12:00)</li> <li>• Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>
4	Wednesday	<ul style="list-style-type: none"> <li>• <b>TENDER BOARD MEETING (09:00)</b></li> <li>• Management Committee Meeting: Faculty of Health Sciences (09:00)</li> <li>• Agenda closes: Human Resources Committee (12:00)</li> </ul>
5	Thursday	<ul style="list-style-type: none"> <li>• Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> <li>• Agenda closes: Research and Publications Committee (12:00)</li> </ul>
6	Friday	<ul style="list-style-type: none"> <li>• <b>DEANS' COMMITTEE MEETING (09:00)</b></li> <li>• Last day to cancel with 100% credit: Semester 1 modules</li> <li>• Last day to cancel with 100% credit: Double modules</li> <li>• Agenda closes: Faculty Board: Faculty of Agric &amp; Nat Resources (12:00)</li> <li>• Agenda closes: School Board: School of Medicine (12:00) (Examiners)</li> </ul>
7	Saturday	<ul style="list-style-type: none"> <li>• General Orientation: Centre for External Studies students</li> </ul>
8	Sunday	
9	Monday	<ul style="list-style-type: none"> <li>• <b>FINANCE COMMITTEE MEETING (09:00)</b></li> <li>• Agenda closes: Vice Chancellor's Management Com. (12:00) (Council matters)</li> </ul>
10	Tuesday	<ul style="list-style-type: none"> <li>• Income-Generating Taskforce Meeting (UNAM Foundation) (14:30)</li> <li>• Faculty Board Meeting: Faculty of Law (09:00)</li> <li>• Faculty Board Meeting: Faculty of Education (09:00)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Agenda closes: Faculty Board: Faculty of HSS (12:00)</li> </ul>
11	Wednesday	<ul style="list-style-type: none"> <li>• <b>ADMISSIONS AND EXAMINATIONS COMMITTEE MEETING (09:00)</b></li> <li>• Faculty Postgrad Studies Comm Meeting: Faculty of Agric &amp; Nat Res (09:00)</li> <li>• Faculty Board Meeting: Faculty of EMS (09:00)</li> </ul>
12	Thursday	<ul style="list-style-type: none"> <li>• <b>LIBRARY &amp; INFORMATION TECH. COMMITTEE MEETING (09:00)</b></li> </ul>
13	Friday	<ul style="list-style-type: none"> <li>• <b>AUDIT COMMITTEE MEETING (09:00)</b></li> <li>• <b>REMUNERATION COMMITTEE MEETING (14:30)</b></li> <li>• Peer Educator Training: ODS (Neudamm Campus)</li> <li>• School Board Meeting: School of Medicine (14:00)</li> <li>• Teaching Practice ends: Faculty of Education (Phase 3, B.Ed 4<sup>th</sup> Years)</li> <li>• Agenda closes: SANUMARC Board (12:00)</li> <li>• Agenda closes: Centre for External Studies Board of Studies (12:00)</li> </ul>
14	Saturday	
15	Sunday	
16	Monday	<ul style="list-style-type: none"> <li>• Annual Staff Appraisals: HOD's – Last day to submit Annual Staff Appraisals for the Department/Unit to the respective Dean/Director</li> <li>• Early Alert Programme commences (ODS): Outside Campuses (until 20 March)</li> <li>• Agenda closes: Postgraduate Studies Committee (12:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Health Sciences (12:00)</li> </ul>
17	Tuesday	<ul style="list-style-type: none"> <li>• <b>PHYSICAL PLANNING COMMITTEE MEETING (09:00)</b></li> </ul>
18	Wednesday	<ul style="list-style-type: none"> <li>• <b>HUMAN RESOURCES COMMITTEE MEETING (09:00)</b></li> </ul>
19	Thursday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00) (Council matters)</b></li> <li>• Agenda closes: Tender Board (12:00)</li> </ul>
20	Friday	<ul style="list-style-type: none"> <li>• Early Alert Programme ends (ODS): Outside Campuses</li> </ul>
21	Saturday	<ul style="list-style-type: none"> <li>• <b>PUBLIC HOLIDAY: INDEPENDENCE DAY</b></li> </ul>
22	Sunday	<ul style="list-style-type: none"> <li>• Clinical rotation ends: Faculty of Health Sciences (School of Medicine) (2<sup>nd</sup> Block – 5<sup>th</sup> year MBChB students)</li> </ul>
23	Monday	<ul style="list-style-type: none"> <li>• Clinical rotation commences: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> Block - 5<sup>th</sup> year MBChB students)</li> <li>• TLIU: Advisory Board Retreat commences: Review all matters pertaining to Teaching and Learning (until 27 Mar)</li> <li>• Correction(s) on Class lists (until 27 March)</li> <li>• Correction(s) on 'Notification of module(s) registered' (until 27 March)</li> <li>• Agenda closes: Council (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00)</li> </ul>

<b>24</b>	Tuesday	<ul style="list-style-type: none"> <li>• <b>RESEARCH AND PUBLICATIONS COMMITTEE MEETING (09:00)</b></li> <li>• Examinations: Release of Draft Examination Timetables to Faculties</li> </ul>
<b>25</b>	Wednesday	<ul style="list-style-type: none"> <li>• Faculty Board Meeting: Faculty of HSS (09:00)</li> <li>• Management Meeting: School of Nursing &amp; Public Health (09:00)</li> <li>• Agenda closes: Campus Board: Rundu Campus (All staff) (12:00)</li> </ul>
<b>26</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>General Student Assembly (GSA) (Lecture free: 14:30 – 16:25)</b></li> <li>• TLIU: Teaching Improvement Seminar (during lecture free time)</li> <li>• Faculty Board Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>• Faculty Board Meeting: Faculty of Engineering (09:00) (New Programmes and Curriculum changes)</li> <li>• Management Committee Meeting: Khomasdal Campus (09:00)</li> <li>• Management Committee Meeting: Faculty of EMS (14:30)</li> </ul>
<b>27</b>	Friday	<ul style="list-style-type: none"> <li>• SANUMARC Board Meeting (09:00)</li> <li>• Board of Studies Meeting: Centre for External Studies (09:00)</li> <li>• Faculty Board Meeting: Faculty of Health Sciences (09:00)</li> <li>• Examinations: Last day to submit Final (Print ready) examination papers for Promotion Examinations</li> <li>• Last day for correction(s) on Class lists</li> <li>• Last day for correction(s) on 'Notification of module(s) registered'</li> <li>• TLIU: Advisory Board Retreat ends: Review all matters pertaining to Teaching and Learning</li> <li>• Agenda Closes: Language Centre Board (12:00)</li> <li>• Agenda closes: Management Committee: Southern Campus (12:00)</li> </ul>
<b>28</b>	Saturday	
<b>29</b>	Sunday	
<b>30</b>	Monday	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> Semester break starts</b></li> <li>• Vacation school commences: All Certificate, Diploma &amp; Degree programmes through CES (excluding teacher education programmes) (until 2 April)</li> </ul>
<b>31</b>	Tuesday	<ul style="list-style-type: none"> <li>• Peer education training (ODS): Main Campus</li> <li>• Faculty Board Meeting: Faculty of Science (09:00)</li> </ul>

**April 2015**

<b>Date</b>	<b>Day</b>	<b>Meetings and Notes</b>
<b>1</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>TENDER BOARD MEETING (09:00)</b></li> <li>• Agenda closes: Academic Planning Committee (12:00)</li> </ul>
<b>2</b>	Thursday	<ul style="list-style-type: none"> <li>• Vacation school ends: All Certificates, Diploma &amp; Degree programmes through CES (excluding teacher education programmes)</li> <li>• Campus Board Meeting: Rundu Campus (All staff) (09:00)</li> <li>• Affirmative Action Constituency Meeting (09:00)</li> <li>• Internship ends: Lifelong Learning and Community Education</li> <li>• Agenda closes: Management Committee: Faculty of Agric &amp; Nat Resources (12:00)</li> <li>• Agenda closes: Management Committee: School of Medicine (12:00)</li> <li>• Agenda closes: Management Committee: Oshakati Campus (12:00)</li> </ul>
<b>3</b>	Friday	• <b>PUBLIC HOLIDAY: GOOD FRIDAY</b>
<b>4</b>	Saturday	
<b>5</b>	Sunday	
<b>6</b>	Monday	• <b>PUBLIC HOLIDAY: EASTER MONDAY</b>
<b>7</b>	Tuesday	<ul style="list-style-type: none"> <li>• <b>Lectures resume after 1<sup>st</sup> Semester break</b></li> <li>• Campus Board Meeting: HP Campus (09:00)</li> </ul>
<b>8</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b></li> <li>• Examinations: Last date to submit Draft Examination Papers for Moderation (All Faculties, except Schools of Medicine and Pharmacy)</li> <li>• Examinations: Last day to submit Draft Examination Papers for Moderation (Faculty of Engineering)</li> <li>• Management Committee Meeting: Faculty of Health Sciences (09:00)</li> <li>• Management Committee Meeting: Oshakati Campus (09:00)</li> <li>• Agenda closes: School Board: School of Medicine (12:00) (New Programmes and Curriculum changes)</li> </ul>
<b>9</b>	Thursday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>• Management Committee Meeting: HP Campus (09:00)</li> </ul>
<b>10</b>	Friday	<ul style="list-style-type: none"> <li>• <b>COUNCIL MEETING (09:00)</b></li> <li>• Examinations: Promotion Examination</li> <li>• Health Day (ODS)</li> <li>• School Based Studies end: Faculty of Education (4<sup>th</sup> Years)</li> <li>• Management Committee Meeting: Southern Campus (09:00)</li> <li>• Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>
<b>11</b>	Saturday	
<b>12</b>	Sunday	
<b>13</b>	Monday	<ul style="list-style-type: none"> <li>• Health &amp; HIV/AIDS week commences (ODS) (until 17April)</li> <li>• Management Committee Meeting: School of Medicine (14:00)</li> <li>• Agenda closes: Management Committee: School of Pharmacy (12:00)</li> </ul>
<b>14</b>	Tuesday	• <b>GRADUATION: KATIMA MULILO CAMPUS</b>
<b>15</b>	Wednesday	• Agenda closes: Research and Publications Committee (12:00)
<b>16</b>	Thursday	• <b>GRADUATION: RUNDU CAMPUS</b>
<b>17</b>	Friday	<ul style="list-style-type: none"> <li>• Last day to cancel with 50% credit: Semester 1 modules</li> <li>• Health &amp; HIV/AIDS week ends (ODS)</li> <li>• School Board Meeting: School of Medicine (14:00) (New Programmes and Curriculum changes)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Agenda closes: School Board: School of Pharmacy (12:00) (New Programmes and Curriculum changes)</li> </ul>
<b>18</b>	Saturday	
<b>19</b>	Sunday	
<b>20</b>	Monday	<ul style="list-style-type: none"> <li>• <b>ACADEMIC PLANNING COMMITTEE MEETING (09:00)</b></li> <li>• Vacation school commences: All teacher education programmes through CES</li> <li>• Agenda closes: Deans' Committee (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of Education (12:00) (New Programmes and Curriculum changes)</li> <li>• Board Meeting: Language Centre (14:30)</li> </ul>
<b>21</b>	Tuesday	<ul style="list-style-type: none"> <li>• CEQUAM Board Meeting (09:00)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>• Management Committee Meeting: School of Pharmacy (14:00)</li> <li>• Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> <li>• Agenda closes: Management Committee: Faculty of Law (12:00) (New Programmes and Curriculum changes)</li> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00)</li> <li>• <b>Student-Lecturer Forum (Lecture free: 14:30 – 16:25)</b></li> </ul>
<b>22</b>	Wednesday	• <b>GRADUATION: WINDHOEK</b>
<b>23</b>	Thursday	• <b>GRADUATION: WINDHOEK</b>

<b>24</b>	Friday	<ul style="list-style-type: none"> <li>Examinations: Last day to submit Draft Examinations Papers for Moderation: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (Regular &amp; Supplementary Examinations – 1<sup>st</sup> Semester)</li> <li>Examinations: Last day to submit Promotion Examination scripts for moderation</li> <li>Vacation school ends: All teacher education programmes through CES</li> </ul>
<b>25</b>	Saturday	
<b>26</b>	Sunday	<ul style="list-style-type: none"> <li>Clinical rotation ends: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> Block – 5<sup>th</sup> year MBChB students)</li> </ul>
<b>27</b>	Monday	<ul style="list-style-type: none"> <li>Clinical rotation commences: Faculty of Health Sciences (School of Medicine) (4<sup>th</sup> Block – 5<sup>th</sup> year MBChB students)</li> <li>School Board Meeting: School of Pharmacy (14:00) (New Programmes and Curriculum changes)</li> <li>Annual Staff Appraisals: Deans/Directors – Last day to submit all Annual Staff Appraisals for the Faculty/Centre to the Director: Academic Affairs</li> <li>Seminar 2 starts: Faculty of Education (M.Ed and PhD Students) (until 28April)</li> <li>Agenda closes: PVC: Administration Forum (12:00)</li> <li>Agenda closes: Human Resources Committee (Promotions) (12:00)</li> </ul>
<b>28</b>	Tuesday	<ul style="list-style-type: none"> <li>Examinations: Last day to submit Final (print ready) Examination Papers (All Faculties, except Schools of Medicine and Pharmacy)</li> <li>Examinations: Last day to change offering types at Regional Centres (Sem 1)</li> <li>'Seminar 2 ends: Faculty of Education (M.Ed and PhD Students)</li> </ul>
<b>29</b>	Wednesday	<ul style="list-style-type: none"> <li><b>GRADUATION: NORTHERN CAMPUSES (ONGWEDIVA)</b></li> </ul>
<b>30</b>	Thursday	<ul style="list-style-type: none"> <li>Agenda closes: School Board: School of Nursing and Public Health (12:00) (New Programmes and Curriculum changes)</li> </ul>

**May 2015**

<b>Date</b>	<b>Day</b>	<b>Meetings and Notes</b>
<b>1</b>	Friday	• <b>PUBLIC HOLIDAY: WORKERS' DAY</b>
<b>2</b>	Saturday	
<b>3</b>	Sunday	
<b>4</b>	Monday	• <b>PUBLIC HOLIDAY: CASSINGA DAY</b>
<b>5</b>	Tuesday	<ul style="list-style-type: none"> <li>Examinations: Releasing of Final Examination Timetable (Regular &amp; Supplementary Examinations – 1<sup>st</sup> Semester)</li> <li>Vacation school commences: Centre for External Studies practical (until 9 May)</li> <li>Agenda closes: Senate (12:00)</li> <li>Agenda closes: Postgraduate Studies Committee (12:00)</li> </ul>
<b>6</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>RESEARCH AND PUBLICATIONS COMMITTEE MEETING (09:00)</b></li> <li>Management Committee Meeting: Faculty of Law (09:00) (New Programmes and Curriculum changes)</li> <li>Management Committee Meeting: Faculty of EMS (09:00)</li> <li>School Board Meeting: School of Nursing and Public Health (09:00) (New Programmes and Curriculum changes)</li> <li>Agenda closes: Management Committee: Faculty of HSS (12:00)</li> </ul>
<b>7</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>DEAN'S COMMITTEE MEETING(09:00)</b></li> <li>Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> <li>Agenda closes: Vice Chancellor's Man. Com (12:00) (Financial Statements)</li> <li>Agenda closes: Faculty Board: Faculty of EMS (12:00) (New Programmes, Curriculum changes and Examiners and Moderators)</li> </ul>
<b>8</b>	Friday	<ul style="list-style-type: none"> <li>Last day to cancel Semester 1 modules</li> <li>Agenda closes: Management Committee: Faculty of Agric &amp; Nat Resources (12:00)</li> <li>Last date to submit Final (Print Ready) Examination Papers: Faculty of Health Sciences (School of Medicine and Pharmacy)</li> <li>Examinations: Release of Promotion Examination Results</li> </ul>
<b>9</b>	Saturday	• Vacation school ends: Centre for External Studies practical
<b>10</b>	Sunday	
<b>11</b>	Monday	<ul style="list-style-type: none"> <li>• <b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b></li> <li>Examinations: Release of Invigilation Timetable to Faculties (Regular &amp; Supplementary Examinations – 1<sup>st</sup> Semester)</li> <li>Agenda closes: Faculty Board: Faculty of Health Sciences (12:00) (New Programmes and Curriculum changes)</li> <li>Agenda closes: Academic Centre Board (Katima Mulilo Campus) (12:00)</li> </ul>
<b>12</b>	Tuesday	<ul style="list-style-type: none"> <li>Management Committee Meeting: Faculty of Education (09:00) (New Programmes and Curriculum changes)</li> <li>Academic Leadership Meeting: HP Campus (09:00)</li> </ul>
<b>13</b>	Wednesday	<ul style="list-style-type: none"> <li>Lectures end: SEMESTER 1 (All Faculty of Engineering Students)</li> <li>Examinations: Releasing of CA Marks for 1<sup>st</sup> Semester modules (All Faculties)</li> <li>Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>Management Committee Meeting: Faculty of Engineering (09:00)</li> <li>Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>Affirmative Action Committee Meeting (09:00)</li> <li>Agenda closes: Faculty Board: Faculty of Education (12:00) (New Programmes and Curriculum changes)</li> </ul>
<b>14</b>	Thursday	• <b>PUBLIC HOLIDAY: ASCENSION DAY</b>
<b>15</b>	Friday	• <b>INSTITUTIONAL HOLIDAY</b>
<b>16</b>	Saturday	
<b>17</b>	Sunday	
<b>18</b>	Monday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00) (Financial Statements)</b></li> <li>Examinations: Regular Examinations commence: Faculty of Engineering (1<sup>st</sup> Semester modules – Senior Students)</li> </ul>
<b>19</b>	Tuesday	<ul style="list-style-type: none"> <li>Examinations: Regular Examinations commence (Semester 1 modules)</li> <li>Regular Examination Commence (Senior Students) Faculty of Health Sciences (Schools of Medicine and Pharmacy)</li> <li>Management Committee Meeting: Faculty of HSS (09:00)</li> <li>Agenda closes: Faculty Board: Faculty of Law (12:00) (New Programmes and Curriculum changes)</li> </ul>
<b>20</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>HUMAN RESOURCES COMMITTEE MEETING (PROMOTIONS) (09:00)</b></li> <li>Faculty Board Meeting: Faculty of EMS (09:00) (New Programmes, Curriculum changes and Examiners and Moderators)</li> <li>Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> <li>Agenda closes: Tender Board (12:00)</li> <li>Agenda closes: Faculty Board: Faculty of Science (12:00) (New Programmes, Curriculum changes and Examiners and Moderators)</li> </ul>

		<ul style="list-style-type: none"> <li>• Student Quality Day (CEQUAM)</li> </ul>
<b>21</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>SENATE MEETING: (09:00)</b></li> </ul>
<b>22</b>	Friday	<ul style="list-style-type: none"> <li>• Examinations: Releasing of CA Marks of 1<sup>st</sup> Semester modules : Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup> Year Students</li> <li>• Lectures end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup> Year Students</li> <li>• Agenda closes: Audit Committee (12:00) (Financial Statements)</li> <li>• Agenda closes: Human Resources Committee (12:00)</li> <li>• Agenda closes: Steering Committee: Southern Campus (12:00)</li> </ul>
<b>23</b>	Saturday	
<b>24</b>	Sunday	
<b>25</b>	Monday	<ul style="list-style-type: none"> <li>• <b>PUBLIC HOLIDAY: AFRICA DAY</b></li> </ul>
<b>26</b>	Tuesday	<ul style="list-style-type: none"> <li>• Examinations: Regular Examinations commence: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup> Year Students</li> <li>• Board Meeting: Academic Centre Board (Katima Mulilo Campus) (09:00)</li> </ul>
<b>27</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b></li> <li>• Faculty Board Meeting: Faculty of Health Sciences (14:00) (New Programmes and Curriculum changes)</li> </ul>
<b>28</b>	Thursday	<ul style="list-style-type: none"> <li>• Examinations: Releasing of CA marks for 1<sup>st</sup> Semester modules (All Faculties, except Schools of Medicine &amp; Pharmacy)</li> <li>• Open Day (ODS)</li> <li>• Faculty Board Meeting: Faculty of Education (09:00) (New Programmes and Curriculum changes)</li> <li>• Agenda closes: Physical Planning Committee (12:00)</li> </ul>
<b>29</b>	Friday	<ul style="list-style-type: none"> <li>• Examinations: Regular Examinations end: Faculty of Eng. (Senior Students)</li> <li>• End of 1<sup>st</sup> Semester: Faculty of Engineering (Senior Students)</li> <li>• Anti-Tobacco Campaign (ODS)</li> <li>• Faculty Board Meeting: Faculty of Law (09:00) (New Programmes and Curriculum changes)</li> <li>• Management Committee Meeting: Khomasdal Campus (09:00)</li> <li>• Agenda closes: Faculty Board: Faculty of HSS (12:00) (New Programmes, Curriculum changes, Examiners &amp; Moderators)</li> <li>• Applications for 2016: Last day to submit applications for Mature Age Entry Scheme (Undergraduate Studies – Full-time, Part-time &amp; CES)</li> </ul>
<b>30</b>	Saturday	
<b>31</b>	Sunday	



**June 2015**

<b>Date</b>	<b>Day</b>	<b>Meetings and Notes</b>
<b>1</b>	Monday	<ul style="list-style-type: none"> <li>Examinations: Regular Examinations end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - Senior Students</li> <li>Industrial Attachment commences: Faculty of Engineering (Senior Students) (6 weeks)</li> </ul>
<b>2</b>	Tuesday	<ul style="list-style-type: none"> <li>Income-Generating Taskforce Meeting (14:30) (UNAM Foundation)</li> </ul>
<b>3</b>	Wednesday	<ul style="list-style-type: none"> <li><b>TENDER BOARD MEETING (09:00)</b></li> <li>Student and Staff Services &amp; Facilities Com Meeting (09:00) (UNAM Foundation)</li> <li>Management Committee Meeting: Faculty of Health Sciences (09:00)</li> </ul>
<b>4</b>	Thursday	<ul style="list-style-type: none"> <li>Agenda closes: Library &amp; Information Tech. Committee (12:00)</li> <li>Agenda closes: Deans' Committee (12:00)</li> <li>Agenda closes: PVC: Administration Forum (12:00)</li> <li>Agenda closes: Vice Chancellor's Management Com (12:00) (Council matters)</li> <li>Agenda closes: School Board: School of Nursing and Public Health (12:00) (Examiners and Moderators)</li> <li>Agenda closes: Management Committee (Katima Mulilo Campus) (12:00)</li> </ul>
<b>5</b>	Friday	<ul style="list-style-type: none"> <li><b>AUDIT COMMITTEE MEETING (09:00) (Financial Statements)</b></li> <li>Last day to cancel with 50% credit: Double modules</li> <li>Steering Committee Meeting in Windhoek: Southern Campus (09:00)</li> <li>Agenda closes: Postgraduate Studies Committee (12:00) (Curriculum changes)</li> <li>Agenda closes: Faculty Board: Faculty of Agric &amp; Nat Resources (12:00) (New Programmes and Curriculum changes)</li> </ul>
<b>6</b>	Saturday	
<b>7</b>	Sunday	<ul style="list-style-type: none"> <li>Clinical rotation ends: Faculty of Health Sciences (School of Medicine) (4<sup>th</sup> Block – 5<sup>th</sup> year MBChB Students)</li> </ul>
<b>8</b>	Monday	<ul style="list-style-type: none"> <li><b>HUMAN RESOURCES COMMITTEE MEETING (09:00)</b></li> <li>Examinations: Regular Examinations end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup> Year Students</li> <li>Agenda closes: School Board: School of Medicine (12:00) (Examiners and Moderators)</li> <li>Agenda closes: School Board: School of Pharmacy (14:00) (Examiners and Moderators)</li> </ul>
<b>9</b>	Tuesday	<ul style="list-style-type: none"> <li>Faculty Board Meeting: Faculty of Science (09:00) (New Programmes, Curriculum changes and Examiners and Moderators)</li> <li>Agenda closes: Management Committee: School of Pharmacy (12:00)</li> </ul>
<b>10</b>	Wednesday	<ul style="list-style-type: none"> <li>Examinations: Regular Examinations end</li> <li>Examinations: Regular Examinations end: Faculty of Engineering (1<sup>st</sup> Year Students – Semester 1 modules)</li> </ul>
<b>11</b>	Thursday	<ul style="list-style-type: none"> <li><b>PHYSICAL PLANNING COMMITTEE MEETING (09:00)</b></li> <li>UNAM Foundation Board of Trustees Meeting (14:30)</li> <li>Agenda closes: Management Committee: Southern Campus (12:00)</li> </ul>
<b>12</b>	Friday	<b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b>
<b>13</b>	Saturday	
<b>14</b>	Sunday	
<b>15</b>	Monday	<ul style="list-style-type: none"> <li>Clinical rotation commences: Faculty of Health Sciences (School of Medicine) (1<sup>st</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> <li>Examinations: Supplementary/Special Examinations commence (until 19 June)</li> <li>Examinations: Supplementary/Special Examinations commence: Faculty of Engineering (1<sup>st</sup> Year Students) (until 19 June)</li> <li>COBES commences: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> Year Students) (until 10 July)</li> <li>Rural Attachment Starts for 2<sup>nd</sup> years: Faculty of Health Sciences (School of Pharmacy) (until 10 July)</li> <li>Industrial/Manufacturing Facility Starts for 3<sup>rd</sup> years: Faculty of Health Sciences (School of Pharmacy) (until 10 July)</li> <li>Lectures commence: Faculty of Health Sciences (School of Medicine) 4<sup>th</sup> year MBChB Students</li> </ul>
<b>16</b>	Tuesday	<ul style="list-style-type: none"> <li><b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00) (Council matters)</b></li> <li>Management Committee Meeting: School of Pharmacy (14:00)</li> <li>Management Committee Meeting: Katima Mulilo Campus (09:00)</li> </ul>
<b>17</b>	Wednesday	<ul style="list-style-type: none"> <li><b>LIBRARY &amp; INFORMATION TECH. COMMITTEE MEETING (09:00)</b></li> <li>Examinations: Supplementary/Special Examinations commence: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Year Students (until 19 June)</li> <li>School Board Meeting: School of Nursing and Public Health (09:00) (Examiners and Moderators)</li> <li>Faculty Board Meeting: Faculty of HSS (09:00) (New Programmes, Curriculum changes, Examiners &amp; Moderators)</li> </ul>
<b>18</b>	Thursday	<ul style="list-style-type: none"> <li>Faculty Board Meeting: Faculty of Agric &amp; Nat Resources (09:00) (New Programmes and Curriculum changes)</li> <li>Management Committee Meeting: HP Campus (09:00)</li> <li>Stakeholders Forum in Keetmanshoop: Southern Campus</li> <li>Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> <li>Agenda closes: Board of Studies: Centre for External Studies (12:00)</li> <li>Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>

19	Friday	<ul style="list-style-type: none"> <li>• <b>DEANS' COMMITTEE MEETING (09:00)</b></li> <li>• Examinations: Supplementary/Special Examinations end</li> <li>• Examinations: Supplementary/Special Examinations end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Year Students</li> <li>• Examinations: Supplementary/Special Examinations end: Faculty of Engineering -1<sup>st</sup> Year Students</li> <li>• Agenda closes: SANUMARC Board (12:00)</li> <li>• <b>End of SEMESTER 1</b></li> </ul>
20	Saturday	
21	Sunday	
22	Monday	<ul style="list-style-type: none"> <li>• School Based Studies start: Faculty of Education (3<sup>rd</sup> Years) (until 3 July)</li> <li>• School Based Studies start: Faculty of Education (2<sup>nd</sup> Years) (until 17 July)</li> <li>• Industrial Attachment visits commence: Faculty of Engineering (until 26 June)</li> <li>• Agenda closes: Management Committee: Oshakati Campus (12:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Health Sciences (12:00)</li> </ul>
23	Tuesday	• <b>POSTGRADUATE STUDIES MEETING (09:00) (Curriculum changes)</b>
24	Wednesday	<ul style="list-style-type: none"> <li>• Examinations Committee Meeting: Centre for External Studies (09:00)</li> <li>• Management Committee Meeting: Oshakati Campus (09:00)</li> <li>• Management Committee Meeting: Southern Campus (09:00)</li> <li>• School Board Meeting: School of Pharmacy (14:00) (Examiners and Moderators)</li> <li>• Staff Meeting: Khomasdal Campus (09:00)</li> <li>• Agenda closes: Council (12:00)</li> </ul>
25	Thursday	<ul style="list-style-type: none"> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Agenda closes: Research and Publications Committee (12:00)</li> </ul>
26	Friday	<ul style="list-style-type: none"> <li>• School Board Meeting: School of Medicine (14:00) (Examiners and Moderators)</li> <li>• Industrial Attachment visits end: Faculty of Engineering</li> <li>• Agenda closes: Management Committee: School of Medicine (12:00)</li> <li>• Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> <li>• Applications for 2016: Last day to submit applications for Postgraduate Studies (Full-time &amp; Part-time)</li> </ul>
27	Saturday	
28	Sunday	
29	Monday	• <b>Mid-Year Recess starts (until 3 July)</b>
30	Tuesday	

**July 2015**

Date	Day	Meetings and Notes
1	Wednesday	
2	Thursday	
3	Friday	<ul style="list-style-type: none"> <li>• <b>Mid-Year Recess ends</b></li> <li>• School Based Studies end: Faculty of Education (3<sup>rd</sup> Years)</li> </ul>
4	Saturday	
5	Sunday	
6	Monday	<ul style="list-style-type: none"> <li>• Agenda closes: Campus Board (All staff) (Katima Mulilo Campus) (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00)</li> </ul>
7	Tuesday	<ul style="list-style-type: none"> <li>• Examinations: Last day to finalize examination marks on the system</li> <li>• Board of Studies Meeting: Centre for External Studies (09:00)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>• Faculty Board Meeting: Faculty of Health Sciences (09:00)</li> <li>• TLIU: Effective Teaching and Learning Module Workshop commences: Faculty of EMS (until 10 July)</li> </ul>
8	Wednesday	<ul style="list-style-type: none"> <li>• Examinations: Last day to finalize examination marks</li> <li>• Agenda closes: Tender Board (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of Education (12:00) Examiners and Moderators)</li> </ul>
9	Thursday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of EMS (14:30)</li> <li>• Agenda closes: Academic Planning Committee (12:00) (Curriculum Changes and New Programmes)</li> </ul>
10	Friday	<ul style="list-style-type: none"> <li>• Examinations: Announcement of Examination Results</li> <li>• COBES ends: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> Year Students)</li> <li>• Rural Attachment ends: Faculty of Health Sciences (School of Pharmacy)</li> <li>• Industrial/Manufacturing Facility ends: Faculty of Health Sciences (School of Pharmacy)</li> <li>• Industrial Attachment ends: Faculty of Engineering (Senior Students)</li> <li>• TLIU: Effective Teaching and Learning Module Workshop ends: Faculty of EMS</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Management Committee Meeting: School of Medicine (14:00)</li> <li>• Agenda closes: Postgraduate Studies Committee (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of HSS (12:00)</li> <li>• SANUMARC Board Meeting (09:00)</li> </ul>
11	Saturday	
12	Sunday	
13	Monday	<ul style="list-style-type: none"> <li>• <b>Lectures commence: SEMESTER 2</b></li> <li>• Examinations: Supplementary/Special examinations commence: Faculty of Health Sciences (Schools of Medicine and Pharmacy) - 3<sup>rd</sup> Year Students (until 15 July)</li> <li>• Examinations: Supplementary/Special examinations commence: Faculty of Engineering (Senior Students) (until 17 July)</li> <li>• Rectification of Semester 2 modules starts (until 17 July)</li> <li>• Academic success Programme commences (ODS) (until 17 July)</li> </ul>
14	Tuesday	
15	Wednesday	<ul style="list-style-type: none"> <li>• <b>RESEARCH AND PUBLICATIONS COMMITTEE MEETING (09:00)</b></li> <li>• Examinations: Supplementary/Special examinations end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (3<sup>rd</sup> Year Students)</li> <li>• Academic Leadership Meeting: HP Campus (09:00)</li> </ul>
16	Thursday	<ul style="list-style-type: none"> <li>• Campus Board Meeting: Katima Mulilo Campus (All staff) (09:00)</li> <li>• Agenda closes: Finance Committee (12:00)</li> <li>• Agenda closes: Bursaries and Awards Committee (12:00)</li> <li>• Alumni Association Executive Committee Meeting (17:00)</li> </ul>
17	Friday	<ul style="list-style-type: none"> <li>• <b>COUNCIL MEETING (09:00)</b></li> <li>• Rectification of Semester 2 modules ends</li> <li>• School Based Studies end: Faculty of Education (2<sup>nd</sup> Years)</li> <li>• Examinations: Supplementary/Special examinations end: Faculty of Engineering (Senior Students)</li> <li>• Application for promotion: Last day to submit applications for promotion to Director: Academic Affairs</li> <li>• Academic success Programme ends (ODS)</li> <li>• Agenda closes: Management Committee: Faculty of Agric &amp; Nat Resources (Examiners &amp; Moderators) (12:00)</li> </ul>
18	Saturday	
19	Sunday	<ul style="list-style-type: none"> <li>• Clinical rotation ends: Faculty of Health Sciences (School of Medicine) (1<sup>st</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> </ul>
20	Monday	<ul style="list-style-type: none"> <li>• Clinical rotation commences: Faculty of Health Sciences (School of Medicine) (2<sup>nd</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> <li>• Lectures commence: Faculty of Engineering (All Students)</li> <li>• Agenda closes: Vice Chancellor's Management Committee (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of Law (12:00) (Examiners &amp; Moderators)</li> </ul>

21	Tuesday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of Education (09:00) (Examiners and Moderators)</li> <li>• Career Fair (ODS)</li> </ul>
22	Wednesday	<ul style="list-style-type: none"> <li>• <b>TENDER BOARD MEETING (09:00)</b></li> <li>• Substance abuse awareness Campaign (ODS)</li> <li>• Management Committee Meeting: Faculty of HSS (09:00)</li> </ul>
23	Thursday	<ul style="list-style-type: none"> <li>• <b>BURSARIES AND AWARDS COMMITTEE MEETING (09:00)</b></li> <li>• Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00) (Examiners &amp; Moderators)</li> </ul>
24	Friday	<ul style="list-style-type: none"> <li>• Examinations: Last day for Appeals - Semester 1 modules (Regular &amp; Supplementary/Special Examinations – June 2015)</li> <li>• Research, Design and Innovation Day: Southern Campus</li> <li>• Agenda closes: Audit Committee (12:00)</li> <li>• Agenda closes: Management Committee: Faculty of Education (12:00)</li> </ul>
25	Saturday	
26	Sunday	
27	Monday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00)</b></li> <li>• Agenda closes: Vice Chancellor's Management Comm. (12:00) (Council matters)</li> <li>• Agenda closes: Human Resources Committee (Promotions) (12:00)</li> </ul>
28	Tuesday	• <b>ACADEMIC PLANNING COMMITTEE MEETING (09:00) (Curriculum Changes and New Programmes)</b>
29	Wednesday	<ul style="list-style-type: none"> <li>• <b>HUMAN RESOURCES COMM. MEETING (09:00) (Staff Development)</b></li> <li>• Management Committee Meeting: Faculty of Law (09:00) (Examiners and Moderators)</li> <li>• Agenda closes: Physical Planning Committee (12:00)</li> </ul>
30	Thursday	<ul style="list-style-type: none"> <li>• <b>FINANCE COMMITTEE MEETING (09:00)</b></li> <li>• Management Committee Meeting: HP Campus (09:00)</li> <li>• Management Committee Meeting: Khomasdal Campus (09:00)</li> <li>• Faculty Board Meeting: Faculty of Engineering (09:00) (Examiners &amp; Moderators)</li> <li>• Agenda closes: Admissions &amp; Exam. Comm (12:00) (Graduates, Examiners &amp; Moderators)</li> <li>• Agenda closes: PVC: Administration Forum (12:00)</li> </ul>
31	Friday	<ul style="list-style-type: none"> <li>• <b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b></li> <li>• Agenda closes: Deans' Committee (12:00)</li> </ul>

**August 2015**

<b>Date</b>	<b>Day</b>	<b>Meetings and Notes</b>
<b>1</b>	Saturday	
<b>2</b>	Sunday	
<b>3</b>	Monday	<ul style="list-style-type: none"> <li>• Agenda closes: Faculty Board: Faculty of HSS (12:00)</li> <li>• Agenda Closes: Language Centre Board (12:00)</li> </ul>
<b>4</b>	Tuesday	<ul style="list-style-type: none"> <li>• Agenda closes: Senate (Curriculum Changes and New Programmes) (12:00)</li> <li>• Agenda closes: Calendar &amp; Timetable Committee (12:00) (Core Dates)</li> </ul>
<b>5</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00) (Council matters)</b></li> <li>• Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>
<b>6</b>	Thursday	<ul style="list-style-type: none"> <li>• Management Committee Meeting: Faculty of Education (09:00)</li> </ul>
<b>7</b>	Friday	<ul style="list-style-type: none"> <li>• <b>AUDIT COMMITTEE MEETING (09:00)</b></li> <li>• Last day to cancel with 100% credit: Semester 2 modules</li> <li>• Faculty Meritorious Awards: Last day to submit nominations for Meritorious awards to respective Faculty Meritorious Awards Committees</li> <li>• Agenda closes: Staff Forum Meeting: Southern Campus (12:00)</li> </ul>
<b>8</b>	Saturday	
<b>9</b>	Sunday	
<b>10</b>	Monday	<ul style="list-style-type: none"> <li>• <b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b></li> <li>• Agenda closes: Management Committee: Oshakati Campus (12:00)</li> </ul>
<b>11</b>	Tuesday	<ul style="list-style-type: none"> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00)</li> <li>• Agenda closes: Administrative Centre Board (Katima Mulilo Campus) (12:00)</li> </ul>
<b>12</b>	Wednesday	<ul style="list-style-type: none"> <li>• <b>PHYSICAL PLANNING COMMITTEE MEETING (09:00)</b></li> <li>• Cultural Festival commences (until 15 Aug)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Management Committee Meeting: Oshakati Campus (09:00)</li> <li>• Management Committee Meeting: Faculty of Health Sciences (09:00)</li> <li>• Agenda closes: Campus Board (All staff) (Katima Mulilo Campus) (12:00)</li> </ul>
<b>13</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>ADMISSIONS &amp; EXAMINATIONS COMMITTEE MEETING (09:00) (Graduates, Examiners and Moderators)</b></li> <li>• Staff Forum Meeting: Southern Campus (09:00)</li> <li>• <b>Cultural Festival (Lecture free: From 14:30)</b></li> </ul>
<b>14</b>	Friday	<ul style="list-style-type: none"> <li>• <b>DEANS' COMMITTEE MEETING (09:00)</b></li> <li>• <b>Cultural Festival (Lecture free: Full day)</b></li> <li>• Examinations: Mature Age Entry Examination</li> </ul>
<b>15</b>	Saturday	<ul style="list-style-type: none"> <li>• Examinations: Mature Age Entry Examination</li> <li>• Cultural Festival ends</li> </ul>
<b>16</b>	Sunday	
<b>17</b>	Monday	<ul style="list-style-type: none"> <li>• <b>HUMAN RESOURCES COMMITTEE MEETING (PROMOTIONS) (09:00)</b></li> <li>• CEQUAM Board Meeting (09:00)</li> <li>• Corrections on Class lists start (until 21 August)</li> <li>• Vacation school commences: All teacher education programmes through CES (until 20 Aug)</li> <li>• Agenda closes: Council (12:00)</li> <li>• Agenda closes: Human Resources Committee (12:00) (New positions &amp; Structures)</li> </ul>
<b>18</b>	Tuesday	<ul style="list-style-type: none"> <li>• <b>CALENDAR &amp; TIMETABLE COMMITTEE MEETING (09:00)</b></li> </ul>
<b>19</b>	Wednesday	<ul style="list-style-type: none"> <li>• Gender-based violence awareness Campaign commences (ODS) (until 20 Aug)</li> <li>• Faculty Board Meeting: Faculty of HSS (09:00)</li> <li>• Management Committee Meeting: Faculty of EMS (09:00)</li> <li>• Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> <li>• Agenda closes: Postgraduate Studies Committee (12:00)</li> <li>• Agenda closes: Campus Management Committee: Rundu Campus (12:00)</li> <li>• Agenda closes: Management Committee: Southern Campus (12:00)</li> </ul>
<b>20</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>SENATE MEETING: (09:00) (Curriculum Changes &amp; New Programmes)</b></li> <li>• Vacation school ends: All teacher education programmes through CES</li> <li>• Gender-based violence awareness Campaign ends (ODS)</li> </ul>
<b>21</b>	Friday	<ul style="list-style-type: none"> <li>• Last day to submit outstanding documentation</li> <li>• Corrections on class lists end</li> <li>• Agenda closes: Faculty Board: Faculty of Education (12:00)</li> <li>• Agenda closes: Faculty Board: Faculty of Law (12:00)</li> </ul>
<b>22</b>	Saturday	
<b>23</b>	Sunday	<ul style="list-style-type: none"> <li>• Clinical rotations ends: Faculty of Health Science (School of Medicine) (2<sup>nd</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> </ul>
<b>24</b>	Monday	<ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> Semester break starts</b></li> </ul>

		<ul style="list-style-type: none"> <li>Clinical rotations commences: Faculty of Health Science (School of Medicine) (3<sup>rd</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> <li>Agenda closes: Tender Board (12:00)</li> <li>Vacation school commences: All Certificate, Diploma &amp; Degree programmes through CES (excluding teacher education programmes) (until 25 Aug)</li> </ul>
25	Tuesday	<ul style="list-style-type: none"> <li>Vacation school ends: All Certificate, Diploma &amp; Degree programmes through CES (excluding teacher education programmes)</li> <li>Affirmative Action Committee Meeting (09:00)</li> <li>Board Meeting: Administrative Centre Board (Katima Mulilo Campus ) (09:00)</li> </ul>
26	Wednesday	<ul style="list-style-type: none"> <li><b>PUBLIC HOLIDAY: HEROES' DAY</b></li> </ul>
27	Thursday	<ul style="list-style-type: none"> <li>Campus Management Committee Meeting: Rundu Campus (09:00)</li> <li>Affirmative Action Constituency Meeting (09:00)</li> </ul>
28	Friday	<ul style="list-style-type: none"> <li>Last day to cancel with 50% credit: Semester 2 modules</li> <li>Campus Board Meeting: Katima Mulilo Campus (All staff) (09:00)</li> <li>Agenda closes: Management Committee: Faculty of Agric &amp; Nat Res (12:00)</li> </ul>
29	Saturday	
30	Sunday	
31	Monday	<ul style="list-style-type: none"> <li><b>Lectures resume after 2<sup>nd</sup> Semester break</b></li> <li>Faculty Meritorious Awards: Last day to submit Faculty nominations and documentation to Director: Academic Affairs</li> <li>Agenda closes: Faculty Board: Faculty of EMS (12:00)</li> <li>Board Meeting: Language Centre (14:30)</li> <li>Applications for 2016: Last day to submit normal applications (Undergraduate Studies – Full-time, Part-time &amp; CES)</li> </ul>

**September 2015**

Date	Day	Meetings and Notes
1	Tuesday	<ul style="list-style-type: none"> <li><b>HUMAN RESOURCES COMMITTEE MEETING (09:00) (New positions &amp; structures)</b></li> <li>Income-Generating Taskforce Meeting (14:30) (UNAM Foundation)</li> </ul>
2	Wednesday	<ul style="list-style-type: none"> <li>Annual Education Conference commences: Faculty of Education (until 4 Sept)</li> <li>Student and Staff Services &amp; Facilities Com Meeting (09:00) (UNAM Foundation)</li> <li>Faculty Board Meeting: Faculty of Law (09:00)</li> <li>Agenda closes: Campus Board: Rundu Campus (12:00) (All staff)</li> </ul>
3	Thursday	<ul style="list-style-type: none"> <li>Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>Management Committee Meeting: Southern Campus (09:00)</li> <li>Alumni Association Executive Committee Meeting (17:00)</li> </ul>
4	Friday	<ul style="list-style-type: none"> <li><b>COUNCIL MEETING (09:00)</b></li> <li>Annual Education Conference ends: Faculty of Education</li> <li>Suicide Prevention Campaign (ODS)</li> </ul>
5	Saturday	
6	Sunday	
7	Monday	<ul style="list-style-type: none"> <li>Examinations: Releasing of Draft Examination Timetable to Faculties</li> </ul>
8	Tuesday	<ul style="list-style-type: none"> <li>Faculty Board Meeting: Faculty of EMS (14:30)</li> <li>Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> </ul>
9	Wednesday	<ul style="list-style-type: none"> <li><b>TENDER BOARD MEETING (09:00)</b></li> </ul>
10	Thursday	<ul style="list-style-type: none"> <li><b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b></li> <li>Examinations: Examinations: Last day to submit Draft Examination Papers for Moderation (All Faculties except Schools of Medicine and Pharmacy)</li> <li>Campus Board Meeting: Rundu Campus (09:00) (All staff)</li> <li><b>Student-Lecturer Forum (Lecture free: 14:30 – 16:25)</b></li> </ul>
11	Friday	<ul style="list-style-type: none"> <li>Agenda closes: Advisory Board: TLIU (12:00)</li> </ul>
12	Saturday	
13	Sunday	
14	Monday	<ul style="list-style-type: none"> <li>Academic Leadership Meeting: HP Campus (09:00)</li> </ul>
15	Tuesday	<ul style="list-style-type: none"> <li>Faculty Board Meeting: Faculty of Education (09:00)</li> <li>Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>Agenda closes: Academic Planning Committee (12:00)</li> </ul>
16	Wednesday	<ul style="list-style-type: none"> <li>Agenda closes: PVC: Administration Forum (12:00)</li> <li>Agenda closes: Management Committee: School of Pharmacy (12:00)</li> </ul>
17	Thursday	
18	Friday	<ul style="list-style-type: none"> <li>Agenda closes: Deans' Committee (12:00)</li> <li>Agenda closes: Management Committee: Faculty of EMS (12:00)</li> <li>Examinations: Last day to change offering types at Regional Centres (Semester 2 modules)</li> <li>Examinations: Last day to submit Draft Examination Papers for Moderation Faculty of Health Sciences (School of Medicine) - 4<sup>th</sup> Year MBChB Students</li> </ul>
19	Saturday	
20	Sunday	
21	Monday	<ul style="list-style-type: none"> <li>Academic seminar commences (ODS): Outside Campuses (until 25 Sept)</li> <li>Agenda closes: Library &amp; Information Tech. Committee (12:00)</li> </ul>
22	Tuesday	<ul style="list-style-type: none"> <li>Agenda closes: Vice Chancellor's Management Committee (12:00)</li> </ul>
23	Wednesday	
24	Thursday	<ul style="list-style-type: none"> <li>Student Quality Day: CEQUAM</li> <li>Management Committee Meeting: Faculty of EMS (14:30)</li> <li>Management Committee Meeting: School of Pharmacy (14:00)</li> <li>Last day to cancel enrolment</li> <li>Last day to cancel Semester 2 modules</li> <li>Last day to cancel Double modules</li> </ul>
25	Friday	<ul style="list-style-type: none"> <li><b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b></li> <li>Examinations: Releasing of Final Examination Timetable</li> <li>Academic seminar ends (ODS): Satellite Campuses</li> <li>Staff Welfare and Family Fun Day: Southern Campus</li> </ul>
26	Saturday	
27	Sunday	<ul style="list-style-type: none"> <li>Clinical rotation ends: Faculty of Health Science (School of Medicine) (3<sup>rd</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> </ul>
28	Monday	<ul style="list-style-type: none"> <li>Clinical rotation commences: Faculty of Health Science (School of Medicine) (4<sup>th</sup> Block – 5<sup>th</sup> Year MBChB Students)</li> <li>Agenda closes: Management Committee: School of Medicine (12:00)</li> </ul>
29	Tuesday	<ul style="list-style-type: none"> <li><b>ACADEMIC PLANNING COMMITTEE MEETING (09:00)</b></li> <li><b>General Student Assembly (GSA) (Lecture free: 14:30 – 16:25)</b></li> <li>TLIU: Teaching Improvement Seminar (during lecture free time)</li> </ul>
30	Wednesday	<ul style="list-style-type: none"> <li>Applications for 2016: Last day to submit late applications – late fee payable (Undergraduate Studies – Full-time, Part-time &amp; CES) (Excluding Schools of Medicine and Pharmacy)</li> </ul>

**October 2015**

<b>Date</b>	<b>Day</b>	<b>Meetings and Notes</b>
<b>1</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00)</b></li> <li>• Management Committee Meeting: Faculty of Engineering (09:00)</li> <li>• Advisory Board Meeting: TLIU (09:00)</li> <li>• Agenda closes: Calendar &amp; Timetable Committee (12:00)</li> <li>• Examinations: Last day to submit Final (Print Ready) Examination papers (All Faculties except Schools of Medicine and Pharmacy)</li> <li>• Examinations: Last day to submit Final (print ready) Examination Papers Faculty of Health Sciences (School of Medicine) - 4<sup>th</sup> Year MBChB Students</li> </ul>
<b>2</b>	Friday	<ul style="list-style-type: none"> <li>• <b>DEANS' COMMITTEE MEETING (09:00)</b></li> <li>• Agenda closes: Finance Committee (12:00) (Approval: Budget &amp; Fees)</li> <li>• Agenda closes: Steering Committee: Southern Campus (12:00)</li> </ul>
<b>3</b>	Saturday	
<b>4</b>	Sunday	
<b>5</b>	Monday	<ul style="list-style-type: none"> <li>• Examinations: Releasing of Invigilation Timetable to Faculties</li> <li>• Management Committee Meeting: HP Campus (09:00)</li> <li>• Management Committee Meeting: School of Medicine (14:00)</li> </ul>
<b>6</b>	Tuesday	<ul style="list-style-type: none"> <li>• <b>LIBRARY &amp; INFORMATION TECH. COMMITTEE MEETING (09:00)</b></li> <li>• Affirmative Action Committee Meeting (09:00)</li> </ul>
<b>7</b>	Wednesday	<ul style="list-style-type: none"> <li>• Agenda closes: Senate (12:00)</li> </ul>
<b>8</b>	Thursday	<ul style="list-style-type: none"> <li>• Agenda closes: Vice Chancellor's Management Com (12:00) (Council matters)</li> <li>• Agenda closes: Research and Publications Committee (12:00)</li> <li>• Agenda closes: Management Committee (Katima Mulilo Campus) (12:00)</li> <li>• Examinations: Releasing of CA Marks: Faculty of Health Sciences (School of Medicine - 4<sup>th</sup> Year MBChB Students)</li> </ul>
<b>9</b>	Friday	<ul style="list-style-type: none"> <li>• Lectures end for 2<sup>nd</sup> Semester: Faculty of Health Sciences (School of Medicine) (4<sup>th</sup> Year MBChB Students)</li> <li>• Agenda closes: Faculty Postgraduate Studies Committee: Faculty of EMS (12:00)</li> <li>• Agenda closes: Audit Committee (12:00)</li> <li>• Agenda closes: Remuneration Committee (12:00)</li> </ul>
<b>10</b>	Saturday	
<b>11</b>	Sunday	
<b>12</b>	Monday	<ul style="list-style-type: none"> <li>• Vacation school commences: Centre for External Studies practical (until 16 Oct)</li> <li>• Agenda closes: Management Committee: Oshakati Campus (12:00)</li> <li>• Agenda closes: Academic Centre Board (Katima Mulilo Campus) (12:00)</li> </ul>
<b>13</b>	Tuesday	
<b>14</b>	Wednesday	<ul style="list-style-type: none"> <li>• Examinations: Regular Examinations commence: Faculty of Health Sciences (School of Medicine) (4<sup>th</sup> Year MBChB Students) (until 27 Oct)</li> <li>• Management Committee Meeting: Oshakati Campus (09:00)</li> <li>• Agenda closes: Tender Board (12:00)</li> <li>• Agenda closes: Campus Board (All staff) (Katima Mulilo Campus) (12:00)</li> </ul>
<b>15</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>CALENDAR &amp; TIMETABLE COMMITTEE MEETING (09:00)</b></li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> </ul>
<b>16</b>	Friday	<ul style="list-style-type: none"> <li>• <b>Lectures end: SEMESTER 2</b></li> <li>• <b>FINANCE COMMITTEE MEETING (09:00) (Approval: Budget &amp; Fees)</b></li> <li>• Vacation school ends: Centre for External Studies practical</li> <li>• Steering Committee Meeting in Keetmanshoop: Southern Campus (09:00)</li> <li>• Lectures end: Faculty of Engineering (1<sup>st</sup> Year Students)</li> <li>• Annual Research Conference: Oshakati Campus</li> <li>• Faculty Postgraduate Studies Committee Meeting: Faculty of EMS (09:00)</li> <li>• Examinations: Releasing of CA Marks (All Faculties, except Schools of Medicine &amp; Pharmacy)</li> <li>• Examinations: Last date to submit Draft Examination Papers for Moderation Faculty of Health Sciences (School of Medicine) - Years 1-3 and year 5</li> <li>• Examinations: Last date to submit Draft Examination Papers for Moderation Faculty of Health Sciences (School of Pharmacy)</li> </ul>
<b>17</b>	Saturday	
<b>18</b>	Sunday	
<b>19</b>	Monday	<ul style="list-style-type: none"> <li>• Campus Board Meeting: HP Campus (09:00)</li> <li>• Agenda closes: Management Committee: Faculty of EMS (12:00)</li> </ul>
<b>20</b>	Tuesday	<ul style="list-style-type: none"> <li>• <b>VICE CHANCELLOR'S MANAGEMENT COMM. MEETING (09:00) (Council matters)</b></li> <li>• Agenda closes: Physical Planning Committee (12:00)</li> </ul>
<b>21</b>	Wednesday	<ul style="list-style-type: none"> <li>• Implementation, Monitoring &amp; Evaluation Committee Meeting (IMEC) (09:00)</li> </ul>
<b>22</b>	Thursday	<ul style="list-style-type: none"> <li>• <b>SENATE MEETING: (09:00)</b></li> <li>• Examinations: Regular Examinations commence (Sem 2 &amp; Double modules)</li> </ul>



		<ul style="list-style-type: none"> <li>Examinations: Regular Examinations commence: Faculty of Engineering (1<sup>st</sup> Year Students – Sem 2 &amp; Double modules) (until 12 Nov)</li> <li>Management Committee Meeting: Katima Mulilo Campus (09:00)</li> </ul>
<b>23</b>	Friday	<ul style="list-style-type: none"> <li><b>AUDIT COMMITTEE MEETING (09:00)</b></li> <li><b>REMUNERATION COMMITTEE MEETING (14:30)</b></li> <li>Agenda closes: Postgraduate Studies Committee (12:00)</li> <li>Agenda closes: Management Committee: Faculty of Agric &amp; Nat Resources (12:00)</li> </ul>
<b>24</b>	Saturday	
<b>25</b>	Sunday	
<b>26</b>	Monday	<ul style="list-style-type: none"> <li><b>HUMAN RESOURCES COMM. MEETING (09:00) (Staff Development)</b></li> <li>Management Committee Meeting: Faculty of EMS (09:00)</li> </ul>
<b>27</b>	Tuesday	<ul style="list-style-type: none"> <li>Examinations: Regular Examinations end: Faculty of Health Sciences (School of Medicine) - 4<sup>th</sup> Year MBChB Students</li> <li>Examinations: Last day to submit Final (Print Ready) Faculty of Health Sciences (School of Pharmacy)</li> <li>Examinations: Last day to submit Final (Print Ready) Faculty of Health Sciences (School of Medicine) - Years 1 – 3 and 5</li> <li>Student and Staff Services &amp; Facilities Com Meeting (09:00) (UNAM Foundation)</li> <li>Campus Board Meeting: Katima Mulilo Campus (All staff) (09:00)</li> <li>Agenda closes: Human Resources Committee (Promotions) (12:00)</li> </ul>
<b>28</b>	Wednesday	<ul style="list-style-type: none"> <li><b>TENDER BOARD MEETING (09:00)</b></li> <li>COBES commences: Faculty of Health Sciences (School of Medicine) (4<sup>th</sup> Year Students) (until 26 Nov)</li> </ul>
<b>29</b>	Thursday	<ul style="list-style-type: none"> <li><b>RESEARCH AND PUBLICATIONS COMMITTEE MEETING (09:00)</b></li> <li>Income-Generating Taskforce Meeting (14:30) (UNAM Foundation)</li> <li>Management Committee Meeting: Faculty of Agric &amp; Nat Resources (09:00)</li> <li>Board Meeting: Academic Centre Board (Katima Mulilo Campus) (09:00)</li> <li>Agenda closes: PVC: Administration Forum (12:00)</li> </ul>
<b>30</b>	Friday	<ul style="list-style-type: none"> <li>Lectures end: Faculty of Engineering (Senior Students)</li> <li>Examinations: Last day for submission of Theses and Dissertations for examinations</li> <li>Management Committee Meeting: Khomasdal Campus (09:00)</li> <li>Agenda closes: Deans' Committee (12:00)</li> </ul>
<b>31</b>	Saturday	

# November 2015

Date	Day	Meetings and Notes
1	Sunday	• Clinical rotation ends: Faculty of Health Sciences (School of Medicine) (4 <sup>th</sup> Block – 5 <sup>th</sup> Year MBChB Students)
2	Monday	• Agenda closes: Council (12:00) • Agenda closes: Management Committee: Southern Campus (12:00)
3	Tuesday	• <b>PHYSICAL PLANNING COMMITTEE MEETING (09:00)</b>
4	Wednesday	• Examinations: Releasing of CA Marks (School of Medicine) 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year MBChB Students • Examinations: Releasing of CA Marks (School of Pharmacy) • Examinations: Regular Examinations commence: Faculty of Engineering (Senior Students – Sem 2 & Double modules) (until 20 Nov)
5	Thursday	
6	Friday	• Lectures end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) • <b>PVC: ADMINISTRATION FORUM MEETING (09:00)</b> • Agenda closes: SANUMARC Board (12:00)
7	Saturday	
8	Sunday	
9	Monday	• Examinations: Regular Examinations commence: Faculty of Health Sciences (School of Medicine) - 5 <sup>th</sup> Year MBChB Students (until 20 Nov)
10	Tuesday	• Agenda closes: Multidisciplinary Research Centre (12:00)
11	Wednesday	• <b>HUMAN RESOURCES COMMITTEE MEETING (PROMOTIONS) (09:00)</b> • Examinations: Regular examinations commence: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year MBChB Students) (until 25 Nov) • Examinations: Regular Examinations commence: Faculty of Health Sciences (School of Pharmacy) (until 25 Nov) • Agenda closes: Tender Board (12:00)
12	Thursday	• Examinations: Regular Examinations end (All Faculties, excluding Schools of Medicine & Pharmacy - Sem 2 & Double modules)
13	Friday	• <b>DEANS' COMMITTEE MEETING (09:00)</b>
14	Saturday	
15	Sunday	
16	Monday	• <b>POSTGRADUATE STUDIES COMMITTEE MEETING (09:00)</b> • Agenda closes: Management Committee: School of Pharmacy (12:00)
17	Tuesday	• Alumni Association Executive Committee Meeting (17:00) • Examinations: Supplementary/Special Examinations commence (until 23 Nov) • Examinations: Supplementary/Special Examinations commence: Faculty of Engineering (1 <sup>st</sup> Year Students) (until 23 Nov)
18	Wednesday	• <b>COUNCIL MEETING (09:00)</b>
19	Thursday	• Management Committee Meeting: Southern Campus (09:00)
20	Friday	• Examinations: Regular Examinations end: Faculty of Health Sciences (School of Medicine) - 5 <sup>th</sup> Year MBChB Students • Examinations: Regular Examinations end: Faculty of Engineering (Senior Students – Sem 2 & Double modules) • SANUMARC Board Meeting (09:00)
21	Saturday	
22	Sunday	
23	Monday	• <b>End of SEMESTER 2</b> • End of Semester: Faculty of Engineering (1 <sup>st</sup> Year Students) • Examinations: Supplementary/Special Examinations end • Examinations: Supplementary/Special Examinations end: Faculty of Engineering (1 <sup>st</sup> Year Students) • Examinations: Supplementary/Special Examinations commence: Faculty of Engineering (Senior Students) (until 27 Nov) • Management Committee Meeting: School of Pharmacy (14:00)
24	Tuesday	• Counseling Programme commences (ODS) (for 10 days) • Board Meeting: Multidisciplinary Research Centre Board Meeting (09:00)
25	Wednesday	• <b>TENDER BOARD MEETING (09:00)</b> • Examinations: Regular examinations end: Faculty of Health Sciences (Schools of Medicine and Pharmacy) (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year MBChB Students) • Examinations: Regular Examinations end: Faculty of Health Sciences (School of Pharmacy) • Examinations: Supplementary/Special Examinations commence: Faculty of Health Sciences (School of Medicine) - 5 <sup>th</sup> Year MBChB Students (until 27 Nov) • Agenda closes: Management Committee: School of Medicine (12:00)
26	Thursday	• COBES ends: Faculty of Health Sciences (School of Medicine) (4 <sup>th</sup> Year Students) • UNAM Foundation Board of Trustees Meeting (14:30)
27	Friday	• Examinations: Supplementary/Special Examinations end: Faculty of Health Sciences (School of Medicine) - 5 <sup>th</sup> Year MBChB Students

		<ul style="list-style-type: none"> <li>Examinations: Supplementary/Special Examinations end: Faculty of Engineering (Senior Students)</li> <li>End of Semester: Faculty of Engineering (Senior Students)</li> <li>Year-end Review Meeting: Khomasdal Campus (09:00)</li> </ul>
<b>28</b>	Saturday	
<b>29</b>	Sunday	
<b>30</b>	Monday	<ul style="list-style-type: none"> <li>Examinations: Supplementary/Special Examinations commence: Faculty of Health Sciences) (Schools of Medicine) - Years 1 - 4<sup>th</sup> Year MBChB Students (until 1 Dec)</li> <li>Examinations: Supplementary/Special Examinations commence: Faculty of Health Sciences) (School of Pharmacy) (until 1 Dec)</li> <li>Agenda closes: Management Committee: Oshakati Campus (12:00)</li> </ul>

**December 2015**

<b>Date</b>	<b>Day</b>	
<b>1</b>	Tuesday	<ul style="list-style-type: none"> <li>Examinations: Supplementary/Special Examinations end: Faculty of Health Sciences) (School of Medicine) - Years 1 – 4<sup>th</sup> Year MBChB Students</li> <li>Examinations: Supplementary/Special Examinations end: Faculty of Health Sciences) (School of Pharmacy)</li> <li>Examinations: In-house moderation commence: All Faculties</li> <li>Management Committee Meeting: Oshakati Campus (09:00)</li> </ul>
<b>2</b>	Wednesday	<ul style="list-style-type: none"> <li>Examinations Committee Meeting: Centre for External Studies (09:00)</li> <li>Management Committee Meeting: School of Medicine (14:00)</li> <li>Agenda closes: Management Committee: Faculty of EMS (12:00)</li> </ul>
<b>3</b>	Thursday	<ul style="list-style-type: none"> <li>Examinations: In-house moderation ends: All Faculties</li> <li>Agenda closes: Bursaries and Awards Committee (12:00)</li> </ul>
<b>4</b>	Friday	<ul style="list-style-type: none"> <li>Examinations: Last day to approve final marks of Regular &amp; Supplementary/Special Examinations by Faculty Examinations Boards</li> <li>Examinations: Last day to finalize marks on the system</li> <li>Management Committee Meeting: Faculty of EMS (14:30)</li> </ul>
<b>5</b>	Saturday	
<b>6</b>	Sunday	
<b>7</b>	Monday	<ul style="list-style-type: none"> <li>Elective Studies commence: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> and 4<sup>th</sup> Year Students) (until 1 Jan 2016)</li> <li>Community and Hospital Pharmacy start: Faculty of Health Sciences (School of Pharmacy) (2<sup>nd</sup> and 3<sup>rd</sup> Year Students) (until 1 Jan 2016)</li> <li>Agenda closes: Admissions &amp; Examinations Committee (12:00)</li> </ul>
<b>8</b>	Tuesday	<ul style="list-style-type: none"> <li><b>BURSARIES AND AWARDS COMMITTEE MEETING (09:00)</b></li> </ul>
<b>9</b>	Wednesday	
<b>10</b>	Thursday	<ul style="list-style-type: none"> <li><b>PUBLIC HOLIDAY: INTERNATIONAL HUMAN RIGHTS' DAY</b></li> </ul>
<b>11</b>	Friday	<ul style="list-style-type: none"> <li>Campus Board Meeting: HP Campus (09:00)</li> </ul>
<b>12</b>	Saturday	
<b>13</b>	Sunday	
<b>14</b>	Monday	<ul style="list-style-type: none"> <li><b>ADMISSIONS &amp; EXAMINATIONS COMMITTEE MEETING (09:00)</b></li> <li>Examinations: Announcement of Final Examination Results (16:00)</li> </ul>
<b>15</b>	Tuesday	<ul style="list-style-type: none"> <li><b>Academic year ends: University closes for recess (until 11 January 2016)</b></li> </ul>
<b>16</b>	Wednesday	
<b>17</b>	Thursday	
<b>18</b>	Friday	
<b>19</b>	Saturday	
<b>20</b>	Sunday	
<b>21</b>	Monday	
<b>22</b>	Tuesday	
<b>23</b>	Wednesday	
<b>24</b>	Thursday	
<b>25</b>	Friday	<ul style="list-style-type: none"> <li><b>PUBLIC HOLIDAY: CHRISTMAS DAY</b></li> </ul>
<b>26</b>	Saturday	<ul style="list-style-type: none"> <li><b>PUBLIC HOLIDAY: FAMILY DAY</b></li> </ul>
<b>27</b>	Sunday	
<b>28</b>	Monday	
<b>29</b>	Tuesday	
<b>30</b>	Wednesday	
<b>31</b>	Thursday	

January 2016

Date	Day	Meetings and Notes
1	Friday	<ul style="list-style-type: none"> <li><b>PUBLIC HOLIDAY: NEW YEAR'S DAY</b></li> <li>Elective Studies end: Faculty of Health Sciences (School of Medicine) (3<sup>rd</sup> and 4<sup>th</sup> Year Students)</li> <li>Community and Hospital Pharmacy end: Faculty of Health Sciences (School of Pharmacy) (3<sup>rd</sup> and 4<sup>th</sup> Year Students)</li> </ul>
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	<ul style="list-style-type: none"> <li><b>University opens</b></li> </ul>
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	<ul style="list-style-type: none"> <li><b>Academic staff resumes office duties</b></li> </ul>
22	Friday	<ul style="list-style-type: none"> <li>Examinations: Last day for Appeals (Sem 2 &amp; Double Modules – Regular &amp; Supplementary/Special Examination: November 2014)</li> </ul>
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

