

**FACULTY OF COMMERCE, MANAGEMENT & LAW** 

# **SCHOOL PROSPECTUS 2022**

# SCHOOL OF BUSINESS MANAGEMENT, GOVERNANCE AND ECONOMICS



# **NOTE**

This School Prospectus is valid for **2022** only. Regulations and curricula may be amended. General regulations and information appear in the **UNAM General Information and Regulations Yearbook**.

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

# (a) The information is correct up to 31 October 2022

The fact that particulars of a specific course or field of study have been included in this School Prospectus does not necessarily mean that such course or field of study will be offered in 2022 or any consecutive year.

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

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#### **SCHOOL MISSION**

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

## **SCHOOL VISION**

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

# The objectives of the School are to:

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

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

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

# **ACADEMIC CALENDAR – UNAM CORE DATES 2022**

		<del></del>
l	FIRST SEMESTER:	
	14 January	Start of Summer School (until 1 February)
	12 January	University Open
2	24 January	Academic staff resumes office duties
	14 February	Lectures commence for FIRST SEMESTER for Senior Students
2	28 February	Lectures commence for FIRST SEMESTER for First Year Students
	11 April	First semester BREAK starts
	19 April	Lectures resume after first semester break
2	20 May	Lectures end for FIRST SEMESTER for Senior Students
	31 May	Regular Examinations commence Senior Students
(	07 June	Lectures end for FIRST SEMESTER for First Year Students
	13 June	Regular Examinations commence First Year Students
2	21 June	Regular Examinations end Senior Students
	24 June	Regular Examinations end First year Students
	30 June	End of first semester
(	04 July	Start of Winter School (until 08 July)
(	04 July– 08 July	Mid-year Break
	11-15 July	Special/Supplementary/Winter Examinations start
:	SECOND SEMESTER	
2	25 July	Lectures commence for SECOND SEMESTER
2	22 August	Second semester BREAK starts
2	29 August	Lectures resume after second semester break
2	21 October	Lectures end for SECOND SEMESTER
2	27 October	Regular Examinations commence
	18 November	Regular Examinations end
2	28 November	Special/Supplementary Examinations start until 2 December
(	09 December	End of second semester
	16 December	End of academic year
	12 January 2023	University opens (2023 academic year)
2	24 January 2023	Academic staff resumes office duty
DUE [	DATES FOR THE 2023 ACADEMIC YEAR	,
(i)	GENERAL	
		f continuous assessment (CA) mark
		ntion of continuous assessment mark and Promotion Exams by
		buble modules – Regular and Supplementary/Special examinations
	Last day for approval of retention of c	ontinuous assessment mark and Promotion Exam by the
		24 Jan
		n(s) Senior Students
		d qualification changes
		(s) First year Students
		- All Students
		and Dissertations for examinations (Spring Graduations 2022) 29 Apr
		ules (Regular/Supplementary/Special Exams of June 2019)02 Aug
		nentation
(ii)	CANCELLATIONS	and dissertations for examinations (Automin Graduations 2025) 26 Oct
(,	Semester 1 modules	
		es13 May
	Semester 2 modules	
		es
		ormally extends over one academic year)
(:::)	Last day to cancel Double modules  FINANCE	
(iii)	Semester 1 modules	
	STITUTE I IIIOGOIGS	

Last day to cancel semester 1 and double modules with 100 % credit	18 Mar
Last day to cancel with 50 % credit	30 April
Semester 2 modules	
Last day to cancel with 100 % credit	12 Aug
Last day to cancel with 50 % credit	31 Aug
<u>Double modules</u> (a double module normally extends over one academic year)	
Last day to cancel with 50 % credit	. 24 Jun

#### A. PERSONNEL

#### A.1 OFFICE OF THE DEAN

**Executive Dean:** Dr JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)

☐ (+264-61-2063434) (email: jmnyambe@unam.na)

Associate Dean: Prof E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)

☐ (+264-61-2063757) (email: ekaakunga@unam.na)

Faculty Officer: Ms O Nelago: BETD (WCE); NDip in HR Management and B. of HR Management (Polytechnic

of Namibia)

★ (+264-61-206-3987) (email: onelago@unam.na)

Student Support Lecturer: Mrs C. Kaereho: Dip in Adult Ed & Comm Dev (UNAM), B Ed, MEd (UNAM) and Cert in Mid-

Level Mgt (Cum Laude) (UNAM)

□( +264 61 206 3729)(email: ckaereho@unam.na)

Faculty Manager: Mr MA Olivier: B Ed, PGDip and HEDip. (Secondary) (UNAM), Ed Specialist (Jackson State,

US); MBA (Maastricht, Netherlands); MSc in Ed (Jackson State, US);

☐ (+ 264-61- 206-3794) (email: volivier@unam.na)

**Examination Officer:** Ms EA Muhepa: B. Lifelong Learning and Com. Dev. (Hons) (UNAM)

□ (+ 264-61-206-3715)Office Location UNAM Foundation, Ground Floor,

D-Block (e-mail: emuhepa@unam.na)

Office Administrator: Ms. SE Itoolwa: Cert in Banking and Finance (IOB); Dip in Adult Ed and Com Dev (UNAM);

BBA (UNAM); Postgrad Dip in BA (NBS) (+ 264-61-206-4662) Office Location X - Block,

Ground Floor, (e-mail: itoolwa@unam.na)

Postgraduate Studies Coordinator: Ms. B Tjikotoke B.Tech (NUST); Postgrad Dip in BA (NBS); MBA: MS (NBS) (NBS) (+264-61-

206-3111)

Office Location Y-Block, Second Floor. (e-mail: btjikotoke@unam.na)

General enquiries regarding the Faculty of Commerce, Management and Law and the qualifications offered by the Faculty must be directed to:

The Assistant Faculty Officer

Faculty of Commerce, Management and Law

University of Namibia

☑ Private Bag 13301, Windhoek, Namibia 2 (+264-61) 206-3987/3454

**▲** (+264-61)206-3914 **□**<u>onelago@unam.na</u>;

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

# A.2 ACADEMIC PERSONNEL

**DEPARTMENT OF ECONOMICS** 

Head of Department: Mr. OM Samahiya

□ (+264-61) 2063165 □(+264-61)2063914 Email: <u>msamahiya@unam.na</u>

Professor: Prof E Ziramba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Pret)

Professor: Vacant

Associate Professor: Prof. E Kaakunga: B.Com (UNAM), MPhil Econ (University of Ghana), PhD Econ (Natal)

Associate Professor Vacant

Senior Lecturer: Dr A Mukong: BSc Econ (Buea), MA Econ (Makerere), PhD Econ (UCT)

Senior Lecturer: Dr O Kakujaha-Matundu: B.A. (UNAM), M.A. (UB), PhD Dev Studies (ISS, Netherlands)
Senior Lecturer: Dr JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)

Senior Lecturer: Dr E.N Tingum: BSc. Econ., Postgraduate Diploma ("Maitrise"), MSc. Econ., (University of Dschang,

Cameroon), PhD Econ., (University of Dar es Salam, Tanzania)

Lecturer:Dr RT Chifamba: BSc Hons Econ and MSc Econ (UZ), PhD Econ (Göteborg),Lecturer:Dr J de Beer: B Com Cum Laude, MCom Econ, Cum Laude and PhD (UFS)

**Lecturer:** Ms J Mumangeni: B. Econ (UNAM), MA Econ (UB

Lecturer: Mr OM Samahiya: B. Econ and MSc Econ (UNAM) – Staff Development Fellow

**Lecturer:** Dr. SA Kalumbu: B Econ Hons and MSc Econ (UNAM – AERC CMAP)

**Lecturer:** Mr Valdemar Undji: B. Econ Hons and MSc Econ (UNAM)

On secondment from the Bank of Namibia

Lecturer: Dr P. Mushendami: B Econ and MSc Econ (UNAM), MSc Fin Econ (London), PhD (Durham)

Lecturer: Dr B. Zaaruka: B Econ (UNAM), MSc Econ (Addis Ababa), PhD (Wits)

DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

Head of Department: Dr. BF Maseke

□ (+264-61) 2063127 □ (+264-61) 2063914 Email: <u>bmaseke@unam.na</u>

Associate Professor: Vacant

Senior Lecturer: Dr B F Maseke: B.Ed -Acc and Mgt Science (UNAM) Advance Dipl in Mgt (SBS) Certificate in HR

practices

(UNISA) MBA (MANCOSA) and PhD (NBS UNAM)

Senior Lecturer: Dr E. Amadhila: BBA Hons and M A (UNAM), PhD-Dev. Finance (Stell).

Senior Lecturer: Ms FT Kandjeo: B-Tech Marketing Mgt (Polytechnic of Namibia); MIB (Polytechnic of Namibia); MDP

(Stell),

**Lecturer**: Dr M Tjiueza: Dip Dev Admin (South Devon College, UK), B-Tech-HND Public Admin (Brighton, UK),

PGDip. HR Development (Curtin), MBA (Edithowan), PhD (Zim)

**Lecturer:** Ms J //Haubas: HPEC, UNAM, Snr Dip in Education CACC-Zimbabwe, MSc. Strategic HRM

(Glamorgan)

Lecturer: Mr NP Uzera: B. Econ and PDip in Bus Admin (UNAM), MPhil in Mathematical Finance (UCT)

Lecturer: Ms A Mutorwa: B Econ (UNAM), Masters in Banking and Finance (Wales)

Lecturer: Ms V. Unengu: BBA, PGDip in Bus Admin and MBA (UNAM)

Lecturer: Dr. BN Namweya: ND in Commerce (Technikon Namibia), B. Econ (UNAM), MBA in General and

Strategic Mgt (MSM), PhD Public Admin. (UNAM) - Staff Development Fellow

**Lecturer:** Ms P Mushendami: MA (Financial Mgt, North Umbria

#### **DEPARTMENT OF PUBLIC MANAGEMENT AND POLITICAL STUDIES**

Head of Department: Ms E Thomas

□ (+264-61) 2063660 □(+264-61)2063914 Email: <u>ethomas@unam.na</u>

Associate Professor: Prof L Blaauw: B.A. (UNAM), B.A. Hons, M A and PhD (Rhodes)

Associate Professor: Prof C A Keyter: B.Admin, B.Admin (Hons), M Admin and PhD Public and Dev Mgt (Stell)

Associate Professor: Prof I Liebenberg: B.A Political Science (Stell), B.A (Hons) (Stell), M.A Political Science (Stell), M.A

Dev. Studies (UWC), PhD (UNISA)

Senior Lecturer: Dr SB Lwendo: B-Admin. and M Admin (UNAM), (PhD (North-West)

**Senior Lecturer:** Mr R Marenga: BA and MPA (UNAM)

Senior Lecturer: Dr J Amupanda: B. A. (UNAM); B. A. Political Science (Hons) (Stell); B.A Hons History (UNISA); M. A.

Political Sci (Stell) Ph.D Political Science (UNAM)

Lecturer: Mr P Kaapama: N Dip. Pub Admin (Polytechnic of Namibia), MSc. Dev Admin (Bristol)

Lecturer: Mr M Sikanda: B. Admin. (UNAM); MPA (UB)- Staff Development Fellow

Lecturer: Ms EK Thomas: BA, MA (Public Policy and Admin) (ISS, The Haque and UNAM), HEDip (UNAM)

Lecturer:Mr KH Namakando: MA -Public Policy and Admin (ISS, The Hague and UNAM)Lecturer:Mr R Tyitende, B Admin (Hons) and MPA (UNAM) Staff Development FellowLecturer:Ms. C Louw: B.A. Hons International Studies and M.A. International Relations (Stell)Lecturer:Ms RM Nawases: B.A Hons -Media and Industrial Psychology- (UNAM); Master of law -

International Relations (CNNU, China)

#### **SOUTHERN CAMPUS**

FACULTY OF COMMERCE, MANAGEMENT AND LAW LOCATION: KEETMANSHOOP, Gordon street, Kronlein

Head of Department: Dr. B. F. Maseke

□ (+264-61) 2063127 □(+264-61)2063914 Email: bmaseke@unam.na

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

#### **PROGRAMMES OFFERED AT CAMPUS**

Bachelor of Business Administration (BBA) (Honours) (12BBAD) 4 YEARS FM

#### **ACADEMIC STAFF**

Senior Lecturer: Mr E Odero: B. Acc, Postgraduate certificate in Labour Law and MSc. Acc & Finance (UNAM)
Lecturer: Mr J Ngozu: Mr J Ngozu: BBA Hons, (East London), LLM International Commercial Law (Sterling)

Lecturer: Ms Tulonga M Shaalukeni: B. Acc Hons and M Sc in Acc & Finance (UNAM)
Lecturer: Mr SW Denk: B Tech Hons Marketing (Polytechnic of Namibia), MIB (NUST),

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

#### **RUNDU CAMPUS**

FACULTY OF COMMERCE, MANAGEMENT AND LAW

Head of Department: Dr. BF Maseke

□ (+264-61) 2063127 □(+264-61)2063914 Email: <u>bmaseke@unam.na</u>

**Assistant Faculty Officer:** Ms Nikosia R Kamwi: (+264-66) 2686074/2686002 □ (+264-66) 255564 □ nrkamwi@unam.na

#### **PROGRAMMES OFFERED AT CAMPUS**

Diploma in Entrepreneurship and New Venture (12DNVM) 2 YEARS PM Bachelor of Business Administration (Honours) (12BBAD) 4 YEARS FM

#### **ACADEMIC STAFF**

Lecturer: Dr G Kavei: Dip-Manager Development (Damelin), PGDip-HRMgt, MSc-HR Dev and PhD- Dev Policy

and Mgt (Manchester).

Lecturer: Ms PW Msiska: B Econ (UNAM), MIB (London Metropolitan); Lecturer: Mr E Augustinus: MSc in Acc, (De La Salle y, Manila,Phil).

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

Lecturer: Mr L Chibahwile: BBA (UNAM), MBA – Finance (Bangalore, India)
Lecturer: Ms K. T. Mbambo: MBA (HRM – Marketing), (Punjab Tech University)

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

University)

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

# B. QUALIFICATIONS OFFERED BY THE SCHOOL

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

# **B.1** Undergraduate Programmes

QUALIFICATION	QUALICATION-CODING		MINIMUM DURATION	
Diploma in Local Government Studies	(12DLGS)	2YEARS	FM/DISTANCE	
Diploma in Entrepreneurship and New Venture	(12DNVM)	2YEARS	PM/DISTANCE	
Diploma in Business Administration	(12DIBA)	2YEARS	PM	
Bachelor of Economics (Honours)	(12BECN)	4 YEARS	FM	
Bachelor of Business Administration (Honours)	(12BBAD)	4 YEARS	FM/DISTANCE	
Bachelor of Public Management (Honours)	(12BPMM)	4 YEARS	FM .	
Bachelor of Arts in Political Science (Honours)	(12BPOL)	4 YEARS	S FM	

# **B.2** Postgraduate Programmes

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

# TERMS OF REFERENCE OF THE FACULTY POSTGRADUATE STUDIES COMMITTEES

#### COMPOSITION:

Members of the Faculty PGSC will be nominated by each department and approved by the relevant Faculty Board according to the following criteria:

- (a) Chairperson: Faculty HoD for Postgraduate Studies.
- (b) At least one member from each department/campus with a PhD, except departments without PhD holders where a Masters holder with extensive research experience may serve. Schools will function as departments with regards to representations at Faculty Committees.
- (c) Secretary: Faculty Officer or Assistant Faculty Officer.
- (d) Faculty or Campus Representative on URPC should be a member.
- (e) Any other staff member, on invitation, as need arises.

# QUORUM RULES:

The quorum of the Faculty Postgraduate Studies Committee shall be one half plus one of the members holding office at the time of the meeting.

#### 3. TERMS OF REFERENCE:

- (a) To ensure quality control of all research proposals in accordance with Postgraduate guidelines;
- (b) To critically scrutinize and approve research proposals and submit approved research proposals for noting to the UNAM Postgraduate Studies Committee (UNAM PGSC);
- (c) To organize postgraduate seminars for all postgraduate students admitted into the Faculty in accordance with Postgraduate auidelines;
- (d) To ensure that submitted Master and Doctorate research proposals and theses/dissertations comply with the guidelines;
- (e) To monitor progress of postgraduate students and make recommendations to the UPGSC for approval;
- (f) To recommend the appointment of postgraduate examiners and supervisors to the UPGSC for approval;
- (g) To submit notifications of intent to submit theses/dissertations for noting to the UPGSC.
- (h) To recommend new and revised postgraduate programmes to the UPGSC;
- (i) To compile and submit to the Centre for Postgraduate Studies (CPGS) annual reports on postgraduate activities (through the chairperson);
- (j) To monitor equity and regional representation in postgraduate student admissions;
- (k) To assist postgraduate students in obtaining ethical clearance certificates from RPC through their faculty representatives on RPC;
- (I) To recommend Masters and Doctoral Viva Voce Panels to CPGS.
- (m) To inspect the final bound copies and digital formats (in pdf format) of theses/dissertations of graduating students before they are submitted to the CPGS;
- (n) To develop and maintain a faculty database of postgraduate students and their progress;
- (o) To process and submit claim forms for payment of supervisors and examiners;
- (p) To submit agenda items for UPGSC to the PGS secretariat (chairperson);
- (a) To undertake any other duties that may be assigned to the Faculty PGC by the UPGSC or CPGS that relate to postgraduate studies.

#### Article II. B. REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

#### PREAMBLE

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

## Article III. B.1. POSTGRADUATE TRAINING PROGRAMMES AT UNAM

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

# Section 3.01 B.1.1. Postgraduate Diploma Programmes

- 1) UNAM makes provision for Postgraduate Diploma programmes in selected fields as approved by Senate.
- 2) Postgraduate Diploma programmes offer specialised training, which is career-oriented.
- 3) Postgraduate Diploma programmes have a minimum of one year duration for full-time students, and two years for partime students; are taught programmes (i.e. involve lectures, seminars, practicals, written tests and examinations, etc); and also include a small independent research component.

# Section 3.02 B.1.2. Master's Degree Programmes

- 1) Postgraduate training programmes at Master's degree level are of two types:
- (a) Master's degree by research culminating in a thesis.
- (b) Taught Master's degree involving at least one academic year of coursework followed by a mini thesis.
- 2) Students admitted to Master's degree programmes enrol on either a full time or part time basis. Master's degree programmes have minimum of two years duration for full-time students and three years for part-time students; and **a** maximum of three years for full time students and maximum of five years for part-time students, unless otherwise stipulated by programme specific regulations.

#### Section 3.03 B.1.3. Doctoral Programmes

- 1) Doctoral programmes at UNAM are normally undertaken by research and the writing of a dissertation unless otherwise approved by Senate. The duration of a doctoral programme is a minimum of three for full-time studies and four years for part-time students; and a maximum of four years for full time students and maximum of six years for part-time students.
- 2) Doctoral study opportunities at UNAM are offered where the departments have the necessary qualifications for admission, where the relevant Department has the necessary research facilities and infrastructure, and where sufficiently qualified and experienced academics are available and ready to provide effective supervision.

# Section 3.04 B.1.4. Approval of Postgraduate Programmes

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

# Article IV. B.2. REGULATIONS AND GUIDELINES GOVERNING POSTGRADUATE APPLICATIONS

#### Section 4.01 B.2.1 Eligibility for Admission/ Procedures to Apply for Postgraduate Studies

UNAM welcomes students with a range of qualifications from all over the world. Applicants must fulfil the minimum admission requirements for entry as well as English Language requirement (if relevant) as indicated. Competition for places in some programmes is extremely high, and the minimum requirement given may not be sufficient to be admitted. **Due to this, applicants may be requested to undergo further screening processes.** 

# Section 4.02 B.2.2 Postgraduate Diploma

- 1) Prospective students must be in possession of a relevant Bachelor's degree from UNAM or any other recognised institution.
- 2) Students who do not comply with (1) above may also be considered according to the University approved Recognition of Prior Learning (RPL) Policy.

#### Section 4.03 B.2.3 Master's Degree

- 1) Prospective students must be in possession of a NQF (Namibian National Qualifications Framework) Level 8 Bachelor (honours) degree qualification or equivalent, with an overall grade average of 60% (and above) from UNAM or any other recognised institution, in the chosen field of study.
- 2) In addition, prospective students must satisfy Faculty specific requirements as indicated in the admission requirements of the relevant programme (e.g. minimum two years teaching experience and a screening test for M.Ed. admission).

# Section 4.04 B.2.4 Doctor of Philosophy Degree and other Doctoral Programmes

- 1) Prospective candidates must be in possession of a NQF level 9 Master's degree or equivalent from UNAM or any other recognised institution, in the chosen field of study.
- 2) Students who enrolled for a Master's degree by thesis only may be considered for upgrading into the Doctoral Programme if, during the second year of registration they demonstrate sufficient original contribution(s) to knowledge as motivated by the supervisors through the Faculty Postgraduate Studies Committee and approved by the UNAM PGSC.

#### Article V. B.3 APPLICATION PROCEDURES FOR POSTGRADUATE STUDIES

#### Section 5.01 B.3.1 Application forms

Applications for postgraduate studies should be made on a University **postgraduate application form** which is available on request from the Office of the Registrar, Student Records Section, and can also be downloaded from the UNAM Webpage: <a href="http://www.unam.edu.na">http://www.unam.edu.na</a>

Before completing the application form, applicants must familiarise themselves with all aspects pertaining to postgraduate studies as set out in this prospectus. Applicants must also acquaint themselves with the different modes of the programmes offered (e.g. taught programmes or by thesis/dissertation only, full time or part time). Applicants must ensure that all relevant documentation is submitted with the application form, together with a **non-refundable application fee**. Receipt of the application will be acknowledged by mail.

Prospective students with qualifications obtained from an institution outside Namibia (or non-accredited institutions in Namibia) must submit a Namibia Qualifications Authority (NQA) evaluation for such qualification together with their application forms compulsory. Please Note: this process takes at least 30 days and proof of submission to NQA will NOT be accepted.

All Master's by Thesis and Doctorate by Dissertation must submit a research topic concept note (maximum two pages) together with the application form. No consideration will be given to applications without the concept note.

#### Incomplete applications will not be considered.

The closing date for taught Master's and taught Doctoral applications is end of <u>July</u> of each year or as advertised (**No late applications will be accepted**).

Application for Master's and Doctoral programmes by thesis/dissertation only, will be accepted throughout the year.

#### Section 5.02 B.3.2 Processing of applications

The completed application forms will be processed and forwarded by the Student Records Section to the Centre for Postgraduate Studies which will in turn forward the applications to the relevant Faculty/School/Department Admission Committees.

## Section 5.03 B.3.3 Admission of students

The Department/School recommends admission through the Faculty to the Centre for Postgraduate Studies taking into account the applicant's fulfilment of the minimum admission requirements, availability of supervisors and space. A provisional admission letter indicating further conditions to be met as applicable will be issued to prospective student.

#### Master's by Thesis and Doctoral programmes by Dissertation

The relevant Faculty PGSC will recommend Supervisor(s) according to the applicant's area of study to the UNAM PGSC for approval.

Upon approval of the supervisor(s) by the UNAM Postgraduate Studies Committee and verification of other conditions, an admission letter is issued by the Centre.

It is the responsibility of the student to ensure that the supervision agreement (Annex 1) is signed with the supervisor. After verification of this agreement by the Faculty PGS Officer the student may register during the next registration period (first week of the month).

# Maste<u>r's and Doctoral Programmes by coursework</u>

Upon recommendation by the relevant Department/School, the FPGSC will recommend a supervisor(s) according to the applicant's area of study to the UNAM PGSC for approval, at least six months before the start of the research component.

#### Section 5.04 B.3.4 Study Permit Requirements

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

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

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

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

## Article VI. B.4 REGULATIONS AND GUIDELINES GOVERNING REGISTRATION OF ADMITTED STUDENTS

#### Section 6.01 B.4.1 REGISTRATION FOR MASTER'S/DOCTORAL BY THESIS/DISSERTATION ONLY

B.5.1.1 Registration of admitted students

- 1) All postgraduate students are expected to adhere to the deadline dates for registration as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 2) All Postgraduate Students shall be required to register for the **compulsory module on "Academic Writing for Postgraduate Students".**
- 3) Students who apply for Masters/Doctoral may be required to enrol in selected modules, which will help to bridge any gaps in their earlier training or expose them to new developments in their study disciplines, as may be recommended by relevant FPGSC and approved by the UNAM PGSC. Students must pass these modules before they qualify for graduation.
- 4) All Postgraduate Students shall be required to register **every year** for the duration of the specific programme, unless approval has been granted for a break in studies.
- 5) Students who fail to register for any particular academic year will have to apply for re-admission to the programme and provide valid reasons why he/she could not register for the particular academic year.
- 6) A registered student may be allowed to transfer to the University of Namibia (from another institution) subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved. Registration is subject to the availability of suitable supervisors and all relevant processes and regulations of the University of Namibia.
- 7) A registered student may be allowed to transfer from the University of Namibia subject to written approval of the supervisor(s) and the relevant Postgraduate Studies governing bodies from both Universities involved.
- 8) No student shall be admitted as a candidate for more than one qualification at the same time without the special permission of Senate. Likewise, no student registered at the University of Namibia shall be permitted to enroll as a student at another university at the same time.
- 9) Senate may, after consultation with Faculties, restrict the number of candidates who may be permitted to register for a particular course of study, in which case Faculties may, from amongst the candidates qualified to register for such a course of study, select those who will be permitted to register.

# Section 6.02 B.4.2 REGISTRATION FOR MASTER'S/DOCTORAL PROGRAMMES BY COURSEWORK Registration of admitted students

- 1) All postgraduate students are expected to adhere to the deadline dates for registration/addition of modules as stipulated in the Faculty, Postgraduate and General Regulations Prospectuses.
- 2) Students who are registered in programmes involving coursework and a thesis/dissertation will be required to enrol for core and elective (optional) modules, as prescribed in the relevant Faculty Prospectus and in the Centre for Postgraduate Studies Prospectus under the relevant Faculty.
- 3) Before registering for the research component, students must sign an agreement with the approved supervisor (Annexure 1) **not later than six (6) months** before the scheduled start of the research project, as reflected in the curriculum.

#### Section 6.03 B.4.3 Approval of Research Proposal

Within three (3) months of signing the agreement with the approved supervisor the research proposal accompanied by all supporting documents (e.g. informed consent form, interview guide etc) must be presented to the Faculty PGSC. The Faculty PGSC makes one of three recommendations:

Within six (6) months of registration for a Master's and within nine (9) months of registration for a Doctoral programme, the research proposal accompanied by all supporting documents (informed consent form, interview guide etc) must be presented to the Faculty PGSC. The Faculty PGSC makes one of three recommendations:

- 1. Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRP, to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies:
- 2. Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC.
- 3. Grants an extension period of three (3) months for re-submission after which the Faculty PGSC makes one of the following recommendations:
- 3.1 Approves the research proposal and recommends it, as well as the Ethical Clearance Certificate obtained from the CRP, to the UNAM PGSC for noting and issuing of the Research Permission Letter by the Director: Postgraduate Studies;
- 3.2 Rejects the research proposal and recommends de-registration of the student to the UNAM PGSC;
- 3.3 Recommends registration at a lower level for a PhD candidate (Master's by Thesis only).

#### Article VII. B.5 COLLABORATIVE POSTGRADUATE TRAINING

- 1) Through collaborative arrangements, students may undertake part of their training with other institutions of higher learning that the University is collaborating with.
- 2) Registration of students on collaborative programmes will be guided by the particular Memorandum of Understanding.
- 3) The implementation of collaborative programmes should adhere to terms and conditions stipulated in the Memorandum of Understanding.

#### Article VIII. B.6 CANCELLATION AND EXEMPTION OF MODULES

- 1) All postgraduate students are expected to acquaint themselves with the deadline dates for cancellation and exemption of modules as stipulated in the Faculty, Postgraduate and General Rules and Regulations Prospectuses.
- 2) No module cancellations or cancellation of studies will be effected without the completion of the required cancellation form signed by the student and Faculty Officer: Postgraduate Studies.
- 3) Students have to submit a complete exemption application form before the stipulated due dates to the Centre for Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.

#### Article IX. B.7 APPLICATION FOR BREAK IN STUDIES

- Students who are unable to register for a specific year are expected to apply before 31 October for break in studies for the subsequent academic year, to the UNAM Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee for a maximum period of one academic year. Reasonable justifications for the leave of absence should be provided.
- 2) When a student is on approved break in studies, the year of non-registration will not count as part of the duration of the study. However, students must re-apply before the closing date of applications for admission to activate their registration for the subsequent academic year.
- 3) A student who takes a break studies for a period of one (1) years will be required to:
- 4) Apply for re-admission to the University and Faculty/program.
- 5) Satisfy all requirements for admission, and
- 6) Start the programme from the first year.

# Article X. B.8 APPLICATION FOR LEAVE OF ABSENCE

In order to be admitted to examinations, students are required to attend at least 80% of the lectures and to complete the required elements that make up the continuous assessment mark. Students who are unable to attend classes/tests

for any reason, must complete the necessary application form (obtainable from the Office of the Registrar), and supply the necessary documentation. The application must be seen by all lecturers concerned, who will provide their comments and signatures. Final approval rests with the Registrar's Office. It will be the responsibility of the student to make up for missed events/complete the relevant requirements (including tests).

#### Section 10.01 B.8.1 ABSENCE DUE TO MATERNITY

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

#### Section 10.02 B.8. 2 ABSENCE DUE TO FUNERALS

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

#### Section 10.03 B.8.3 ABSENCE DUE TO ILLNESS & OTHER REASONS

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

# Article XI. B.9 COURSEWORK EVALUATION AND GRADING

- Students who are registered for postgraduate programmes by coursework will be examined according to procedures 1) approved by Senate.
- In all Faculties, the meaning attached to letter grades awarded by examiners is as follows: 2)

<u>Grade</u>	<u>Interpretat</u>	<u>ion</u>	% Equivalence
Α	Distinction	on 80 and above	
В	Very Go	od	70 – 79
С	Good	60 - 69	
D	Satisfact	ory	50 - 59
E	Fail	49 and below	

Before a student can proceed to the thesis/dissertation research phase (in the case of coursework programmes), s/he 31 must first pass all coursework modules. Subject to faculty regulations, a student with one module outstanding may register for the research project, provided that the outstanding module is not Research Methodology or module that deals with research or data analysis.

#### Article XII. **B.10 THESIS/DISSERTATION RESEARCH**

- Students who successfully complete the coursework phase, or who are registered for postgraduate studies by thesis/dissertation alone, undertake research in an approved research topic, and write a thesis/dissertation. This shall be after a specified period set by the relevant Committees and approved by Senate.
- Thesis and Dissertation research may include an artistic/aesthetic component, presented in the form of a composition, a theatre/musical performance, and/or an exhibition of original works, as a partial fulfilment of the requirements for a Master's or Doctoral degree, respectively.
- As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been 3) submitted for a similar degree in any other university (Annex 2).
- The thesis must contain a concise and comprehensive abstract of between 200-300 words and 300-400 words for the 4) dissertation, indicating the main findings and major conclusions of the research. The abstract should be Times New Roman, font size 12, and 1.5 line spaced.

#### Article XIII. B.11 REGULATIONS ON THE TEACHING AT POSTGRADUATE LEVEL

- 1) To teach and supervise students at the master's and doctoral programme levels, a member of staff shall have a doctoral degree or equivalent in the discipline of the postgraduate programme being offered.
- 2) To teach and supervise students at the postgraduate diploma programme levels, a member of staff shall have a Master's or equivalent in the discipline of the postgraduate programme being offered.
- 3) Members of staff without PhD or equivalent qualifications but with specialised expertise can co-teach with members of staff holding doctoral degrees.

# Article XIV. B.12 GUIDELINES ON THE RESEARCH SUPERVISION OF POSTGRADUATE STUDENTS

#### Section 14.01 B.12.1 ASSIGNMENT OF SUPERVISORS

- 1) Every postgraduate student shall be assigned a supervisor/supervisors (at least **one** (1) supervisor for Master's students and **two (2)** supervisors for Doctoral candidates) nominated by the relevant Department, recommended by the relevant Faculty Postgraduate Committee and approved by the UNAM Postgraduate Studies Committee on recommendation of the Faculty Postgraduate Studies Committee.
- 2) Where the student's research topic is multidisciplinary in nature, or where there is need for additional expert supervision in the same discipline, or where the student's postgraduate training programme involves sandwich arrangements, one or more additional supervisors may be appointed.
- 3) Postgraduate student supervisors will be appointed from suitably qualified members from UNAM Faculties/Centres; where there is a need to appoint an external supervisor there should be another supervisor from UNAM.
- 4) A supervisor for Master's and Doctoral students must have a doctoral degree and expertise in the field of study that he/she is expected to supervise. In addition, the supervisor must have relevant research and publication experience.
- 5) For purposes of mentorship, the co-supervision at all levels is strongly recommended. A supervisor without a doctoral degree will be considered to supervise Master's students (normally as a co-supervisor) subject to approval by the UNAM PGSC.

#### Section 14.02 B.12.2 GENERAL DUTIES AND RESPONSIBILITIES OF POSTGRADUATE SUPERVISORS

- 1) The supervisor must have a thorough understanding of the University's Postgraduate Regulations and Guidelines, in order to effectively guide the student towards attaining the stipulated standards.
- 2) The supervisor has the responsibility of ensuring that their students make progress in their studies. Where there are problems affecting the student's research progress, these shall be communicated to the UNAM Postgraduate Studies Committee through the Head of the relevant Department and the Faculty Postgraduate Studies Committee.
- 3) Supervisors should understand that:
- (a) The Master's thesis research programme is designed as a **training** course, whereby it is intended that the student will:
  - be exposed, acquire and apply fundamentals of research,
  - \* acquire certain new techniques and methods of research,
  - \* learn how to present the results of research in a scholarly manner, and
  - \* make some contribution to knowledge.
- (b) Master's students require close and careful supervision because they usually lack previous research experience, especially during the early stages of their theses (when learning about research methodology, experimental design and research technique) and also when preparing the initial drafts of their theses.
- 4) The supervisor of a Doctoral candidate should recognise that the candidates, in most cases, will have acquired some research experience when they were Master's degree students. What is expected of the Doctoral candidate is thus qualitatively and quantitatively more than outlined above for Master's degree students. Here the supervisor expects the candidate to:
- \* make a **distinct and original contribution** to **knowledge**, of fact and/or theory;
- \* produce a considerable amount of **original work**;
- \* undertake a more critical and extensive review of the relevant literature than is the case for Master's students, and
- \* exercise considerable initiative in conducting the research.
- 5) After completion of a research proposal, the doctoral candidate should be able to work **independently** and be **guided** rather than be directed by his/her supervisor. It is, nevertheless, the supervisor's responsibility to guide the candidate in the right direction.
- 6) During the initial phase, the supervisors have the responsibility of assisting their candidates in the design and formulation of appropriate postgraduate research projects.
- 7) Supervisors should be able to determine, through their previous research experience, potential impediments to the research problem and advise the students on what can be achieved meaningfully, within the time allocated for the study.

- 8) The supervisors have the responsibility of monitoring the student's research progress throughout the research period:
- (a) Both the supervisor and the student must submit **compulsory** report on the progress of the student to the relevant Departmental HoD before the end of each semester (Annex 3A and 3B). The Faculty PGSC will study the reports and take the necessary steps to resolve problems (where necessary).
- (b) Where the departmental HoD is the supervisor, the deputy dean of faculty should sign.
- (c) A summary report of all progress reports received and recommendations from the Faculty PGSC on problems identified and actions taken must be tabled during the **July and November** UNAM PGSC meetings.
- (d) In order to ensure that the thesis/dissertation research proposals benefit from inputs from other academics in the Departments, every Faculty offering postgraduate programmes shall, in consultation with the supervisors, arrange at least one **compulsory** research seminars, which will enable the candidates to refine and improve the research proposal, report on progress and learn from others.
- 9) The supervisor has the ultimate responsibility of assisting the student to give an appropriate title to the thesis/dissertation, and to guide him/her on the presentation of the research results in the form of a scholarly thesis/ dissertation, in accordance with the set guidelines.
- 10) The supervisor and student should have regular meetings to discuss progress on the research project.
- 11) Although the writing of the postgraduate thesis/dissertation is the responsibility of the student, it is the supervisor's role to ensure that the standards set by the University are adhered to. The supervisor should:
- (a) be accessible to the student during the critical stage of thesis/dissertation writing;
- (b) discuss the drafts of the thesis/ dissertation with the student throughout the process;
- (c) read the student's thesis/ dissertation carefully and critically, indicating where improvements are needed, e.g., where there is paucity of information, and where the important findings could be published, , etc.;
- (d) at the conclusion of the work, read the entire thesis/ dissertation, and advise whether or not it is in a form suitable for presentation to examiners;
- (e) but should not be responsible for personally editing language usage in the thesis, or correcting typographical errors. He/she should however, point out language and typographical errors.
- 12) If the student has two or more supervisors, one of these should be appointed as main supervisor and the rest as co-supervisor(s).
- 13) Should a supervisor be away from the University for more than three consecutive months, an acting supervisor must be appointed. In the case of absence of main supervisor, the co-supervisor will act. Where a student has only one supervisor an acting supervisor must be appointed by UNAM PGSC on recommendation of the FPGSC.
- 14) Where continued supervision is a condition of sabbatical or extended research leave, the Head of Department must ensure that these conditions are adhered to.
- 15) Where a supervisor retires or resigns from the University, he/she shall cease from supervising any student(s) under his charge, unless there is an agreement in writing for the continued supervision of the student(s).
- 16) If, in the course of the student's research, a situation develops whereby:
- (a) there is a breakdown in communication between the student and the supervisor;
- (b) there are personal clashes and conflicts between the two;
- (c) the student refuses to follow the supervisor's advice;
- (d) a change will enhance the progress of the student the case should be reported in writing to the Head of the relevant Department by either the supervisor or the student. The Head of Department has the responsibility to hear both sides of the case (that is, from the supervisor and the student) with a written report and recommendation to the FPGSC for possible action. The FPGSC will study the report and take action or make a recommendation (where applicable) to the UPGSC.
- 17) Staff members from research institutions will be allowed to supervise ten (10) students; the main supervision will be counted as 1 and co-supervision as 0.5 students, respectively. To ensure adequate supervision, a single staff member shall not supervise more than five (5) postgraduate students at any given time. Staff members' supervision responsibilities should be taken into consideration by Heads of Departments when other teaching duties are assigned.

#### Section 14.03 B.12.3 REMUNERATION OF SUPERVISORS

All supervisors will be remunerated upon approval of the graduation of the student by AEC, according to the tariffs determined by the University from time to time (Annex 17). Progress reports of the student during the duration of the study, signed by the supervisor(s), should accompany the claim form (Annex 18).

# Article XV. B.13 REGULATIONS AND GUIDELINES GOVERNING THE SUBMISSION OF THESES AND DISSERTATIONS FOR EXAMINATION

#### Section 15.01 B.13.1 NOTICE OF INTENT TO SUBMIT THE THESIS/DISSERTATION FOR EXAMINATION

- 1) At least **three (3) months** prior to the scheduled date for the submission of the **thesis** and **four (4) months** prior to the scheduled date for the submission of the **dissertation**, the respective postgraduate students shall, through their supervisors, Departments and Faculty PGSC, submit a written notice, to the UPGSC, declaring their intention to submit their theses/dissertations (Annex 4A). This is in order to allow sufficient time to organise the appointment of examiners before the submission of the thesis/dissertation.
- 2) Students who submit a notice of intent within a shorter period than specified in paragraph 1 above should note that the examination might be delayed.
- 3) Students who fail to submit their theses or dissertations within the time period indicated in the notice of intent should note that the examination of their thesis/dissertation may be delayed as new examiners may need to be appointed.
- 4) The abridged curriculum vitae of internal and external examiners nominated by relevant Faculty PGSC and Annex 4B shall be submitted together with the notice as per Annex 4A for approval by the UNAM Postgraduate Studies Committee (see Annex 5 for the format of the abridged curriculum vitae).
- 5) Student shall submit **three** ring bound copies of the Master's thesis and **four** ring bound copies of the doctoral dissertation (including soft copy in word version) through the relevant HoD postgraduate studies to the Centre for Postgraduate Studies for examination by the **end of October of each year**. The submission of the bound copies should be accompanied by a signed form (Annex 6).
- 6) Students submitting the thesis or dissertation after the due date may not graduate and must re-register and **pay the required fees** for the subsequent academic.
- 7) Students with no re-admission statuses must appeal for re-admission for the subsequent academic year, irrespective of the fact that the thesis or dissertation might have been submitted for examination.

#### Section 15.02 B.13.2 APPOINTMENT OF EXAMINERS

- 1) Every Master's thesis submitted shall be examined by at least two examiners approved by the UNAM Postgraduate Studies Committee on recommendation by the Faculty Postgraduate Studies Committee. At least one of the examiners in each case must be external to the University of Namibia, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.
- Upon receipt of the notice of intent from the student, the Head of the Department should complete and submit Annex 4B together with the abridged CV's of the potential examiners to the FPGSC for recommendation and approval by the UNAM PGSC. Heads of Departments must declare any potential conflict of interest in the nomination and appointment of examiners. Examiners may NOT be selected from the pool of moderators already approved for modules in the specific taught programme.
- 3) In the case of doctoral dissertations, at least three examiners shall be appointed, of whom two must be external to the University, except when the student is a staff member in which case all examiners must be external. The supervisor(s) should not be one of the examiners.
- 4) Internal and External Examiners will be appointed on the basis of their expertise, independent from appointment of external moderators already approved for modules in the specific programme.
- 5) The examiner should not have any direct involvement in the research project of the student and must declare any past or present (personal or professional) connections with the student. Before final appointment the examiner should declare any direct conflict of interest by signing Annex 7.
- 6) An examiner for Master's students and Doctoral candidates must have a doctoral degree and expertise in the field of study that he/she is expected to examine. In addition, the examiner must have relevant research and publication experience.
- 7) The Director: Centre for Postgraduate Studies shall issue a letter of appointment to the thesis or dissertation examiners (Annex 8).

Examiners shall complete examination in the following periods: Mini thesis (Master's) = 6 weeks; Thesis (Master's) by research = 6 weeks; and Doctoral dissertation = 8 weeks.

# Article XVI. B.14 REGULATIONS AND GUIDELINES GOVERNING THE EXAMINATION OF THE SUBMITTED MASTER'S THESES AND DOCTORAL DISSETATIONS

#### Section 16.01 B.14.1 EXAMINATION OF MASTER'S THESES AND DOCTORAL DISSERTATIONS

- 1) Each examiner shall be required to examine the thesis or dissertation in detail and submit his/her comprehensive assessment under the following headings:
- (a) **Appropriateness of the thesis title.** Comment on the appropriateness of the title as it relates to the content of the thesis or dissertation.
- (b) **Introduction:** comment on the validity of the research problem, the extent to which the questions or objectives address the identified research problem and the justification for the study.
- (c) **Completeness of the Literature Review**. Comment on the ability of the student to describe other researcher's contributions to similar problems. The literature review should lead the reader to a good understanding of what is already known about the research topic, what gaps of knowledge exist, what the study was intended to contribute, and what hypotheses guided the study. The examiners should comment on the candidate's familiarity with the literature.
- (d) Research Methods: The examiners should also comment on the appropriateness of the research methods (and instruments, where relevant) employed in the study. Where applicable, comment on ethical considerations should be included.
- (e) **Presentation of the Results**: The examiners should comment on the manner in which the findings of the study are presented. If tables of data are provided, are they reduced statistically? Are the statistical analyses appropriate? If illustrations are provided, are they of publishable quality? Is the description of the research results of adequate clarity and scholarship?
- (f) **Discussions and Conclusions**: Are the conclusions clearly presented? Are they logical and supported by data? Has the candidate sufficiently indicated how his/her results compare with those of others, as cited in the literature? From the thesis/dissertation, is his/her contribution to new knowledge clearly brought out? In the case of Doctoral dissertations, is there evidence of sufficient originality? If there are weaknesses in the thesis/ dissertation, what are the shortcomings?
- (g) **Recommendations:** Are the recommendations formulated address what was not reported in the thesis? Will the recommendations lead to addition of new knowledge to the current study?
- (h) Language and Technicalities: Is the language used clear and concise? Are there major typographical errors? Is a language editor needed? (Where applicable).
- (i) **References:** Are all the references cited in the text recorded on the reference list (and vice versa)? Are recent references used? Are the references used appropriate to the study? Is there consistence in the style of referencing used?
  - **Summary**: The examiner should present a summary indicating whether s/he recommends the thesis or dissertation for a postgraduate degree award. Exam should allocate marks for the thesis by following guidelines in Annex 9, and complete the Summary Form (Annex 10 & 11).
- 2) All examination reports must be submitted to the Director: Centre PGS within a stipulated time from the date of receipt of the documents. If the assessments are not received within two months, new examiners may be appointed.
- 3) The Director: Centre for Postgraduate Studies will forward the reports to the relevant HoD PGS, who will be responsible for distributing the reports to the supervisor.
- 4) Once the relevant HoD PGS has received **all** the reports for a particular student he/she removes the names and affiliation of the examiner as well as the allocated marks and distributes the amended report to the supervisor.
- 5) The supervisor will share the reports with the student to make the indicated corrections. Where the reports contain conflicting recommendations, the supervisor will guide the student in addressing them.
- 6) The revised thesis or dissertation together with a comprehensive table of corrections must be submitted to the supervisor to verify that all corrections have been made before the thesis or dissertation is bound.
- 7) Upon evaluation of the thesis, the examiner will recommend one of the following:
- a) PASSES subject to MINOR corrections (≥ 50%)
- b) PASSES subject to MAJOR corrections (≥ 50%)
- c) RE-SUBMIT FOR RE-EXAMINATION (no mark allocated)
- d) FAIL (< 50%)

A thesis re-submitted for re-examination shall be re-examined by the same examiner and awarded a maximum mark of 50%.

- 8) Upon evaluation of the dissertation, the examiner will recommend one of the following:
- a) PASSES subject to MINOR corrections

- b) PASSES subject to MAJOR corrections
- c) RE-SUBMIT FOR RE-EXAMINATION
- d) FAIL

No marks should be allocated for the dissertation. A dissertation re-submitted for re-examination shall be re-examined by the same examiner

- 9) (a) Where a Master's thesis is recommended for re-submission, **it must be re-submitted within 6 months**, failure to do so the student will be deemed to have failed the thesis and will not be re-admitted.
  - (b) Where a Doctoral dissertation is recommended for re-submission, it must be re-submitted within 12 months, failure to do so the student will be deemed to have failed the dissertation and will not be re-admitted.
  - 10) Where a thesis or dissertation is submitted for re-examination, the examiner should indicate whether the student has satisfactory addressed the identified shortcomings in the first submission.
  - 11) In cases where the examiners of the thesis disagree in their recommendations (fail versus pass), Faculty PGSC should recommend an independent external examiner to the UNAM PGSC for approval to serve as arbiter on the thesis.
  - 12) Where two examiners fail a dissertation the student will be deemed to have failed the dissertation and will not be re-
  - 13) Where one examiner fails a dissertation, Faculty PGSC should recommend an independent external examiner to the UNAM PGSC for approval to serve as arbiter on the thesis or dissertation.
  - 14) For both theses and dissertations the assessment of the arbiter will be FINAL.
  - 15) A copy of the first version of the thesis or dissertation submitted for examination will be sent to the arbiter.
  - 16) In cases where the difference in the pass marks allocated for a thesis, by the internal and external examiner, is 20% or more, the Departmental Head must set up a departmental committee (excluding the supervisor and internal examiner) to study the case and recommend a mark for the thesis and provide a motivation on the decision to the UNAM PGSC, through the Faculty PGSC. Where the departmental Head is the supervisor or the examiner, the Dean shall appoint an independent person to study the case and recommend a mark for the thesis and provide a motivation for his/her decision to the UNAM Postgraduate Studies Committee.
  - 17) All examination reports, including any reports that recommended a fail must be submitted by the faculty PGS HoD to the UNAM Postgraduate Studies Committee for recommendation to AEC.
  - 18) A postgraduate student, who disagrees with the results of the examination as approved by AEC, may appeal to the HoD PGS within two weeks after the release of the results giving reasons and evidence to support the appeal.

#### Section 16.02 B.14.2 PUBLICATION FROM A THESIS OR DISSERTATION

Students are encouraged to publish work from their thesis/dissertation in accredited journals. The following acknowledgements must be included in such publications:

"This work forms part of a Master/PhD study undertaken at the University of Namibia".

Any publication from thesis/dissertation must show UNAM as the student's affiliation.

A list of publications and conference presentations by the student, that was part of their study, should be listed in the thesis immediately after the abstract.

#### Section 16.03 B.14.3 VIVA VOCE EXAMINATION FOR STUDENTS REGISTERED BY THESIS OR DISSERTATION

- 1) In addition to writing a thesis or dissertation, the postgraduate students who are registered for Master's by Thesis and all Doctoral students, shall appear for a viva voce examination, to defend the submitted work before a panel of specialists on the subject.
- 2) The Centre for Postgraduate Studies is responsible for administering the viva voce examinations for doctoral students while the respective Faculties/departments are responsible for administering the viva voce examinations for master's students.
- 3) The viva voce examination shall take place only after the UNAM PGSC is satisfied that the thesis or dissertation submitted by the student is considered by the examiners to be of an acceptable standard.
- 4) The questions to be asked in the viva voce examination shall primarily be focused on the student's thesis or dissertation research area. The public can attend and WILL BE PERMITTED to ask questions.
- 5) The **viva voce panel** shall consist of the examiners and supervisors of the thesis or dissertation.
- 6) The Chairperson of the viva voce panel shall be a senior academic (at least at the rank of Associate Professor for Doctoral students and Senior lecturer for Master's students) and shall not be one of the supervisors or examiners. The viva

voce panel (including the chairperson) shall be approved by the Director of the CPGS on recommendation of the relevant HoD PGS.

- 7) The main supervisor must provide the relevant HoD PGS with an electronic copy of the corrected thesis or dissertation, who will distribute it, together with copies of the examiners' reports to the panel members at least two weeks before the date of the viva voce examination.
- 8) All members of the viva voce panel must acquaint themselves with the postgraduate processes and procedures.
- 9) The functions of the viva voce panel shall be:
- (a) to ascertain that:
  - the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the student
    - \* the shortcomings identified during the examination process have been addressed.
  - \* the broader subject area in which the study is based is fully grasped by the student.
  - any weaknesses in the thesis/dissertation can be adequately clarified by the student,
- (b) to make a definite recommendation to AEC through the UNAM PGSC, as to whether the student be deemed to have passed or failed the study (Annex 12).
- 10) The viva voce panel shall, as far as possible, endeavour to reach a unanimous decision on the student's performance. Where the panellists are unable to reach a consensus as to whether the student passes or fails, a vote may be taken to arrive at a reasonable decision. A majority vote shall be required for passing the viva voce examination.
- (a) At the end of the viva voce, the panel shall sign a viva voce Examination Results Form (Annex 12) making a specific recommendation to AEC through the UNAM PGSC on the student's performance.
  - (b) The Chairperson of the panel shall also submit to the UNAM PGSC a **comprehensive report** (Annex 13) signed off by the viva voce panellists. This should be done within one week of the examination. The report should include, an attendance register, challenges faced with the viva voce examination, a summary of the presentation, the discussion during the viva voce examination, any strong/weak points identified during the presentation and discussions, including any specific recommendations to the student.
  - 12) The duration of the viva voce shall be two hours for masters and three hours for PhD.
  - 13) The Chairperson of the viva voce Panel should announce the recommended outcome of the examination to the audience; but the qualification can only be awarded after approval by AEC.

# Section 16.04 B.14.4 SUBMISSION OF FINAL BOUND THESES OR DISSERTATIONS

After all the corrections as recommended by the examiners (including those from the viva where applicable) have been made to the satisfaction of the supervisor(s), five fully bound copies of the theses or dissertations shall be submitted to the Faculty PGSC for inspection before submission to the Centre for Postgraduate Studies. Where a student has been supervised by more than one supervisor, an additional copy for each additional supervisor must be provided. In addition, an electronic version of the thesis or dissertation compiled as a single document in **PDF** format shall be submitted. Please note that the final thesis or dissertation must be in the format as prescribed in B19.

# Section 16.05 B.14.5 PRESENTING STUDENTS FOR GRADUATION

The Faculty Officer: Postgraduate Studies will only submit the names of students for graduation approval by AEC on recommendation of the UNAM PGSC when the following conditions have been met:

- 1) Updated academic record reflecting the eligibility of the student for graduation.
- 2) Completed checklist confirming, amongst others, that corrections have been effected after receipt of examiners reports and viva voce examinations, (including a table of corrections), where applicable.
- 3) All signed examination reports (including, where applicable, arbiter/failed examination report).
- 4) Five (5) bound copies and one (1) electronic copy (in PDF format) of the Thesis or Dissertation has been submitted as per Regulation B.16.4.

# Section 16.06 B.14.6 REMUNERATION OF EXAMINERS

All examiners will be remunerated upon receipt of the examination report compiled using the examination guidelines in B.16.1, according to the tariffs determined by the University from time to time.

# Section 16.07 B.14.7 AWARDING OF A QUALIFICATION AT A LOWER LEVEL

1) A student who is de-registered for a taught Masters programme due to failure to successfully complete the research component, may be awarded a relevant and existing Postgraduate Diploma in the field provided that all the taught modules are passed and the research component is re-written and passed as a research project/paper. Award of this PGD is subject to approval by AEC on recommendation of the UNAM PGSC.

- 2) A student who was awarded a Postgraduate Diploma according to paragraph (1) above, will not be allowed to register for the same taught master programme at a later stage.
- 3) A student who fails a Masters by research, may be allowed to re-apply for re-registration on a completely different topic or a taught Masters programme.
- 4) A student who fails a PhD, may be allowed to re-write the dissertation in the format of a thesis incorporating all the recommended amendments and corrections of the examiners within a period of 12 months after the release of the results. The re-submitted thesis will be examined according to the regulations of Masters degrees.
- 5) A Student who was awarded a Master's degree according to paragraph (4) above, and wish to apply for a Doctoral programme at a later stage, will have to choose a different topic.

# **B.15 POSTGRADUATE FEES**

All registered students shall pay the various categories of fees as approved by the University Council on recommendation of appropriate Committees of UNAM (Refer to Student Fees booklet and PG Studies Fees brochure).

# Article XVII. B.16 GUIDELINES ON THE WRITING OF POSTGRADUATE WORK

#### Section 17.01 B.16.1 GUIDELINES ON THE WRITING OF RESEARCH PROPOSALS

#### Outline of the proposal

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

**Title** of the proposed study (refer to Annex 14 for the format of the title page)

The title of the mini thesis/thesis/dissertation research proposals should be clear and concise. From the title, one should be able to infer clearly the subject of the mini thesis/thesis/dissertation. This means that the title should be self-explanatory and limited to the scope of the study.

#### 1. Introduction

#### 1.1 Background of the study

Give a general overview and background of the research problem.

#### 1.2 Statement of the problem

Students should concisely formulate their research problems by clearly indicating research issues they would like to investigate in their studies. This should include the purposes of their studies

# 1.3 Either objectives of the study or research questions (NOT BOTH)

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

#### 1.4 Hypotheses of the study (where applicable)

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

# 1.5 **Significance of the study**

Students should state the importance of their studies, the anticipated contribution of such studies to knowledge and to socio-economic progress.

# 1.6 Limitation of the study

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

# 1.7 Delimitation of the study

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

#### 2. Literature Review and where applicable, the theoretical framework

Students should prepare critical, synthesised and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, and disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains to be investigated.

#### 3. Research Methods

# 3.1 Research Design

Students should provide clear statements on either quantitative or qualitative research designs they intend to use. It is not necessary to provide the definitions of the research designs. However, they should specify how they intend to use particular research designs in their studies. They should not merely provide the distinction between the two generic designs.

#### Population (where applicable)

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

#### 3.2 Sample (where applicable)

Students should clearly explain how they intend to draw samples from the target populations. They should specify how they intend to appropriately use either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.

#### 3.3 Research Instruments (where applicable)

Research instruments and measures that would be used to collect data should be clearly provided under this section.

#### 3.4 Procedure

The manner in which data would be collected should be explained here. How research instruments would be used to collect data should be specified in this section.

# 3.5 Data analysis (where applicable)

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

# 3.6 Budget (where applicable)

#### 4. Research Ethics

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

#### 5. References

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

Research proposals submitted for consideration by the Faculty Postgraduate Studies Committee shall capture the above information in a clear and concise manner and not exceed the maximum page number stated below:

- a) Master's by coursework (mini thesis) shall not exceed 6 pages
- b) Master's by research shall not exceed 8 pages.
- c) Doctoral Degree shall not exceed 10 pages.

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

The faculty PGSC recommends the research proposal to UNAM PGSC for noting after evaluating the proposal using Annex 15, and issuing of the Research Permission Letter (Annex 16) by the Director: Postgraduate Studies;

#### De-registration of postgraduate students who fail to make progress

Faculties shall deregister postgraduate students who fail to make progress as stipulated under B.6.2.

## B.17. REGULATIONS AND GUIDELINES FOR WRITING AND PRESENTATION OF POSTGRADUATE THESES AND DISSERTATIONS

# Broad Guidelines on Mini Thesis/Thesis/Dissertation Manuscript Preparation

# Typing/Word-processing

The document must be typed and printed on good quality white A4 paper. The typescript must be clear, Times New Roman, font size 12, double spaced and on one side of the paper.

#### **Pagination**

The preliminaries (i.e., parts preceding the Introduction) must be in lower case Roman numerals (i.e.: (i), (ii), (iii), (iv)...), beginning with the title page which should not be numbered. The pages in the main body of the document should be

numbered in Arabic numerals (i.e.: "1", "2", "3", "4"...) consecutively throughout. The page numbers should be centred in the lower margin.

## **Margins**

The left margin must be 4.0 cm; the right hand margin must be 2.5 cm; the top margin must be 2.5 cm, and the bottom margin must be 2.5 cm.

#### Title page

The title page must be organised according to (Annex 14)

# Components of the preliminary pages (Each starting on a separate page)

#### **Abstract**

Following the title page, the mini thesis/thesis/dissertation shall contain an abstract which concisely and comprehensively summarises the essential points and conclusions emanating from the research. The abstract should be between 200-300 words (not exceeding 1 page) in the case of Master's theses, and 300-400 words (not exceeding 2 pages) for Doctoral dissertations. Furthermore, it should include the purpose of the study, a brief overview of the methodology used, the main findings, major conclusions and recommendations. The abstract should not contain headings with 1.5 line spaced.

#### List of Publication(s)/Conference(s) proceedings

A list of publications and conference presentations by the student, that was part of their study, should be listed in this section. Any publication from thesis/dissertation must show UNAM as the student's affiliation.

#### **Table of Contents**

The Table of Contents shall be generated to include level three subheadings.

#### **List of Tables**

If there is a list of Tables, these should be consecutively numbered in Arabic numerals following the guidelines of the relevant department/faculty approved referencing style.

#### **List of Figures**

If there is a list of Figures, these should be consecutively numbered in Arabic numerals following the guidelines of the relevant department/faculty approved referencing style.

# List of Abbreviations and/or Acronyms

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

#### **Acknowledgements**

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

#### **Dedication**

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

#### **Declarations**

The document shall contain the various declarations as outlined in (Annex 2)

#### Body of the Thesis/Dissertation

**a) Master Theses** should broadly follow the outline in the proposal (B18.1). In addition it should include results, discussions, conclusions and recommendations as detailed below.

Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be referred to by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality (600 dpi or higher).

#### **Results**:

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

• Where applicable primary data should be attached as an appendix and not appear in this section

#### Discussions:

- It should not merely be a description of the findings (tables and figures)in words
- This section forms the core of the document and therefore need to be a critical analysis of the results and demonstrate insight and understanding of the findings.
- Results and findings must be discussed in context and linked to literature and the stated research aims.
- The discussion must address the objectives and/or questions of the study

#### Conclusions:

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

#### **Recommendations**

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

#### References

Should follow the department/faculty specific referencing style

#### **Appendices**

Should be numbered sequentially and can include the following:

- Ethical clearance certificate
- Research permission letter
- Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.
- Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
- Any other relevant data such as supplementary information, raw data etc.

#### b) Doctoral Dissertations should follow a stand-alone chapter (journal publication) approach.

Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be referred to by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality (600 dpi or higher).

#### Introduction Chapter (Chapter 1)

This chapter must introduce the study and provide a comprehensive overview of the research problem, and broadly follow the guidelines as indicated above.

# Literature Review (Chapter 2)

- This chapter must provide a comprehensive literature review and broadly follow the guidelines as indicated in (8.19).
- This should demonstrate critical understanding and comprehension of the current state of knowledge in the area of research and lead to the motivation for the study.
- The literature should focus on recent developments in the area of study.

# Stand-alone chapters

# Each Faculty and/or department has a choice to decide whether to use a stand-alone chapter or use the guidelines for Master thesis.

Guidelines for stand-alone chapters are as follows:

Each of these chapters **introduces and represents an independent research aim/objective/question** and should follow the outline below:

Title, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusion, and References (Should follow the approved department /school/ faculty specific referencing style).

#### **Concluding chapter**

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

#### **Appendices**

Should be numbered sequentially and can include the following:

- Ethical clearance certificate
- Research permission letter
- Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.
- Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
- Any other relevant data such as supplementary information, raw data etc.

#### Language

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

#### **Length of Theses/Dissertations**

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

- (a) Master's theses for coursework programmes(Mini Theses): The recommended length of Mini theses for coursework programmes is as follows:
  - Mini Theses with less than 100 credits: a minimum of 15,000 words and a maximum of 22,000 words (not exceeding 90 pages).
- Mini Theses between 100–140 credits: a minimum of 18,000 words and a maximum of 30,000 words (not exceeding 120 pages).
- Mini Theses above 140 credits: a minimum of 30,000 words and a maximum of 37,000 words (not exceeding 150 pages).

#### (b) Master's theses (by research):

The recommended length of a Master's thesis is a minimum of 30,000 words and a maximum of 45,000 words (not exceeding 180 pages).

#### (c) **Doctoral dissertations**:

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

#### **Binding of Theses/Dissertations**

- (a) Candidates should ensure that when binding the theses/dissertations, the spine shall contain the name of the candidate, the degree for which it was submitted, and the year of degree award (graduation year).
- (b) The colour of the cover for Master's theses shall be **red** and that for Doctoral Dissertations shall be **black**.

Note: The thesis/dissertation MUST be subjected to plagiarism software i.e. Urkund.

# **ANNEX 1**

# SUPERVISION AGREEMENT BETWEEN GRADUATE STUDENT AND SUPERVISOR

# This **supervision agreement** between

Name of student:		
Student number:		
Faculty:		
Department:		
	and (on behalf of UNAM)	
Name of supervisor:		
Department:		<del></del>
	And (if applicable)	
Name of co-supervisor:		
Department:		
Regarding post-graduate research for the deg	gree of:	
Research topic:		
general expectations and responsibilities rega Postgraduate Studies regulations prospectus.  Name of Student	Signature	
Name of Supervisor	Signature	Date
Name of co-supervisor (where applicable)	Signature	Date
Name of Department HoD	Signature	Date
Name of Faculty HoD: PGS	Signature	Date

# **ANNEX 2**

# DECLARATIONS WHICH MUST BE CONTAINED IN THE SUBMITTED THESES/ DISSERTATIONS

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

# **DECLARATIONS**

.....

Name of Student

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

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

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

Signature

.....

.....

Date

ANNEX 3A:	PROGRESS REPORT

(To be completed by student for main and co-supervisors)

# **CENTRE FOR POSTGRADUATE STUDIES**

Semester....., 20......

Student Name:						
Student Number:						
Postgraduate Programme Student is enrolled in	:					
Student Contact Details Tel and Email Address:						
Mode of study: Full Time/Part Time:						
Academic year of first registration:						
Research Title:						
Supervisor's Name:						
PROGRESS TO DATE:						
On a scale of 1 to 5 (with 1 being poor and 5 progress according to your plan of study. If yo provide details on a separate page.		1	2	3	4	5
Please indicate the frequency of your face to consultation <b>this semester</b> with your supervisor		0		1-3	4-6	>6
Please indicate the frequency of other forms of academic communication with your supervisor (never, less frequent, more		Telephone				
frequent)	sss frequent, more	e-mail				
		Social media				
Are there any other problems/issues that you		YES			NO	
attention of the Faculty/Centre for Postgraduate Studies?  If yes, have you discussed these problems with your Supervisor or Head		YES			NO	
of Department?	, ,	YES			NO	
Has the problem been resolved?				NO		
Do you require any further intervention to add please provide details on a separate page.	dress these issue(s)? If yes,	YES				
Comments: (You may use a separate page for	your comments)	•				
Name of student	Signature				Date	
Name of Departmental HOD	Signature				 Date	

# **ANNEX 3B:**

Name of Department HoD

# **PROGRESS REPORT**

(To be completed by each supervisor, main and co-supervisors)

# **CENTRE FOR POSTGRADUATE STUDIES**

Semester20						
Student Name:						
Student Number:						
Postgraduate Programme Student is enrolled in:						
Student Contact Details Tel and Email Address:						
Mode of study: Full Time/Part Time:						
Academic year of first registration:						
Research Title:						
Supervisor's Name:						
PROGRESS TO DATE:						
On a scale of 1 to 5 (with 1 being poor and 5 excellent), indicate s progress according to plan of study. If you rate 1-2, please provide details on a separate page.		1	2	3	4	5
Please indicate the frequency of your face to face academic consultation this semester with your student		0 1-3		1-3	4-6	>6
Please indicate the frequency of other forms of academic		Telephone				
communication with your student (never, less frequent, more frequent)		e-mail				
		Social media				
Are there any other problems/issues that you would like to draw to attention of the Faculty/Centre for Postgraduate Studies?	the	YES		NO		
If yes, have you discussed these problems with the student or Head of Department?  Has the problem been resolved?		YES			NO NO	
		1.52			NO	
Do you require any further intervention to address these issue(s)? If please provide details on a separate page.	f yes,	YES			NO	
Comments: (You may use a separate page for your comments)						
Name of Supervisor Signature Signatu	gnature				Date	

Signature

Date

# ANNEX 4A: NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

(To be completed by student)

Date		
The UNAM Post Graduate Committee The University of Namibia Private Bag 13301 WINDHOEK Namibia		
Dear Director,		
NOTICE OF INTENTION TO SUB	MIT THESIS/DISSERTATION F	OR EXAMINATION
l,	(Student no :	) hereby notify the
Postgraduate Studies Committee of my inter examination. I attach the abstract of my the		atid on(da
The title of my thesis/dissertation is:		
Name of Student	Signature	Date

Signature

Date

Name of Supervisor (Main/Co-)

ANNEX 4B:	REQUEST FOR APPOINTMENT OF EXAMINERS
/ (1414E/C 4D.	REQUEST TOR ALL CHAINERS OF EACH WHITERS

# **CENTRE FOR POSTGRADUATE STUDIES**

Student Number:		
Surname and Initials:		
Department and Faculty		
Degree (Masters/PhD)		
Title of thesis/dissertation:		
Main Supervisor	Affiliati	ion:
Co-Supervisor	Affiliati	ion:
Co-Supervisor	Affiliati	ion:
Co-Supervisor	Affiliati	
External Examiner	Affiliati	
External Examiner	Affiliati	
External Examiner	Affiliat	ion:
Internal Examiner	Affiliat	ion:
I hereby declare that there is no	conflict of interest in the nomination of the	abovementioned examiners.
Name of HOD: Department	Signature	Date
name of 1100. Department	Signature	Duie
Recommended by FPGSC on	Resolut	ion no:
Name of HOD: PGS	Signature	Date

# ANNEX 5:

# RECOMMENDED FORMAT OF SUMMARIZE CURRICULUM VITAE

## **CENTRE FOR POSTGRADUATE STUDIES**

Title:			Initials:	
Surname:				
Name/s:				
Academic or eq	uivalent institution to	Past:	Present:	
which affiliated:				
Present Academ	ic Rank	Professor		
Work and emplo	yment experiences	Past:	Present:	
Physical Contact Delivery Address				
Telephone numb	ers	Office:	Cell:	
Email address/				
Academic Quali Obtained/Institut	fications and Year tion	Qualification/s & Year/s Obtained		
Area/s of Experti	se/Specialisation	Primary	Secondary	
Record of public	ations in the last 10 ye	ars		
		LES IN PEERED REVIEWED JOURNALS/PRO	OCEEDINGS	
Title & Authors: Journal/Proceedings Name				
NATIONAL AND INTERNATIONAL CONFERENCES				
Title & Authors & Conference				
	СО	NTRIBUTION IN BOOKS, CHAPTERS IN BO	OKS ECT.	
	Title & Authors Book & ISBN			
List of <b>key research projects</b> undertaken or coordinated for the last 10 years, starting with the most recent:				
Record of <b>postgraduate student supervision</b> for the last 10 years, starting with the most recent:				
Title or Student Role Main/Co Supervisor				
3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3				
		Examiner of post graduate studies	;	
Title/Student & M/PhD				
Other Academic related experiences/achievements				

The abridged CV should not be more than three pages long

# **CENTRE FOR POSTGRADUATE STUDIES**

# CHECKLIST FOR SUBMITTING THESIS/DISSERTATION TO CPGS

(To be completed by the supervisor)

Faculty:		
Department:		
Degree registered for:		
Name(s) of supervisor(s):		
Date when the thesis/dissertation was	sent to examiners:	
Date when comments on the thesis/di	ssertation were received from examine	rs:
Table of corrections received from stu-	dent: Yes	No
Supervisor(s) checked the thesis/disser corrections	tation to verify that the student made the Yes No.	he revisions according to the table of
Supervisor checked the thesis/disserta	tion for conformity with regards to form	atting before binding:
	Yes	No
Name of Supervisor	signature	 Date
Name of HOD: department	signature	 Date
Date when the bound copies of the thinspection and noting		ulty Postgraduate Studies Committee for
Name of HOD: FPGS	signature	 Date
All conditions pertaining to the submiss	sion of thesis/dissertation have been me	et
Name of Faculty Officer CPGS	signature	Date

## **CENTRE FOR POSTGRADUATE STUDIES**

# WILLINGNESS TO SERVE AS AN EXAMINER AND DECLARATION OF POSSIBLE CONFLICT OF INTEREST

1,	am	willing to serve as examiner for student
and hereby declare the following	ng possible areas of conflict	of interest regarding the examination of the
thesis/dissertation titled:		
POSSIBLE AREA OF CONFLICT		DETAILS
Family (e.g. cousin, in-law)		
Other Personal relationship (e.g.	friend)	
Professional (e.g. colleague, res	earch collaborator, co-	
author)		
Others		
None		
Name of Examiner	Signature	Date

**EXAMINER APPOINTMENT LETTER** 

Date

**Examiner Physical Address** 

Telephone

E-mail

Dear Prof/Dr XXX

Examination of Thesis/Dissertation: Mr/Ms XXX

I am pleased to inform you that you have been appointed as an examiner for the above mentioned student. The manuscript is enclosed herewith. Attached, also find the guidelines for the compilation of the report and the relevant forms to be filled in.

Please return the comprehensive report and completed forms in electronic format within **8 weeks from the date of receipt of the manuscript** to the **Director**, **Centre for Postgraduate Studies** (<u>directorpgs@unam.na</u>). If there is a need to return the hardcopy of the manuscript, kindly do so via DHL to the return address provided. However, note that no reports or forms should accompany the manuscript.

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

Best regards

Name

Director, Centre for Postgraduate Studies,

Tel: +264 61 206 3275

E-mail: directorpgs@unam.na

Cc. Faculty of xxxxxx HOD: Postgraduate Studies (e-mail)

## MARK ALLOCATION OF MASTER'S THESIS

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

Name of Examiner	Signature	Date

# SUMMARY OF EXAMINATION RESULTS (MASTER THESIS)

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

# Interpretation of the grading scale:

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

# SUMMARY OF EXAMINATION RESULTS (PhD/DOCTORAL DISSERTATION)

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

# VIVA VOCE EXAMINATION RESULTS FORM (NO MARK SHOULD BE ALLOCATED - ONLY PASS/FAIL)

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

Name (	of Student:			
ee registere	ed for:			
,				
:				
No.	EXAMINERS' RECOMMEND	DATION		(X)
1.	PASS			
1.1	Student PASSES and no a	dditional adjustments are requ	ired.	
1.2	Student PASSES SUBJECT 1	O minor corrections and revision	ons	
2.	FAIL			
2.1		be given another chance of decifying the identified weakness		
2.2	Student FAILS OUTRIGHT			
Name	*	Designation	Affiliation	Signature
		Chairperson		
		External Examiner		
		External Examiner		
		External/Internal Examiner		

• The VIVA VOCE Panel Chairperson should prepare a more detailed report according to instructions contained in **B.16.3** under Viva voce Examinations.

Main supervisor

Co-supervisor

Co-supervisor

Other

• In case of disagreement, each panellist shall show against his/her signature which recommendation (e.g., 1.1, 1.2, 2.1 or 2.2) s/he prefers.

## TEMPLATE FOR VIVA VOCE CHAIRPERSON REPORT

Name of Student:	
Degree registered for:	
Thesis/Dissertation Title:	
Date of Viva Voce examination	1

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

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

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

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

(Research Proposal/Summary/Mini Thesis/Thesis/Dissertation title page)

## EVALUATION OF SELECTED NAMIBIAN MEDICINAL PLANTS FOR ANTI-HIV PROPERTIES

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

OF THE REQUIREMENTS FOR THE DEGREE OF

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

OF

THE UNIVERSITY OF NAMIBIA

ΒY

(NAME OF STUDENT)	
(STUDENT NUMBER)	

MONTH AND YEAR OF GRADUATION

AIN SUPERVISOR: Name (Affiliation)
O-SUPERVISOR(S): Name (Affiliation)

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

# **CENTRE FOR POSTGRADUATE STUDIES**

# CHECKLIST FOR APPROVAL OF RESEARCH PROPOSALS (TO BE COMPLETED BY THE SUPERVISOR)

F	Faculty:	Department:		•••••	
F	Postgraduate Programme Student is enrolled in:			·····	
1	Name of Student:	Student number	er:		
T	Title of Study to be conducted:				
	<b>Instructions:</b> Tick ( $\sqrt$ ) <b>YES</b> or <b>NO</b> in the space provided to in In addition, indicate the dates when the actions or tasks v		ns and task	s were underto	uken.
	NATURE OF ACTION TAKE	N	RESPON	ISE CHOICES	DATE WHEN ACTION WAS TAKEN
	The student is registered at UNAM for the current acade	emic year	YES	NO	
_	The research proposal has been prepared under the g supervisors.	uidance of a supervisor or	YES	NO	
	The student successfully completed the seminar at dep	partment and/or faculty level.	YES	NO	
	The research proposal has been considered and recorlevel.	·	YES	NO	
	The research proposal has been considered by the Fac Committee the following resolution was taken:	culty Postgraduate Studies	Approved		
			Rejected		
	RESOLUTION NUMBER:		Extended		
	Where extension was granted and the proposal re sub- has been considered by the Faculty Postgraduate Stud			d	
	resolution was taken:	Ü	Rejected		
	RESOLUTION NUMBER:				
	The research proposal has been submitted to the UNA	M PGSC for noting.	YES	NO	
	Name of the Main Supervisor	Signature of the Main Superviso			
	Name of the Co-Supervisor Si	ignature of the Co- Supervisor		Date:	
1	Name and Signature of the Faculty PGSC Chairperson:				
	Date:				

		N I	ΕX	1	,
А	IN	IN	ᇠ	- 1	0

	RESEARCH PERMISSION LETTER
Student Name	
Student number	
Programme	

# Approved research title

## TO WHOM IT MAY CONCERN

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

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

Best Regards	

**Director: Centre for Postgraduate Studies** 

**Tel:** +264 61 2063275

E-mail: <u>directorpgs@unam.na</u>

# **POSTGRADUATE TARIFFS LIST**

## A. PhD EXAMINATION AND SUPERVISION

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

## B. MASTER EXAMINATION AND SUPERVISION

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

## POSTGRADUATE CLAIM FORM FOR EXAMINATION/SUPERVISION

SECTION A	PERSONAL DETAILS
NAME OF CLAIMANT & TITLE (Prof/Dr/Mr/Mrs/Ms)	
STAFF NUMBER (UNAM STAFF ONLY)	
RESIDENTIAL/PHYSICAL ADDRESS (NB)	
ERF:	
STREET NAME:	
TOWN/CITY: SECTION B	DETAILS OF SERVICE PROVIDED
SECTION B	DETAILS OF SERVICE PROVIDED
NAME OF STUDENT	
FACULTY	
17100211	
TITLE OF THESIS/DISSERTATION	
<b>DEGREE</b> (PhD / Masters)	
TYPE OF SERVICE (Examination / Supervision)	
AMOUNT CLAIMED	N\$
SECTION C	FULL BANK DETAILS
BANK & COUNTRY ( <b>NB</b> )	
BRANCH NAME	
BRANCH CODE	
TYPE OF ACCOUNT	
ACCOUNT NUMBER	
FULL NAME AND SURNAME OF ACCOUNT HOLDS	ER
BANK PHYSICAL ADDRESS	
IBAN NUMBER (INTERNATIONAL BANK ACCOUNT	
NUMBER)	
SWIFT CODE (required for foreign banking)	OLAMA ANT SIGNIATURE AND DATE
SECTION D	CLAIMANT SIGNATURE AND DATE
signature	DATE:
SECTION E OFFICIAL	VERIFICATION
SIGNATUR	RE DATE
Checked by HOD: Department	
Checked by HOD: PGS	
Approval by Director: CPGS	
Finance Department:	
ALL CLAIMS MUST BE ACCOMPANIED BY RELEVALES AC	NT EVIDENCE ON THE SERVICE BEING CLAIMED FOR:

*	ΔΠ	CLAIMS A	MUST BE	<b>ACCOMPANIED</b>	RY	RFIFVANT	<b>FVIDENCE</b>	ON THE	SERVICE	BFING	CLAIMED	FOR:

Supervisor: Bi-annual progress reports for the duration of the study

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

#### **DEPARTMENT OF ECONOMICS** D.

D.1.	BACHELOR OF ECONOMICS (Honours)	(12 BECN)	

#### D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

#### D.1.2 CRITERIA FOR ADMISSION

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of **25 points in five subjects** on the UNAM point scale including English with at least a C symbol; also a **C symbol in Mathematics** is required.
- A candidate who is in possession with a minimum of 27 points in five subjects on the UNAM point scale including English with at least a D symbol in Mathematics will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.
- Advanced Subsidiary (AS) 25 points in five subjects including a C or above in English and a C or above in
  Mathematics as compulsory subjects with at least two subjects at AS Level (minimum grade E)

## D.1.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate aualification.

#### D.1.4 ASSESSMENT CRITERIA

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

#### D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

### D.1.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

## D.1.7 PASS WITH DISTINCTION

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

#### D.1.8 PRACTICAL AND CLASS ATTENDANCE

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

#### D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR

A student can register for all courses (128 credits) in a year.

#### D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

## D.1.11 IMPLEMENTATION STRATEGY

The program is already existing and running during the day (face to face) mode.

#### D.1.12 CAREER OPPORTUNITIES

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

#### D.1.13 MODE OF DELIVERY

The Bachelor of Economics degree is a four-year programme offered during the day through face to face mode.

#### D.1.14 DURATION OF STUDY

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS**: Candidates holding a **three-year diploma** in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, **excep**t for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of THIRTY FOUR (34) courses

TEN(10) courses (equivalent to 144 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

#### **COURSE CODES AND RESTRICTIONS ON COURSES**

#### Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

Course	Course	NQF	Credits	Compulsory (C)	(Co-requisite)/
code YEAR 1 : SE	AAFCTED 1	Level		Electives (E)	Pre-requisite
ULCE3419		1	16	С	None
02020117	English Communication & Study Skills	4		_	
CAFE3581	Fundamentals of Accounting A	5	12	С	None
CBCM3571	Business Mathematics	5	16	С	None
CEMI3571	Basic Microeconomics	5	16	С	None
UCLC3509	Computer Literacy	5	8	С	None
	Total credits Sem	nester 1	68		
YEAR 1: SEA	MESTER 2				
ULEA3519	English for Academic Purposes	5	16	С	None
CMPP3572	Principles of Management	5	16	С	None
CEEM3572	Basic Mathematical Economics	5	16	С	CBCM3571 (Co-requisite)
UCSI3580	Contemporary Social Issues	5	8	С	None
CEMA3572	Basic Macroeconomics	5	16	С	None
	Total credits Sem	nester 2	72		
	TOTAL CREDITS	YEAR 1	140		
YEAR 2 : SEA	MESTER 1			•	
CEEM3671	Intermediate Mathematical Economics I	6	16	С	CBCM3571, CEEM3572 CEMI3571 & CEMA3572
CEMI3671	Intermediate Microeconomics I	6	16	С	CEMI3571, CEMA3572& CEEM3572
CEMA3671	Intermediate Macroeconomics I	6	16	С	CEMI3571, CEMA3572& CEEM3572
CEST3671	Economic Statistics I	6	16	C	CBCM3571, CEMI3571,
					CEMA3572& CEEM3572
	Total credits Sem	nester 1	64		
YEAR 2 : SEA	MESTER 2			•	•
CEEM3672	Intermediate Mathematical	6	16	С	CBCM3571, CEEM3671,

	Economics II				CEMI3571, <b>(Co-requisite)</b> , CEEM3572 and CEMA3572
CEMI3672	Intermediate Microeconomics II	6	16	С	CEMI3571;CEEM3671(Co-requisite) CEMA3572 & CEEM3572
CEMA3672	Intermediate Macroeconomics II	6	16	С	CEMI3571,EMA3671(Co-requisite) EMA3572; CEEM3572
CEST3672	Economic Statistics II	6	16	С	CEMI3571, CEST3671(Co-requisite)CEMA3572 & CEEM3572
02010072	Total credits Ser		64	Ŭ	reduine) delvir toor 2 to deelvitoor 2
	TOTAL CREDITS		128		
YEAR 3 : SEM					I
CETM3771	Econometrics I	7	16	С	CEST3671 & CEST3672
CEIT3771	International Trade	7	16	C	CEMI3671, CEMI3672, CEMA3571 & CEMA3572
CEDA3771	Dynamic Quantitative Analysis	7	16	С	CEEM3671, CEEM3672, CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERR3771	Research Methods and Economic Reporting	7	16	С	CEST3671& CEST3672
	Total credits Ser	nester 1	64		
YEAR 3 : SEA					1
CETM3772	Econometrics II	7	16	С	CETM3771 <b>(Co-requisite)</b> , CEST3671 & CEST3672
CEIF3772	International Finance	7	16	С	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEFE3772	Financial Economics	7	16	С	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CENE3772	Namibian Economy	7	16	С	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
	Total Credits Ser	nester 2	64		
	TOTAL CREDITS	YEAR 3	128		
YEAR 4 : SEN	MESTER 1				
CEPT3871	Economic Theory and Policy I	8	16	С	CEMA3671, CEMA3672 & CEEM3671 & CEEM3672 and EMI3671 & EMI3672
CEMU3871	Monetary Economics	8	16	С	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERP3870	Research Project	8	16	С	CERR3771
* Elective	* Elective (Choose one (1) below)	8	16	Е	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEEA3871 CEEH3871 CEER3871 CECR3871 * These elec	Agricultural economics CEPA Health Economics CEEE Environmental Economics CERG Economics of Competition and Marke	<b>3871</b> Er <b>3871</b> Re t Regulati		nomics CE conomics CE	ET3871 Transport Economics EU3871 Urban Economics EMM3871 Minerals and Mining Econom
			Total Cred	dits Semester 1 = 64	
YEAR 4 : SEN	MESTER 2				
CEPT3872	Economic Theory and Policy II	8	16	С	CEMI3671, CEMI3672, CEMA3671, CEMA3672; CEEM3671, CEEM3672 &CEPT3871 (Co-requisite),
CEUP3872	Public Economics	8	16	С	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEGD3872	Economics of Growth and Development	8	16	С	CEMI3671, CEMI3672, CEMA3671, CEMA3672, CEEM3671&CEEM3672
CERP3870	Research Project	8	16	С	CERR3771
	Total Credits Ser		64		
	TOTAL CREDITS		128		
	TOTAL CREDITS FOR THE PROG		524		
				I	

# D.1.16 Syllabi

YEAR 1 : SEMESTER	1		
<b>FUNDAMENTALS O</b>	F ACCOUNTING A	CAFE3581	EQUIVALENT: CAFE3511
NQF Level: 5	Credits: 12	Contact hours: 3 hours & 1 h	our tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

BUSINESS MATHEMATICS CBCM3571

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

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

**Pre-requisites:** None

**Module Description:** 

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

BASIC MICROECONOMICS CEMI3571

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

## YEAR 1: SEMESTER 2

## PRINCIPLES OF MANAGEMENT CMPP3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

**Pre-requisite:** None

**Module Description:** 

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

## BASIC MATHEMATICAL ECONOMICS CEEM3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper Basic Mathematics (CBCM 3571) (Co-requisite)

Module Description:

Pre-requisites:

This course, which will run through the second semester of the first year, introduces the student to functions, derivatives, integration and matrix algebra. It presupposes knowledge of basic mathematics. The contents are: Functions: Remainder and factor theorem with applications i.e. drawing graphs of cubic functions. Derivatives: Definition; differentiation rules; higher order derivatives, application of derivatives (maxima and minima, stationary points, price elasticity) functions of more than one variable. Integration: Definition; integration rules; applications of integrals;

numerical integration (trapezium rule). Matrices: Definition; matrix operations; inverse of matrix, Gauss reduction; applications.

BASIC MACROECONOMICS CEMA3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

YEAR 2: SEMESTER 1

INTERMEDIATE MATHEMATICAL ECONOMICS I CEEM3671 EQUIVALENT: CEEM3651

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic

Microeconomics (CEMI3571) and Basic Macroeconomics (CEMA3572)

Module Description:

This course, which will run through the first semester of the second year, will cover static and comparative static non-goal equilibrium analyses. It presupposes knowledge of total and partial techniques of differentiation (Differential Calculus). Static (equilibrium) analysis: A linear partial market equilibrium model; a non-linear partial market equilibrium model; general market equilibrium; a two – commodity market model; national income equilibrium model; linear models and matrix algebra. Comparative static analysis: Comparative static analysis of general function models; applications of partial differential calculus to comparative static analysis; national income model; input-output model; IS-LM analysis of a closed economy; IS-LM analysis of an open economy.

INTERMEDIATE MICROECONOMICS I CEMI3671

NQF Level: 6 Credits: 16 Contact hours: 4 lectures per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Microeconomics (CEMI3571), Basic Macroeconomics, (CEMA3572) and

Basic Mathematical Economics (CEEMI3572)

**Module Description:** 

Microeconomics is a sub-field of economics concerned with the behaviour of households and firms and the interaction of buyers and sellers in various types of markets. It deals with how households and firms make decisions and how their interactions determine market prices. The prices in turn determine the allocation of scarce resources and their benefits. The course aims at providing students with a good foundation of the microeconomics analysis and to familiarize students with the key concepts of microeconomics theories. The behaviour of individuals and firms are analysed under the assumptions of maximization of consumer's utility and profit of the firms. Contents: 1: Introduction, 2: Consumer theory; 3. Theory of the firm; 4. Production; 5. Cost; 6. Perfect competition; 7. Monopoly; 8. Imperfect Competition.

INTERMEDIATE MACROECONOMICS I CEMA3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lecture for 14 weeks Module Assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572), and Basic Mathematical

Economics (CEEMI3572)

**Module Description:** 

Macroeconomics will be presented in three inter-related parts. The first part will cover an analysis of the *real sector* of the economy. That is, an analysis of what happens in the market for goods and services. The course will cover the following issues in macroeconomics; Scope and methodology of macroeconomic analysis, goals of macroeconomic policy and schools of macroeconomic thought, National income accounting (Measurement of GDP, GNP, nominal growth, real growth and the rate of inflation), Analysis of changes in the level of economic activity(Injections into and withdrawals from the national income stream), Keynesian expenditure multipliers, Consumption theories, and Investment theories. This course will run through the first semester.

ECONOMIC STATISTICS I CEST3671 EQUIVALENT: CABA3631

NQF Level: 6 Credit: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572),

Basic Mathematical Economics (CEEM3572) and Business Mathematics (BCM3579)

#### Module Description: The detailed contents are as follows:

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. The definition of statistics is that it involves organizing, presenting, analysing and summarizing the data in an informative way, while inferential statistics can be used to determine something about population characteristics on the basis of a sample. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

YEAR 2: SEMESTER 2

INTERMEDIATE MATHEMATICAL ECONOMICS II CEEM3672 EQUIVALENT: CEEM3652

NQF Level: 6 Credits: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic

Microeconomics (EMI3571) and Basic Macroeconomics (EMA3572) and Intermediate

Mathematical Economics I (CEEM3671) (Co-requisite)

#### **Module Description:**

This course, which will run through the second semester of the second year, will cover optimization, which is goal-equilibrium analysis. It presupposes knowledge of total and partial differentiation techniques. Contents:

- 1. Optimization problems: Optimum values and extreme values; relative maximum and minimum turning points; first and second derivative tests; Maclaurine and Taylor series; n-th derivative test; exponential and logarithmic functions.
- 2. Optimization: the case of more than one explanatory variable; economic applications: problem of a multi-product firm, price discrimination, input decisions of a firm; comparative static aspects of optimization; optimization with equality constraints; constraint qualification; and economic applications.

INTERMEDIATE MICROECONOMICS II CEMI3672

NQF Level: 6 Credits: 16 Contact hours: 4 lectures per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572), Basic Mathematical Economics (CEEMI3572) and Intermediate Microeconomics II (CEMI3672) (**Co-requisite**)

**Module Description:** 

This course involves the application of demand and supply to policy issues such as taxation, and price controls. It is relevant to students who have a good grasp of basic microeconomic theory. The course will consist of both theory and case studies drawn from Namibia and other countries. Generally, there is a need for economists to understand the role of government as the policy maker and how its actions affect different economic agents in any economy. Contents: Applications of supply and demand analysis; Allocative efficiency and Market Structure; Market Failure; Labour Market and the different types of actors; Choice under uncertainty; Economics of Information.

## INTERMEDIATE MACROECONOMICS II CEMA3672

NQF Level: 6 Credits: 16 Contact Hours: 4 Lecture hours per week for 14 weeks

**Module Assessment:** Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572) and

Basic Mathematical Economics (CEEMI3572); CEMA3671 Intermediate Macroeconomics I (Co-

requisite),

#### **Module Description:**

This module will cover an analysis of the *financial* sector of the economy. That is, an analysis of what happens in the market for money and other financial assets. It will also bring together *real* sector and *financial* sector analyses, to define general equilibrium of the economy and use it in analysing economic issues and problems as well as possible policy measures to deal with macroeconomic problems. It will run through the second semester. Course Contents: Supply of money; demand for money; general equilibrium of the economy: IS-LM analysis; general equilibrium of the economy: AD-AS analysis; general equilibrium of the economy: Rational Expectations; Inflation and Unemployment.

ECONOMIC STATISTICS II CEST3672 EQUIVALENT: CABA3632

NQF Level: 6 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572) and Basic Mathematical Economics (CEM3572) and Economic Statistic I (CEST3672) (Co-requisite)

**Module Description:** 

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. It covers estimation and sampling distributions, estimation of point and intervals, hypothesis testing for one and two populations, Chi-Square tests, simple linear regression and analysis of variance. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

YEAR 3: SEMESTER 1 **ECONOMETRICS I** 

NQF Level: 7 Credit hours: 16 Contact hours: 4 lectures per week over 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Economic Statistics I (CEST3671) and Economic Statistics II (CEST3671)

**Module Description:** 

This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. It will start with the discussion on multicollinearity, heteroscedasticity, and autocorrelation. After that, it will introduce students to model specification, non-linear regression models and qualitative response regression models. A very important part of the course involves giving students a practical know-how on to apply econometric software package such as "Gretl, Eviews, etc." to work with the economic data.

**INTERNATIONAL TRADE CEIT3771** 

NQF Level: 7 Credits: 16 Contact hours: 4 lectures per week for 14 weeks **Module Assessment:** 

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671 & CEMI3672), Intermediate Macroeconomics I&II (CEMA3671& CEMA3672)

## **Module Description:**

The course introduces the students to theories of International trade. This includes the early form of trade by the Mercantilism. It then goes further to look at other trade theories such as The Ricardian model: Factor Productivity and Comparative Advantage; Assumptions of a One-factor Economy; Absolute vs. Comparative Advantage; Gains from Trade; Misconceptions about Comparative Advantage, The Specific factors model: Assumptions; Specific Production Factors; Factor Movements; Income Distribution; Misconceptions about Specific Factors (model), The Heckscher-Ohlin model: Two-factor economy; Assumptions; Factor prices and goods prices; Effects of trade between two-factor economies. The course also introduces students to issues regarding Protection of domestic industries, that is tariff and NTBs protection. The course also examines trade policy and the WTO that is History, WTO and developing countries; main tasks of WTO; Regional Trade Integration.

**DYNAMIC QUANTITATIVE ANALYSIS CEDA3771** 

NQF Level: 7 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment will account for 50% of the final mark, obtained from 4 tests. A 1x3 hour examination at the end of the semester will account for the other 50%.

Pre-requisites: Intermediate Mathematical Economics I & II (CEEM3671& CEEM3672),

Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

#### **Module Description:**

This course, which will run through the first semester of the third year, will cover dynamic analysis. It presupposes basic understanding of integral calculus. Course Content: Dynamic Analysis: Dynamics and integration; indefinite integrals; definite integrals; rules of integration; economic applications; investment and capital formation; present value of a cash flow; present value of a perpetual flow; and Domar Growth Model. Continuous time first-order differential equations: linear differential equations with constant coefficient and constant term; dynamics of market price; variable coefficient and variable term; exact differential equations; Solow Growth Model; and discrete time first-order difference equations.

#### **RESEARCH METHODS & ECONOMIC REPORTING CERR3771**

**NQF** Level: 7 Credits: 16 Contact hours: 4 hours lecture for week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

> Examination 50%: 1 x 3 hour examination paper Economic Statistics I & II (CEST3671 & CEST3672)

Pre-requisites: **Module Description:** 

The application of learned theories and analytical tools to a concrete research question, either of an academic or a briefing nature, and to put this into the prescribed format of a written Research Paper often poses problems for students. It is also of importance that the formalities of doing a Research Paper are mastered. In their later professional life students will often have to do presentations. Doing research, putting the results into a written standard form, respecting the formalities and presenting the findings to an audience is a matter of knowledge gained through lecturing as well as a matter of ability gained by exercising. The course introduces students to applying economic theory and research

methods in an academic paper and in business and policy briefings. The course aims at preparing students for the 4<sup>th</sup> year Research Paper course as well as for economic and policy briefings to be done in a later non-academic professional career. Thus, the writing of an Exercise Research Paper, with either an academic or a briefing character, and the presentation of the Paper to a student audience is the focus of the course. The didactical methods used in this course are lecturing and exercising.

#### YEAR 3: SEMESTER 2

ECONOMETRICS II CETM3772

NQF Level: 7 Credit hours: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 2.5 hour examination paper

Pre-requisites: Economic Statistics I (CEST3671), Economic Statistics II (CEST3672) and

Econometrics I (CETM3771)(co-requisites)

#### Module Description:

This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. The course covers General introduction to usage of lags in economic modelling, estimation methods: Maximum likelihood, Generalised least square, problem of Simultaneity and OLS estimators, identification problems, methods of estimating simultaneous equation models and their uses in forecasting and policy, econometric forecasting methods: single equation, simultaneous equation models, exponential smoothing methods, time series econometrics: unit root stochastic process, trend and difference stationary, detecting nonstationary and unit root tests, spurious regression, cointegration and error correction mechanism and panel data.

INTERNATIONAL FINANCE CEIF3772

NQF Level: 7 Credits: 16 Contact hours: 4 lectures per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I &II (CEMI3671 &CEMI3672),

Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)

#### **Module Description:**

The course starts by analyzing the statement of international transactions and highlights the main items that constitute the components of the BOP namely the current, capital and financial accounts. The second component emphasizes the role of exchange rates, as determined by market forces as well as the exchange rates that are fixed, and how policy intervention influence the relative price of foreign currencies. The third component analyses how the BOP can be adjusted through the automatic in- and out-flow of foreign exchange and through policy intervention. The course ends with a focus on the traditional and more recent approaches of exchange rate determination, the empirical testing of these models.

FINANCIAL ECONOMICS CEFE3772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 2.5 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671 & CEMI3672), Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

#### **Module Description:**

This module acquaints students with the workings of the financial institutions. The contents are: Overview of financial markets (objectives, participants and instruments), financial market institutions. Basic tools for portfolio analysis (concept of risk aversion, investor preferences), mean variance analysis- diversification, risk and return, efficiency frontiers of risky assets etc. Capital asset pricing model (CAPM) – difference between mean variance analysis and CAPM, required return of common stock using CAPM, beta analysis. Factor models and arbitrage pricing theory – concept of arbitrage, hedging portfolio etc. Markets, traders and the trading process - motivation for security trade and the process involved. Fixed income securities – main sources of debt financing, its features, yield to maturity and relation to coupon yields etc. Bond pricing and the term structure of interest rates – spot and forward rates, theories of the term structure of interest rate, pricing of default free bonds. Derivatives: pricing, options and futures, hedging and speculation. Capital structure: sources, gearing and risk, Modigliani- Miller Theorem, valuation models. Agency problem.

NAMIBIAN ECONOMY CENE3772

NQF Level: 7 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672); and Intermediate

Macroeconomics I & II (CEMA3671& CEMA3672)

#### **Module Description:**

In Namibian Economy, Namibian issues are analysed in the context of developing countries. Main themes are the characteristics of the Namibian economy and, Namibia in the context of global capitalism. It is a comprehensive survey of the problems and challenges facing the Namibian economy. These include income distribution, population dynamics, sectoral performance, agriculture and land policy, trade policies, external debt, and macroeconomic stability. The course also examines the role of government and market incentives in the development process.

## YEAR 4: SEMESTER 1

ECONOMIC THEORY AND POLICY I CEPT3871

NQF Level: 8 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Macroeconomics I & II (CEMA3671& CEMA3672),Intermediate Mathematical

Economics I & II (CEEM3671 & CEEM3672) and Intermediate Microeconomics I and II (CEMI3671

& CEMI3672)

#### Module Description:

This course is designed to help the students to learn how various aggregate economic identities are related, and problems and policy lessons that can be learned from them. Labour market structure issues and policy choices used elsewhere to improve employment. Behavioral theories of macroeconomics, how policies can bring about behavioral changes and impact the economy. To learn about AD and AS and how to use them to study business fluctuations, about demand and supply policies that are used to influence the economy.

MONETARY ECONOMICS CEMU3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I &II (CEMI3671 & CEMI3672),

Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)

#### **Module Description:**

This course will introduce students to a basic understanding of monetary theory and working finance institutions. It will also provide students with an elementary understanding of the relationship between money and macroeconomic variables like employment, output, and price.

**Course content:** Money- Nature, definitions, and the value of money, role of money in the modern economy; Commercial Banking; Other Financial Institutions; Central banking; International banking; The Demand and Supply of Money; The Theory of Inflation; The Theory of Interest Rate Determination; Techniques of Monetary Control; The Administration of Monetary Policy in Namibia; The Transmission Mechanism of Monetary Policy; Strategies of Monetary Policy; Relative Effectiveness of Monetary and Fiscal Policy; Impact of Monetary Policy; Money and the International Economy.

RESEARCH PROJECT CERP3870 EQUIVALENT: CERM3870

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Research Methods and Economic Reporting (CERR3771)

**Module Description:** 

Students will be required to produce a Research Paper of between 7000 and 10 000 words. A student will be allocated a supervisor normally from the Department. The student's supervisor helps the student synthesize his/her ideas into a cohesive work of research coupled with the hypotheses that should be supported by data and its application when warranted. The first stage of the Research Paper involves the preparation of the research proposal which is presented at a seminar organized by the department for that particular purpose. The Supervisor and a Discussant (a knowledgeable person in the field – does not necessarily need to be from UNAM) form the Seminar Committee and allocate a mark which counts for 30% of the Research mark. The other 70% is allocated to the completed research papers which are examinable by a first reader (supervisor) and a second Reader (from UNAM) or outside) must approve the proposal beforehand.

## YEAR 4: SEMESTER 2

#### ECONOMIC THEORY AND POLICY II CEPT3872

NQF Level: 8 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Macroeconomics | & || (CEMA3671& CEMA3672); Intermediate Mathematical

Economics I & II (CEEM3671 & CEEM3672) and Intermediate Microeconomics I & II (CEMI3671 &

CEMI3672):

Co-requisite: Economic Theory and Policy I (CEPT3871)

#### **Module Description:**

This is an important foundation course in economics that will help develop rational approach on microeconomic events as well as on economic and business decision-making. This course will offer theoretical insights into demand, production, exchange and welfare concepts and present their applications wherever possible.

PUBLIC ECONOMICS CEUP3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Macroeconomics | & || (CEMA3671 & CEMA3672) and Intermediate Mathematical Economics | & || (CEEM3671 & CEEM3672)

#### **Module Description:**

This course develops a theoretical framework so that students can analyse both normative questions (what should the state do) and positive questions (what is the impact of state activity, what are the implications of alternative public choices). The draws on the rich sources of innovative developments in state expenditure, project evaluation, taxation, privatisation and accountability those are associated with sectors and tax reforms in LDCs. Specific contents: Market failure; Forms of state intervention in the economy; Economic role of government; Economic effects of government policies; Criteria for policy evaluation; Taxation; Government production; The government sector and stabilization; Government borrowing and monetary conditions.

## ECONOMICS OF GROWTH AND DEVELOPMENT CEGD3872

NQF Level: 8 Credit: 16 Contact Hours: 4 lectures and 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672) and Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672)

#### **Module Description:**

This course aims to examine the meaning and measurement of economic growth and development, and the review development theories, growth, intuitional and policies. Develop skills in the application of theoretical and empirical economic growth and development.

## **ELECTIVES**

AGRICULTURAL ECONOMICS CEEA3871 EQUIVALENT: CEEA3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

## **Module Description:**

This course introduces students to the applications of microeconomics and business management tools to farm operations. The course contains both theory and empirical case studies of farm management, drawn from Namibian and other countries' experiences. It focuses on enterprise budgeting for crops and livestock, analysing farm management risk issues and the concept of time value for money. Topics include the use of budgets in management decisions, such as budget worksheets, and scenario and breakeven analysis. The course also entails the preparation of financial statements and addresses the issue of how to cope with the agricultural risk environment and how to measure risk and the ability to bear risk.

HEALTH ECONOMICS CEEH3871 EQUIVALENT: CEEH3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics | & || (CEMI3671 & CEMI3672) and Intermediate Macroeconomics | & || (CEMA3671 & CEMA3672)

## **Module Description:**

This module demonstrates how theoretical and empirical microeconomics can be applied to health and health care to provide useful insights for health policy. Basic health care economics tools and institutions, health and medical care and

spending, demand for medical services, medical care production and costs, benefit and cost analysis, health care systems and institutions, objectives of health care providers, profit maximization in perfectly competitive and imperfect markets, non-profit goals, government and health care programmes, private health insurance industry, physician and hospital and pharmaceutical industries, health care reform, proposals of health care reform, international health care

**ENVIRONMENTAL ECONOMICS** CEER3871 **EQUIVALENT: CEER3872** 

NQF Level: 8 Contact hours: 4 hours lecture per week for 14 weeks Credits: 16

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

#### **Module Description:**

This course applies theoretical and empirical economic tools to a number of environmental issues. The broad concepts discussed are externalities, public goods, property rights, market failure, and social cost-benefit analysis. These concepts apply to a number of are including non-renewable resources, air pollution, water pollution, solid waste management, and hazardous substances. The valuation of environmental resources; Resource and Environmental and Accounting Environmental impact assessment. Special emphasis is devoted to analysing the optimal role for public policy i.e., coming up with policy to correct for market failures.

**PROJECT APPRAISAL EQUIVALENT: CEPA3872** CEPA3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and

Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

#### **Module Description:**

This course covers project appraisal techniques is seven parts. Part 1 introduces project appraisal and evaluation: what is a project: the project cycle; project planning techniques; project quality factors and basic needs; the measurement of project performance. Part 2 covers investment appraisal techniques: cash flow analysis; private sector appraisal techniques; an introduction to spreadsheet modelling; mutually exclusive projects. Part 3 covers social cost-benefit analysis; basic steps in social cost-benefit analysis; theoretical basis of social cost-benefit analysis; the social discount rate Part 4 covers valuation techniques and applications: revealed preference methods; contingent valuation methods; cost effectiveness analysis. Part 5 covers risk & uncertainty analysis in project appraisal; techniques for risk analysis; uncertainty measures; risk and large projects; spreadsheet modeling and risk analysis. Part 6 covers distributional issues and social cost-benefit analysis: measurement of income distribution; theoretical basis for welfare or distributional weighting; multicriteria analysis. Part 7 covers environmental and social impact assessment (ESIA): impact assessment: tools and techniques; impact assessment, reporting and decision-making.

**ENERGY ECONOMICS CEEE3871 EQUIVALENT: CEEE3872** 

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Pre-requisites:

Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

#### **Module Description:**

The course focuses on the technological and cost "fundamentals" of emerging energy technologies, including solar, wind, biomass, oceanic, geothermal, hydropower, fuel cell (hydrogen), nuclear, and other more exotic energy sources. A premise of the course is that a sustainable energy technology must both be technically feasible and economically viable. The course also investigates the technological promise and progress of each technology, as well as its economic opportunities and challenges. It further explores the theoretical and empirical perspectives on individual and industrial demand for energy, energy supply, energy markets, and public policies affecting energy markets. It discusses aspects of the oil, natural gas, electricity, wind solar power and nuclear power sectors and examines energy tax, price regulation, deregulation, energy efficiency and policies for controlling emission.

**REGIONAL ECONOMICS** CERG3871 **EQUIVALENT: CERG3872** 

NQF Level: 8 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

#### **Module Description:**

This course contains both theory and empirical case studies of regional and municipal management drawn from the Namibian economy and other developing economies. It focuses on regional economic theory, neoclassical and neokeynesian approaches, demand and supply in spatial modification and other theoretical concepts. Topics covered includes: regional economic structure, economic base of regions and municipalities, assessment of economic performance of territory systems; regional growth; economic aspects of localization, location theory; migration as economic factor, classical approaches to the assessment of migration, evaluation of migration by means of human capital, factors having impact on migration; regional policy; its origin and development regional policy supporting territorial convergence and regional policy promoting comparative advantage, traditional and modern approach to regional policy; issues of effectiveness on the level of municipalities, optimum size of cities; property of municipalities and regions its functions in their social and economic development provision of public goods property as an economic tool; and regional finances as a part of public finances and regional budgets.

TRANSPORT ECONOMICS CEET3871 EQUIVALENT: CEET3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

**Module Description:** 

This course applies microeconomic theory to transportation. Topics covered includes demand and demand estimation, cost and cost estimation, pricing and investment, and regulation and deregulation. Applications cover both urban and intercity passenger transportation as well as freight transportation.

URBAN ECONOMICS CEEU3871 EQUIVALENT: CEEU3872

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and

Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

## **Module Description:**

The course examines the relationship between the city and the economy. It examines the relationship between urbanization and economic growth. Part one covers urban growth and decline: The rise and fall of industrial cities; The industrial city and social conflict; Planned cities.

Part two covers theoretical foundations: Theory of land rent and land use; Welfare and Ethical aspects of land rent; Theoretical analysis of Urban Structure; Urban areas and industry location; Households in an Urban spartial context; Firms and households location with decentralized employment: Part three covers service industries and metropolitan economics: The growth of the service sector; The role of the public sector; Global shift of services; The globalization and world cities; Command and control centres of the global economy; The national economy and capital cities; Part four covers the relationship between the cities and the national economy. It also covers issues on challenges from alobalization.

## ECONOMICS OF COMPETITION AND MARKET REGULATION CECR3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

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

Pre-requisites: Intermediate Microeconomics I & II (CEMI3671& CEMI3672) and

Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)

## **Module Description:**

In recent years competition and market regulation are re-emerging in economics as an important subject area. It is a branch of applied micro-economics specializing in questions related to imperfect competition, effect of market structure on behaviour of firms, concentration & monopoly power, cartel formation, anti-competitive practices and anti-trust issues. The revolution in the field is related to the development of non-cooperative game theory which allows economists to study strategic behaviour of firms in the market. This course focuses on strategic competition between firms, how this is related to market structure and market power and the implications for public regulation of industries as well as the consequences of such regulation.

## MINERALS AND MINING ECONOMICS CEMM3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:** 

The module will provide students with a deeper understanding of the economics of several minerals vital to Namibia's economy and to consider macroeconomic and microeconomic issues of importance to a mining dependent economy. Students will be taught how to undertake mine evaluation from a commercial as well as economic standpoint.

# **UNAM CORE MODULES**

## SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

CONTEMPORARY SOCIAL ISSUES

COMPUTER LITERACY

ENGLISH COMMUNICATION AND STUDY SKILLS

ENGLISH FOR ACADEMIC PURPOSES

ULCS3580

UCC3509

ULCE3419

ULCE3419

ULEA3519

#### E. DEPARTMENT OF ENTERPRISE DEVELOPMENT AND MANAGEMENT

## E.1 DIPLOMA IN ENTREPRENEURSHIP AND NEW VENTURE MANAGEMENT (12DNVM)

#### E.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The purpose of this qualification is to provide the aspiring entrepreneur the relevant knowledge on how to go about setting up a new venture. The Diploma in Entrepreneurship and New Venture Management will equip students with relevant practical and theoretical knowledge on how to successfully set up and run a new venture. Holders of this qualification will be able to understand innovation and creativity, distinguish between the different typologies of new ventures, analyse risk involved in setting up a new venture, understand the legal requirements of new ventures, evaluate resource requirements and design and formulate a feasible business plan.

#### E.1.2 CRITERIA FOR ADMISSION

- To register for the Entrepreneurship and New Venture Management Diploma, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade D.
- A candidate should obtain a minimum of 22 points in five subjects on the UNAM Point Scale to be admitted.
- However, if the minimum of 22 points is obtained, it does not necessary ensure and or guarantee admission.
   Entrance is based on availability of places within the department and awarded on the basis of merit.
- The Faculty reserves the right to interview or test students before admission.
- Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.
- Advanced Subsidiary (AS) 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).

#### E.1.3 ASSESSMENT CRITERIA

Continuous assessment in the form of class tests, assignments, or industry projects will contribute fifty percent (50%) to the final mark. Each course will be examined with a three hour paper at the end of each semester. The examination mark will contribute fifty (50%) to the final mark. The student must obtain at least 50% in the examination to pass, irrespective of the continuous assessment mark.

### E.1.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

To be readmitted to the faculty for a particular year of registration a student:

- must have passed the equivalent of the minimum number of four courses required (4 x 16 credits = 64 credits).
- must complete all first year level courses (128 credits) by the end of the second year of registration.

#### E.1.5 ADVANCEMENT AND PROGRESSION RULES

A student must have passed the minimum number of six courses (96 credits), of which at least three (48 credits) must be faculty courses to be admitted into the second year of study.

## E.1.6 MAXIMUM NUMBER OF COURSES PER YEAR

The maximum number of credits a student can enrol for is 128 credits in first year at NQF level 4. A student may enrol for a maximum of 128 credits at NQF level 5 in their second year.

#### E.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 128 credits in the first year at NQF level 4 and a minimum of 128 credits in the second year at NQF level 5, giving a total of 256 credits.

#### E.1.8 ARTICULATION OPTIONS

The student will be eligible for admission into the second year of the BBA degree after successful completion of the Diploma.

## E.1.9 EXEMPTIONS

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

## E.1.10 MODE OF DELIVERY& CAMPUSSES OFFERING THE PROGRAMME

MAIN CAMPUS (Distance), RUNDU CAMPUS AND SOUTHERN CAMPUS (Full time) and Distance mode

#### E.1.11 DURATION OF STUDY

The Entrepreneurship and New Venture Management Diploma cannot be obtained in less than TWO years. However, the diploma must be obtained within THREE YEARS of full-time registration. Students studying through the distance mode cannot obtain this diploma in less than two years and have a maximum of four years to obtain the diploma.

#### E.1.12 CLASS ATTENDANCE

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

E.1.13 CURRICULUM

Course Code	Course	NQF Level	Credits	Compulsory
YEAR 1: SEMEST	ER 1			
ULEG2410	English for General Communication	4	16	Compulsory
UCLC3509	Computer Literacy	8	Compulsory	
CABM2411	Basic Mathematics	4	16	Compulsory
CMEM2471	Basics of Entrepreneurial Mind	4	16	Compulsory
CMEO2471	New Venture Creation 1A	4	16	Compulsory
	Total credit	s for Semester 1	72	
YEAR 1: SEMEST	ER 2			
UCSI3580	Contemporary Social Issues	5	8	Compulsory
ULEG2410	English for General Communication	4	16	Compulsory
CMEO2472	New Venture Creation 1B	4	16	Compulsory
CMPV2432	Planning the Venture 1	4	16	Compulsory
	56			
	TOTAL C	CREDITS - YEAR 1	128	
YEAR 2: SEMEST	ER 1			
CEMI3571	Basic Micro Economics	5	16	Compulsory
CMPV2531	Planning the Venture 2	5	16	Compulsory
CMEL2571	The Entrepreneurial Leader and Team 5		16	Compulsory
CMVM2571	New Venture Management 1A 5		16	Compulsory
	Total credit	s for Semester 1	64	
YEAR 2: SEMEST	ER 2			
CMVM2572	New Venture Management 1B	5	16	Compulsory
CMPP3572	Principles of Management	5	16	Compulsory
CEMA3572	Basic Macro Economics 5		16	Compulsory
CMCE2512	Contemporary Issues in Entrepreneurship	5	16	Compulsory
	Total credit	s for Semester 2	64	<u> </u>
	TOTAL CRE	DITS FOR YEAR 2	128	
	TOTAL	COURSE CREDITS	256	

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

## E.1.14 Syllabi

YEAR 1 : SEMESTER 1
BASIC MATHEMATICS CABM2411

NQF Level:4 Credits: 16 Contact hours: 4 lecture hour &1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

The details contents are as follows:

Number systems – Roman, Decimal, Binary; Four basic operations on whole numbers, Integers and Fractions; Powers and roots, rates, ratios and percentage calculations. Measurement – Length, time, temperature, mass and capacity. Mensuration – areas and volumes.

BASICS OF ENTREPRENEURIAL MIND CMEM2471

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

**Pre-requisites:** None

## **Module Description:**

This module will cover - Entrepreneurship flattens the world - two noble prizes recognize entrepreneurship, entrepreneurship and micro- phenomenon; Entrepreneurship: fourth years as a transformational force; four entrepreneurial transformations that are changing the world; Entrepreneurship as the new management paradigm; Entrepreneurship as the new non-for-profit and philanthropy management paradigm; Entrepreneurship as the energy creation effect; Entrepreneurship-innovation, prosperity and philanthropy.

NEW VENTURE CREATION 1A CMEO2471

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

Pre-requisites: None

Module Description:

This module will cover – The entrepreneurial Process – the classic entrepreneurship – start- up, Entrepreneurship- beyond start – up; Entrepreneurship paradoxes; the high potential venture, clean commerce; seeing opportunity through a sustainable lens. The opportunity; grading, shaping, recognizing and seizing

YEAR 1 : SEMESTER 2
NEW VENTURE CREATION 1B CMEO2472

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

**Pre-requisites:** None

**Module Description:** 

This module will cover – what is social entrepreneurship; type's social entrepreneurship, hybrid models social entrepreneurship, the Timmons Model of interpreted for social entrepreneurship; the importance of the Brain Trust in Social Entrepreneurship.

PLANNING THE VENTURE 1 CMPV2432

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

Pre-requisites: None

Module Description:

The students will cover aspects such as: the business plan- preparing a business plan, aspects covered in the business plan, international business plan, a pro-forma business plan; Basic financial planning – basic financial concept; accounting, financial statements, the use of financial statements; financial plan – the financial planning, setting prices and break and the break-even analysis, financial capital requirements.

YEAR 2: SEMESTER 1

BASIC MICROECONOMICS CEMI3571

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

Module Description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

PLANNING THE VENTURE 2 CMPV2531

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

**Pre-requisites:** Non

**Module Description:** 

This module will cover - The budgeting process- reasons for budgeting, the budgeting process, the three pro-forma statements used in the budgeting process; the marketing plan - conduct market analysis, market research, forecasting sales, the marketing strategy, the pricing strategy, sales strategy, service strategy, advertising and promotion strategies, the distribution strategies and a pro-forma marketing plan; Operational plan - conducting operational planning, the operational cycle, the location, the facilities, the employees required, administration, the strategy and plans, manufacturing, retail, and services processes, the layout, a pro-forma operational plan.

THE ENTREPRENEURIAL LEADER AND TEAM CMEL2571 EQUIVALENT: CMEL2572

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

Pre-requisites: None

Module Description:

This module will cover – The Entrepreneurial leader – the importance of the team; stages of growth; managing for rapid growth: Entrepreneurial Culture – what entrepreneurial leader need to know; competencies and skills; skills in building entrepreneurial culture, helping, coaching, and conflict management, teamwork and influence. Forming and building teams, rewards and incentives.

NEW VENTURE MANAGEMENT 1A CMVM2571

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

**Pre-requisites:** None

**Module Description:** 

This course will introduce students to: the concept of management, the process of strategic management; human resource function, the financial function, the marketing function, the purchasing function, the manufacturing function and the administration function as it relates to venture management.

YEAR 2 : SEMESTER 2
PRINCIPLES OF MANAGEMENT CMPP3572 EQUIVALENT: CMPP3579

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

**Pre-requisite:** None

**Module Description:** 

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

NEW VENTURE MANAGEMENT 1B CMVM2572

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

**Pre-requisites:** None

Module Description:

The course will cover motivation as part of leading, Methods and techniques of motivation, managing individual motivation, leadership, leadership theories, and power and influence tactics of an entrepreneur.

BASIC MACROECONOMICS CEMA3572

**NQF Level**: 5 **Credits**: 16 **Contact hours**: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

## CONTEMPORARY ISSUES IN ENTREPRENEURSHIP CMCE2512

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of

the CA mark and one industry-based assignment.

Examination: 1 x 2 hours paper.

Pre-requisites: None

**Module Description:** 

This course will cover: Legal aspects – Establishment of venture, registration of the venture, name of the venture, registering a trade mark, publicizing the business venture, partnerships, close corporations, companies, Revenue Services, Contracts, Personnel contracts with regards to entrepreneurship and new venture management; Reasons for business failure- internal and external reasons for failure; business ethics and social responsibility; managing growth; customer career.

## **UNAM CORE MODULES**

#### SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

COMPUTER LITERACY UCLC3509
CONTEMPORARY SOCIAL ISSUES UCSI3580
ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION ULEG2410

## DIPLOMA IN BUSINESS ADMINISTRATION

**E.2** 

#### E.2.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The aim of this qualification is to provide necessary skills, knowledge and attitudes appropriate to the pursuit of a variety of careers in industrial, commercial or public sector organisations. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

#### E.2.2 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### E.2.3 CRITERIA FOR ADMISSION

- An applicant should be in possession of a minimum Grade 12 certificate, with a minimum of 22 points in five subjects on the UNAM point scale including English with at least a D symbol.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus. A special application is available for this purpose.
- Advanced Subsidiary (AS) 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).

#### E.2.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to a total of 42 credits.

## E.2.5 ADVANCEMENT AND PROGRESSION RULES

- 1. In order to advance to the following academic level of study second (2) year, a student must pass at least two-thirds (2/3) of the courses for the curriculum for first (1) year which amounts to 88 credits.
- 2. If a student passes only one third (1/3) (64 credits) of the full curriculum of a specific year, s/he may not register for any course on the following higher level.
- 3. Furthermore, pre-requisites for courses have to be passed before a student can proceed to register for courses that require pre-requisites.
- Also a student is expected to complete the Diploma before seeking to register for any other programme in the Department.

#### E.2.6 EXEMPTIONS

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme will not be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

#### E.2.7 MODE OF DELIVERY

Part time programme.

## E.2.8 DURATION OF STUDY

The minimum duration of this programme is two (2) year and the maximum duration is three (3) years.

## **E.2.9** CLASS ATTENDANCE

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

E.2.10 CURRICULUM

Course Code	Course	NQF Level	Credits	Compulsory	Pre-requisite
YEAR 1 : SEMES	TER 1	10101	l		
ULEG2410	English for General Communication Skills	4	16	YES	
CBBM2431	Principles of Business Mathematics	4	16	YES	
CBBS2431	Principles of Business Statistics	4	16	YES	
CBBN2431	Principles of Business Management 4		16	YES	
	Total credits for Se	mester 1	64		
YEAR 1 : SEMEST	ER 2				
ULEG2410	English for General Communication	4	16	YES	
CBBA2472	Principles of Business Accounting	4	16	YES	
CBBE2422	Principles of Business Economics	4	8	YES	

CBBT2422	Principles of Business Ethics and Law	4	8	YES	
CBBC2432	Principles of Business Computing	4	8	YES	
CBBH2422	Principles of Business Entrepreneurship 4		8	YES	
	Total credits for Se	emester 2	64		
TOTAL CREDITS FOR YEAR 1			128		
YEAR 2 : SEME	STER 1				
ULCE3419	English Communication and Study Skills	5	16	YES	ULEG2410
UCLC3509	Computer Literacy	5	8	YES	
UCSI3580	Contemporary Social Issues	5	8	YES	
CBCM2531	Business Mathematics	5	16	YES	CBBM2431
CBEB2531	Elements of Banking 5		16	YES	
	Total Credits for Se	emester 1	64		
YEAR 2 : SEMES	STER 2				
ULEA3519	English for Academic Purposes	5	16	YES	ULCE 3419
CBSS2532	Business Statistics	5	16	YES	CBBS2431
CBCR2532	Principles of Credit	5	16	YES	
CBBM2532	Business Management	5	16	YES	CBBN2431
	Total Credits for Se	emester 2	64		
	TOTAL CREDITS FO	OR YEAR 2	128		
	TOTA	L CREDITS	256		

## Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

## E.2.11 Syllabi

#### YEAR 1: SEMESTER 1

PRINCIPLES OF BUSINESS MATHEMATICS CBBM2431

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are logarithms, Indices, Sequences and Series, Introduction to calculus, especially differentiation and integration.

## PRINCIPLES OF BUSINESS STATISTICS CBBS2431

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

The detailed contents of the course are as follows: identify the various measures of dispersion; compute measures of skewness; identify the various measures of central location for both grouped and ungrouped data; application of probabilities rules as well as construction and interpretation of probability from a contingency table (joint probability table); and identify when to apply each of these distributions (probability distribution), and the computation thereof.

# PRINCIPLES OF BUSINESS MANAGEMENT CBBN2431

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

The course provides an introduction to organisational culture and styles of management; leadership style and teamwork building; personal time management, stress management, and management skills and competencies; boundary management and external environment.

#### YEAR 1: SEMESTER 2

PRINCIPLES OF BUSINESS ACCOUNTING CBBA2472

**NQF Level:** 4 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course introduces the students to the conceptual framework of accounting and the accounting principles in general. It also covers the formats of financial statements and the purpose of these statements for different users. It will deal with the completion of financial statements from records and various categories and adjustments for effective management of cash flow. This course also assesses the performance of business through the application of ratio analysis.

PRINCIPLES OF BUSINESS ECONOMICS CBBE2462

NQF Level: 4 Credits: 8 Contact Hours: 2 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course provides a definition and scope of business economics. It deals with factors influencing demand and supply of products and services, elasticity of demand and supply, price determination of products and services under different market structures, production functions, cost concepts, optimal level of output and input use, risk and uncertainty, and the macroeconomic environment and its impact on business.

PRINCIPLES OF BUSINESS ETHICS AND LAW CBBT2422

NQF Level: 4 Credits: 8 Contact Hours: 2 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

This course will examine the theoretical roots of Business Ethics. It will consider the different types of ethical issues in business and how the development of ethical values impact on business behaviour including the effects on stakeholders and the environment. The course will also examine how an individual's ethical position impacts upon the moral relationship between the employer and the employee against the backdrop of the contractual relationship between both parties.

PRINCIPLES OF BUSINESS COMPUTING CBBC2432

NQF Level: 4 Credits: 8 Contact Hours: 2 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course seeks to introduce students to the world of technology in general and how technology is being used within a business context in particular. Various aspects would be covered such as the primary operation of a computer, basic types of computers and electronic commerce.

PRINCIPLES OF BUSINESS ENTREPRENEURSHIP CBBH2422

**NQF Level:** 4 **Credits:** 8 **Contact Hours:** 2 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course will expose the students to the entrepreneurial perspective: types of entrepreneurs, characteristics of entrepreneurs and features of successful entrepreneurs. It also deals with pursuit of generating and screening ideas which cover the challenges to creativity thinking, creativity myths and the idea generation process. The course is designed to give students an overview on assessing market feasibility and viability, writing business plans, Finance, growth and exit strategy and entrepreneurial leadership.

YEAR 2: SEMESTER 1

BUSINESS MATHEMATICS CBCM2531

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Principles of Business Mathematics (CBBM2431)

**Module Description:** 

This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are linear programming, logarithms, Indices, Sequences and Series, calculus, especially differentiation and integration.

ELEMENTS OF BANKING CBEB2531

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course provides a comprehensive introduction to the business of banking. It covers both practical and theoretical issues relating to banking, central banking & bank regulation, and comparative banking markets. The course also deals with the rationale for the existence of banks, the different services they offer, and the recent trends impacting on the banking industry.

#### YEAR 2: SEMESTER 2

BUSINESS STATISTICS CBSS2532

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Principles of Business Statistics (CBBS2431)

**Module Description:** 

The detailed contents of the course are as follows: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Test of goodness of fit and independence, Simple linear regression and index numbers.

PRINCIPLES OF CREDIT CBCR2532

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

Module Description:

This course provides an overview of all aspects, steps, and issues that are integral to credit and its risk elements. It provides an introduction to the concepts, techniques, and practical examples to the process of credit allocation and risk modelling.

BUSINESS MANAGEMENT CBBM2532

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Principles of Business Management (CBBN2431)

Module Description:

The course provides an introduction to management and covers areas such as change management and innovation, decision-making, leading organizations, controlling and evaluation, organizational structures and their relationship to the functional areas of business: finance, marketing, operations and human resources.

## **UNAM CORE MODULES**

## SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

COMPUTER LITERACY UCLC3509
CONTEMPORARY SOCIAL ISSUES UCS13580
ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION ULEG2410

#### E.3.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

#### E.3.2 CRITERIA FOR ADMISSION

- In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessary ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.
- The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.
- Advanced Subsidiary (AS) 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

#### E.3.3 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### E.3.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module
- At least 144 credits by the end of second year;
- At least 240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

## E.3.5 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

#### E.3.6 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the <u>General Information and Regulations Yearbook</u>. A candidate will be <u>admitted</u> to the examination in a course if he/she has obtained the required <u>continuous assessment mark of 40%</u>. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## E.3.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at of a specific year, he/she may not register for any courses on the following higher level. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

A student will not be allowed to register for more than 12 courses per year.

#### **E.3.8 ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### **E.3.9 IMPLEMENTATION STRATEGY**

The revised programme will phase is gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.

#### E.3.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face-to-face / Full time and Distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### E.3.11 DURATION OF STUDY

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Science may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

## E.3.12 SUMMARY OF CHANGES & NEW COURSES

## Rational for proposes changes and revisions

## Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)

Management Accounting (CAAM 3691) is proposed to replace Business Economics (CMBE 3672) and Entrepreneurship (CMRE 3771) replaces Managerial Economics (CMMI 3771). The department observed that students are acquiring adequate knowledge in Basic Micro Economics (CEMA 3571) and Basic Macro Economics (CEMA 3572), hence this change.

Students failing Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771) in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

#### Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that Banking and Finance was inadequately integrated into the curriculum compared to Marketing and Human resources Management.

#### Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)

In addition, Financial Accounting 1A (CAFE3691) and Financial Accounting 1B (CAFE3692) are proposed to replaced Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672). Department observed that this two modules will help the students acquire adequate knowledge in Accounting.

The proposed modules in Accounting, for example, Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B might address the inadequacies BBA students experience in Financial Management.

Research Paper was replaced by Research Project (CMRM3870)

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

## E.3.13 CURRICULUM

Kindly note tha	t: UCSI3580 IS A YEAR MODULES OFFERED IN	N BOTH SEM	ESTERS			
Course code	Course	NQF Level	Credits	Compuls ory	Pre-re	equisites /Co-requisites
YEAR 1: SEMES	TER 1		I	1	I	
ULCE3419	English Communication and Study Skills	4	16	С	None	
UCLC3509	Computer Literacy	5	8	С	None	
CAFE3581	Fundamentals of Accounting A	5	12	С	None	
CEMI3571	Basic Micro Economics	5	16	С	None	
CBCM3571	Business Mathematics	5	16	С	None	
	Total credits S	emester 1	68			
YEAR 1 : SEMEST	ER 2					
ULEA3519	English for Academic purpose	5	16	С	None	
CMPP3572	Principles of Management	5	16	С	None	
CAFE3582	Fundamentals of Accounting B	5	12	С	Co-requisite:	
CEMA3572	Basic Macro Economics	5	16	С	Co-requisite:	s CEMI3571
UCSI3580	Contemporary Social Studies	4	8	С	None	
	Total credits S		68			
	TOTAL CRED	ITS YEAR 1	136			
YEAR 2 : SEMES				_	1	T
CMBO3671	Organizational Behaviour A	6	16	С	Pre-requisite	
CAFE3691	Financial Accounting 1A	6	12	С	Pre-requisite	s CAFE3581
CACL3631	Commercial Law A	6	16	С	None	
CABA3691	Business Statistics A	6	12	С	Pre-requisite	s CBCM3571
CAAM3691	Management Accounting 1A	6	12	С	None	
	Total credits S	emester 1	68			
YEAR 2 : SEMEST		<u> </u>			1	
CMBO3672	Organisational Behaviour B	6	16	С	Co-requisite:	
CAFE3692	Financial Accounting 1B	6	12	С	Pre-requisite	S CAFE3581and CAFE3582
CACL3632	Commercial Law B	6	16	С	Co-requisite:	s CACL3631
CABA3692	Business Statistics B	6	12	С	Pre-requisite	
					Co-requisite	
CAAM3692	Management Accounting 1B	6	12	С	Co-requisite:	s CAAM3691
	Total credits S		68			
	TOTAL CRED	ITS YEAR 2	136			
VEAD 2 . CEA4FC	TD 1					
YEAR 3 : SEMEST CMRE3781	Entrepreneurship A	7	12	С	Pre-requisites	CMBO3671and CMBO3672
CMSM3781	Marketing Management 1A	7	16	C	Pre-requisites	CMBO3671 and CMBO3672
CMHM3781	Human Resource Management 1A	7	16	С	Pre-requisites	CMBO3671 and CMBO3672
CMMO3781	Operations Management 1A	7	12	C	Pre-requisites	CABA3691and ABA3692
CMBF3781	Banking and Finance 1A	7	16	C	Pre-requisites	CAFE3691 and CAFE3692.
CIVIDI 3701	banking and finance 17	′	10		i re-requisites	CAAM3691and CAAM3692
VEAD 0 0544505	Total credits S	emester 1	72			07 W W W W W W W W W W W W W W W W W W W
YEAR 3 : SEMEST		7	10		Co requisite:	CAADE2701
CMRE3782	Entrepreneurship B	7	12	С	Co-requisites	CMRE3781
CMSM3782	Marketing Management 1B	7	16	С	Co-requisites	CMSM3781
CMHM3782	Human Resource Management 1B	7	16	С	Co-requisites	CMHM3781
CMMO3782	Operations Management IB	7	12	С	Co-requisites	CMMO3781
CMBF3782	Banking and Finance 1B	7	16	C	Co-requisites	CMBF3781
CMBR3772	Business Research Methodology  Total credits S	omostar 2	16 <b>88</b>		None	
	TOTAL CRED		136	+		
		IIS ILAKS	130			
YEAR 4 : SEMEST						
	IS: CHOOSE ONLY 1					
CMHM3851 CMSM3851	Strategic Human Resources Manageme Strategic Marketing 2A	nt 2A	8 16		CMHM3781/ CMSM3781/2	

CMBF3851	Banking & Finance 2A				CMBF3781/2	
CMST3871	Strategic Management A	8	12	С	CMHM3782; CMS/	м3782; СМRE3782;
					CMMO3782	
CAMF3871	Financial Management A	8	16	С	CAAM3652	
CMMI3871	Management Information System	8	12	С	None	
CMRP3870	Research Project	8	16	С	CMBR3772	
	Total credits Seme	ester 1	72			
YEAR 4 : SEMES	TER 2	1		T		
<u>SPECIALISATIO</u>	NS: CHOOSE ONLY 1	8	16			
CMHM3852	Strategic Human Resources Management 2B				CMHM3871	
CMSM3852	Strategic Marketing 2B				CMSM3871	
CMBF3852	Banking & Finance 2B				CMBF3871	
CMST3872	Strategic Management B	8	12	С		CMST3871
CAMF3872	Financial Management B	8	16	С		CAMF3871
CMRP3870	Research Project	8	16	С		
	Total credits Seme	ester 2	72			
	TOTAL CREDITS Y	EAR 4	144			
	COURSE	TOTAL	548			

## E.3.14 Syllabi

CAAREOGEI

YEAR 1: SEMESTER 1

FUNDAMENTALS OF ACCOUNTING A CAFE3581 EQUIVALENT: CAFE3511

NQF Level: 5 Credits: 12 Contact hours: 3 hours & 1 hour tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

Pre-requisites: None

**Module Description:** 

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

BASIC MICROECONOMICS CEMI3571

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

BUSINESS MATHEMATICS CBCM3571

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

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

Pre-requisites: None

Module Description:

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

YEAR 1: SEMESTER 2

PRINCIPLES OF MANAGEMENT CMPP3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

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

Pre-requisite: None

**Module Description:** This course will expose students to the various functions of management which are planning, organizing, leading and control. As management form part and parcel of businesses, students will be exposed to the business environment looking at the macro and micro, social, economic, political and cultural environments. Additional topics to be covered in the module are: introduction to various forms of entrepreneurship, the four core functions of businesses such as Human Resources (HR), and marketing, finance and operations management. Various economic systems shall be discussed in detail.

Above all students will be introduced to the history and evolution of the theories of management.

FUNDAMENTALS OF ACCOUNTING B CAFE3582 EQUIVALENT: CAFE3512

NQF Level: 5 Credits: 12 Contact hours: 3 hours & 1 tutorial hour per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper **Pre-requisites:** None

Module Description:

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.

BASIC MACROECONOMICS CEMA3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

#### YEAR 2: SEMESTER 1

## ORGANIZATIONAL BEHAVIOUR A CMBO3671

**NQF Level:** 6 **Credits: 16 Contact hours:** 4 hours lecture per week for 14 weeks

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

**Pre-requisite:** Principles of Management (CMPP 3572)

**Module Description:** 

The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

FINANCIAL ACCOUNTING 1A CAFE3691 EQUIVALENT: CMBF3671

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)

Module Description:

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering – cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial

statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

COMMERCIAL LAW A CACL3631

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum 2 tests and 1 assignment)

Examination 50% (1 x 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Introduction to the theory of Law, the definition of the concept of "law", the various sources of Namibian law. Customs, legislation (statute), common law etc. as sources of Namibian law. Direct and indirect sources of law, the various divisions of our law. The administration of justice in Namibia. The hierarchy of the Namibian courts. The general principles of natural justice "audialterampartem rule". The law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality. Termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc. Various forms of breach of contract: mora creditors, moradebitoris, defective performance, prevention of performance, repudiation. Remedies for breach of contract .specific performance as a remedy for breach of contracts and other potential remedies availed to an aggrieved party.

BUSINESS STATISTICS A CABA3691 EQUIVALENT: CABA3631

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Mathematics (CBCM3571)

**Module Description:** 

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

MANAGEMENT ACCOUNTING 1A CAAM3691 EQUIVALENT: CAAM3651

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

#### YEAR 2: SEMESTER 2

ORGANIZATIONAL BEHAVIOUR B CMBO3672

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co-requisite: Organizational Behaviour A (CMBO 3671)

**Module Description:** 

#### **Module Description:**

The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity - case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution - sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders- principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

FINANCIAL ACCOUNTING 1B CAFE3692 EQUIVALENT: CAFE3632

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)

**Module Description:** 

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

COMMERCIAL LAW B CACL3632

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

Module Description:

The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire-purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

BUSINESS STATISTICS B CABA3692 EQUIVALENT: CABA3632

NQFLevel: 6 Credits: 12 Contact hours: 3 hours lecture per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Mathematics (CBCM3571) &Co-requisite: CABA3691

#### **Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

MANAGEMENT ACCOUNTING 1B CAAM3692 EQUIVALENT: CAAM3652

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Management Accounting 1A (CAAM 3691)

**Module Description:** 

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

YEAR 3: SEMESTER 1 **ENTREPRENEURSHIP A** 

**CMRE3781** 

Credits: 12 NQF Level: 7 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and lassignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Organisational Behaviour (CMBO 3671/2)

Module Description:

The module aims to equip students with the insights, tools, concepts, and skills necessary to successfully overcome obstacles and achieve the vision pertaining to the various forms of entrepreneurship. The topics to be covered in this module are defining the various forms of entrepreneurship, explaining what each of these forms of entrepreneurship means in the Namibian and SADC context, exploring the entrepreneurship theories, traditions of entrepreneurship and looking at the various models of entrepreneurship in a Namibian, African and international context.

**MARKETING MANAGEMENT 1A** CMSM3781 **EQUIVALENT: CMSM3771** 

NQF Level: 7 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper Pre-requisite:

**Module Description:** 

Organisational Behaviour (CMBO 3671/2)

The following topics will be covered: the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behavior, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.

**HUMAN RESOURCE MANAGEMENT 1A** CMHM3781 **EQUIVALENT: CMHM3771** 

NQF Level: 7 Credits:16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Organisational Behaviour (CMBO 3671/2)

**Module Description:** 

The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self confidence, self-image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm - fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage - the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage - individual models of leadership - trait -based approach, behavioral- based approach, situational - based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.

**OPERATIONS MANAGEMENT 1A EQUIVALENT: CMM03771** CMMO3781

Contact hours: 4 hours lecture per week for 14 weeks NQF Level: 7

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Business Statistics A & B (CABA 3691/2)

**Module Description:** 

The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are operations strategy, design of goods and services, process management, quality management, forecasting layout and location strategies.

**BANKING & FINANCE 1A** CMBF3781

NOF Level: 7 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Financial Accounting 1A/1B & Management Accounting 1A/1B (CMBA 3671/2 & CAAM 3691/2)

**Module Description:** 

The course will cover Security and portfolio analysis - introducing students to the principles of financial investment decisions from an industry perspective. Student will be also exposed to key drivers driving investment decisions and factors driving investment decisions at a corporate level.

#### YEAR 3: SEMESTER 2

MARKETING MANAGEMENT 1B CMSM3782 EQUIVALENT: CMSM3772

NQF Level: 7 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co-requisite: Marketing Management 1A (CMSM 3781)

**Module Description:** 

This module covers- learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.

HUMAN RESOURCE MANAGEMENT 1B CMHM3782 EQUIVALENT: CMHM3772

**NQF Level:** 7 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Co-requisite:** Human Resource Management (CMHM 3781)

**Module Description:** 

This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts; interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.

BANKING & FINANCE 1B CMBF3782

NQF Level: 7 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Co-requisite:** Banking and Finance 1A (CMBF 3781)

**Module Description:** 

Students will cover- investment from a company perspective. It exposes students to single analysis before investment. Students will be expected to know the types of securities in which a single investor may draw upon his investment decisions like bonds, real estate, stocks and precious metals. Institutional Investment analysis- this course provides students with the fundamentals of the company valuation. The students should be able to unearth the various factors that may impact directly on the company's operations by going beyond the analysis of financial students in order to find out of its worth buying that particular company or not.

ENTREPRENEURSHIP B CMRE3782 EQUIVALENT: CMRE3772

**NQF Level:** 7 **Credits:** 12 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and lassignment

Examination 50%: 1 x 3 hour examination paper

**Co-requisite:** Entrepreneurship A (CMRE 3781)

**Module Description:** The module build upon the knowledge and skills students gained in semester one (1). In the first part of module two (2) students will be introduced to the typologies of entrepreneurship. This module will also enable students to explore and understand the various reasons for business success and failure. In the second phase of module two (2) students will learn more about the description and the importance of drawing up a business plan. They will be exposed to the various challenges entrepreneurs both in Africa and around the world. They will be exposed to the various challenges entrepreneurs are faced with and how they are exploiting opportunities in their business ventures. In this module students are expected to apply their theoretical understanding of entrepreneurship into practice and it will be expected from them to draw a business plan of a product or a service in a local, African or international context.

OPERATIONS MANAGEMENT 1B CMMO3782 EQUIVALENT: CMMO3772

NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisite:** Business Statistics A & B (CABA 3691/2 Business Mathematics; (BCM3571)

Co-requisite Operations Management 1A (CMMO 3781);

#### **Module Description:**

This course is designed to expose the student with the functional area of operations Management. The course covers the foundations of operations Management in both manufacturing and service industries. The course deals with broadly introducing students to selection of topics in Operations Management. This course builds on the work covered in the first module in operations management.

BUSINESS RESEARCH METHODOLOGY CMBR3772

NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisite:** None

**Module Description:** 

The detailed contents are as follows: Introduction to research, research in business, the role and types of research, Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal, Ethics in research Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables, Research design, primary and secondary data sources, data collection, questionnaire construction, Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals).

#### YEAR 4: SEMESTER 1

#### **Specializations:**

STRATEGIC HUMAN RESOURCES MANAGEMENT 2A CMHM3851

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisite:** Human Resource Management 1A & 1B (CMHM 3781/2)

Module Description:

Students will cover – ethical issues and challenges in human resources management - the problem of dual loyalties; HR professional codes of conduct; an integrity-oriented approach to strategic business partnership; ethical decision-making frameworks; the consequences of action: Teleological theory; the importance of duty to others: Deontological theory; Corporate Governance – Corporate social responsibility; the narrow classical economic view; socio-economic view of CSR; broad maximal view of CSR; current developments in CSR; corporate ethics programmes – operationalizing corporate ethics programmes; effectiveness of corporate ethics programmes; Corporate governance – corporate governance and its importance; theories of corporate governance; governance standards and principles; Corporate Citizenship and: Implications for the HR function; Corporate Social responsibility and HRM.

STRATEGIC MARKETING 2A CMSM3851

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper Marketing Management 1A & 1B (CMSM 3781/2)

**Module Description:** 

Pre-requisite:

This course introduces the concept of strategy and strategic marketing planning. It further provides an understanding of the Strategic Missions and Strategic Goals, and Environmental Scanning. It also inculcates an in depth knowledge in the context of customer, competitor and market analysis, and creation of the marketing mix. It illuminates the concept of Marketing Research, Marketing Implementation and Control, and culminates as a toolkit for the comprehensive strategic marketing plan development.

#### **BANKING & FINANCE 2A**

CMBF3851

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper **Pre-requisite:** Banking and Finance 1A /1B (CMBF 3781/2)

#### **Module Description:**

This module will expose students to the Financial System in general. It also introduces students to the regulation of the financial system of the Namibian, South African and the United States of America. The module further concentrates on the various financial assets and institutions that are traded in the financial markets.

STRATEGIC MANAGEMENT A CMST3871

NQF Level: 8 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Human Resource Management 1B (CMHM3782); Marketing Management 1B (CMSM3782);

Operations Management 1B (CMMO3782); Entrepreneurship B (MRE3782)

#### **Module Description:**

This course aims to provide students with strategic awareness, strategic analysis, strategy development, strategic decision knowledge. The course is designed to equip the students with ability to prepare strategic plans. Environmental scanning as it is increasingly important for day to day business operations is a catalyst that the course will have an indepth look. Through this course the students will be equipped with an understanding of how functional areas of management (in which they are most likely to be employed in) contribute to strategic management and to strategic changes within organizations. Overly, the course or module is concerned with the actions the organizations take to deal with the changes, opportunities, threats, challenges and surprises in their external and internal environment. The course content under the main topics shall be detailed as follow: Understanding Strategy and Strategic Management: What is strategy and who is involved, Strategic Planning, Strategic purpose Analysis and Positioning The business Environment and strategy, Resource led Strategy- Business model and Revenue Model, Introducing culture and values. Strategy Development: Creating and formulating strategy: alternatives, evaluation and choice, Strategic Leadership and intrapreneurship: Towards visionary leadership, strategic management today: business agility

FINANCIAL MANAGEMENT A CAMF3871

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture & 1 tutorial per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

Pre-requisites: Financial Accounting 1A &1B (CAFE3691/2); Management Accounting 1A &1B (CAAM3691/2)

**Module Description:** 

The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity; Sources and uses of cash, standardised financial statements; Time value of money – present and future values, discounted cash flow valuation; Risk and return – basics, returns, Capital asset pricing model; expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index; Project cash flows, incremental cash flows discounted cash flow analysis, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

MANAGEMENT INFORMATION SYSTEMS CMMI3871

NQF Level: 8 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: None

**Module Description:** 

This is a capstone module in the field of management information systems. The module integrates the organizational, managerial, and technical aspects of management information systems. Emphasis is on the internal management of information resources and on the management of information systems. Coverage of the subject matter will be through lectures, case studies, class discussion, independent readings and research.

Fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, management information systems for business data processing, office automation, information reporting, and decision making will be covered. Emphasis is on managerial and strategic aspects of information systems as opposed to the technology aspects.

Because this course is an MIS course and is meant to expose contemporary managerial thought associated with a new and dynamic environment, the information technologies associated with the delivery of Internet sites, etc. will be only briefly mentioned. This course is NOT an Information Technology course.

RESEARCH PROJECT CMRP3870

NQF Level: 8 Credits: 32 Contact hours: 4 hours lecture per week for 28 weeks

Module assessment: 100%: Mini Thesis

**Pre-requisite:** Business Research Methodology (CMBR3772)

Module Description:

Students have to prepare a research proposal and get it approved from a supervisor. Conduct the research and write a brief report. The report must include: A clear identification of a problem statement in the industry and its importance or relevance to the welfare of the business and industry. A clear theoretical analysis of objectives identified, presentation of some type of empirical evidence and conclusion.

#### YEAR 4: SEMESTER 2

#### STRATEGIC HUMAN RESOURCES MANAGEMENT 2B CMHM3852

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co-requisite: Strategic Human Resources Management 2A (CMHM3871)

**Module Description:** 

Module covers - Human Resources Management and the Legislative environment - freedom of association and general protections, trade unions and employer's organisations, work times and rules, payment, remuneration and deductions, termination of employment, collective bargaining, strikes and lock outs, dispute resolution, unfair dismissals, health and safety at work. Interdependency between employment relations and human resource management- covers the individual contract of employment, essentials of employer-employee communication, dispute handling procedures, strike handling grievance and discipline.

STRATEGIC MARKETING 2B CMSM3852

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co -requisite: Strategic Marketing 2A (CMSM 3871)

**Module Description:** 

Module covers - Strategic marketing develops a structured approach to understanding and managing the marketing function. By learning how to successfully understand the markets in terms of identifying threats and new business opportunities, tracking competition by staying on top of changing customer expectations, shaping an organization's strategy in terms of selection of suitable opportunities, product portfolios to sustain, target market decisions and competitive positioning, managing brands and creating compelling product value propositions intended to excite customers, attracting new customers by developing new product solutions with an attempt to outwit competition. The course would ensure that students understand how physical distribution activities are integrated into marketing channels and overall marketing strategies and will examine physical distribution objectives. The course will further explore how digitalization has impacted the consumer behavior and decision making or the marketing of good and services

BANKING & FINANCE 2B CMBF3852

NQF Level: 8 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co -requisite: Banking and Finance 2A (CMBF 3871)

**Module Description:** 

This module will focus on the operations and management of banking institutions. It would cover topics related to the analysis of bank Performance, managing interest rate risk, liquidity management, global regulatory framework and credit risk management.

FINANCIAL MANAGEMENT B CAMF3872

NQA Level: 8 Credits: 16 Contact hours: 4 hours &5 lectures per week for 14 weeks

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A &1B (CAFE3691/2); Management Accounting 1A&1B (CAAM3691/2)

## Module Description:

The detailed contents are as follows: Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure; Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, finance for small and medium-size entities; Advanced

investment appraisals; discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing; International investment and financing decisions; Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers; Risk management – nature and types of risk and approaches to risk management.

STRATEGIC MANAGEMENT B CMST3882

NQF Level:8 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Co -requisite:** Strategic Management A (CMST3871)

Module Description:

The course is meticulously designed to enable students to make structural and performance analysis of competitive forces and to position a firm to gain strategic advantages in various business and organizational context. Implementation and control measures of strategy shall be explored. The course attempts to develop knowledge-integrated analytical understanding of practical issues associated with the formulation, selection and implementation of business strategy choices. The course also helps the students to understand the relevance of Western Sub Saharan strategic management theories and practices to the local settings. In addition, the course discusses the sub Saharan perspective of formulating, implementing, and managing organizational strategies. The following major topics shall be elaborated upon: organising for success, Processes, relationships, enabling for success and managing information.

## **UNAM CORE MODULES**

#### SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

CONTEMPORARY SOCIAL ISSUES

COMPUTER LITERACY

ENGLISH COMMUNICATION AND STUDY SKILLS

ENGLISH FOR ACADEMIC PURPOSES

UCS:3580

UCC:3509

ULCE:3419

ULCE:3419

ULCE:3419

#### F. DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

## F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS)

#### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demandoriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

#### F.1.2 CRITERIA FOR ADMISSION

- Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The later does not necessarily ensure and/or guarantee admission.
- Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose.
- Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.
- Advanced Subsidiary (AS) 22 points in five subjects including a C or above in English as a compulsory subject with at least one subject at AS Level (minimum grade \*e\*).
- UNAM Foundation programme win a minimum 55% average pass.

## F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme will **not** be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

#### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

#### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will  $\underline{\text{not}}$  be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the first year of study.
- 7 courses (112 credits) at the end of the **second** year of study.

#### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student <u>must pass not less than 4 courses</u> (equivalent to 64 credits) in the first year in order to advance to the second year.
- A student must pass not less than 7 courses (equivalent to 112 credits) at the end of the second year of study.
- A student <u>must also pass all pre-requisites</u> before registering for courses that require pre-requisites.

#### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

#### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of **272 CREDITS** upon completion of the programme.

#### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

#### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

#### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

#### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government	Local Government Finance and Budgeting (CPGF 2472)
(CEPG 2471)	Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572)PAP2571
Local Government Strategic Management (CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

#### F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises **EIGHTEEN (18) COURSES** that facilitate accrual of **272 CREDITS** upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

## Kindly note that: ULEG2410 AND UC\$13580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credits	Compulsory(C)/ Elective (E)	(Co-requisite) Pre-requisite
YEAR 1: SEME	STER 1				
ULEG2410	English for General Communication	4	16	Compulsory	None
CPLG2471	Introduction to Local Government	4	16	Compulsory	None
CPNS2471	Basic Numeracy and Statistics	4	16	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
	Total cred	lits Semester 1	72		
YEAR 1: SEMES	STER 2				
ULEG2410	English for General Communication	4	16	Compulsory	None
CPFG2472	Local Government Accounting 1	4	16	Compulsory	None
CPGF2472	Local Government Finance & Budgeting	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	(Co-requisite) CEMI3571
	Total cred	lits Semester 2	72		
•	TOTAL C	REDITS YEAR 1	144		
YEAR 2: SEM	ESTER 1				
CPPF2571	Local Government Policy	5	16	Compulsory	None

	Formulation & Evaluation				
CPGA2571	Local Government Accounting II	5	16	Compulsory	CPFG 2472
CPMM2571	Project Development and	5	16	Compulsory	
	Management				None
CPLA2571	Local Sustainable Development	5	16	Compulsory	None
	Total credits	Semester 1	64		
YEAR 2 : SEM	ESTER 2				
CPAP2572	Politics and Administration	5	16	Compulsory	None
CPCP2572	Urban Planning and Infrastructure Issues	5	16	Compulsory	None
CPLD2572	Local Government Auditing Theory	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
	Total credits	Semester 2	64		
	TOTAL CREE	DITS YEAR 2	128		
	TOTAL CREDITS FOR THE PR	OGRAMME	272		

#### F.1.14 Syllabi

YEAR 1: SEMESTER 1

INTRODUCTION TO LOCAL GOVERNMENT CPLG2471 EQUIVALENT: CPLD2472

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous Assessment: 50 %: two tests

Final Examination: 50 %: 1 x 2 hours written examination

**Pre-requisites:** None

**Module Description:** 

The module focuses on political decentralisation and decentralized structures of government, local government roles and responsibilities, and the principles of urban governance namely: sustainability in all dimensions of local development' service provision; subsidiarity of authority and resources to the closest appropriate level consistent with efficient and cost effective delivery of services; equity of access to decision-making processes and the basic necessities of community life; efficiency in the delivery of public services and in promoting local economic development; transparency and accountability of decision-makers and all stakeholders; civic engagement and citizenship with all citizens participating in and contributing to the common good; and security of individuals and their living environment.

BASIC NUMERACY AND STATISTICS CPNS2471 EQUIVALENT: CABN2471

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests

Final Examination: 50%:1 x 2 hours written Paper

**Pre-requisites:** None

**Module Description:** 

This is a foundation course that focuses on basic mathematics and statistics. The focus includes concepts and probability

BASIC MICROECONOMICS CEMI3571

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

YEAR 1: SEMESTER 2

LOCAL GOVERNMENT ACCOUNTING I CPFG2472

NQF Level: 4 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests

Final Examination: 50%:1 x 2 hour paper

**Pre-requisites:** None

#### **Module Description:**

This Module offers a broad academic knowledge on the Local Government accounting administration and control. It also deals with the cost and management accounting applicable to the activities of local governments, mainly focusing on internal reporting and management decision making. It also probes the tenets of financial planning and reporting requirements of local government accounts.

LOCAL GOVERNMENT FINANCE AND BUDGETING CPGF2472 **EQUIVALENT: CEPG2471** 

NQF Level: 4 Contact Hours: 4 hours lecture per week for 14 weeks Credits: 16

Module Assessment: Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper

Pre-requisites:

**Module Description:** 

The module introduces students to the concepts of public finance by focusing on local government finance, linking costs incurred and services delivered. It also explores aspects of budgeting, sources of revenue, and monitoring and controls systems in local government. Additionally, it discusses the role of councillors in financial management.

**BASIC MACROECONOMICS** CEMA3572

NQF Level: 5 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

#### **Module Description:**

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

YEAR 2: SEMESTER 1

LOCAL GOVERNMENT POLICY FORMULATION AND EVALUATION CPPF2571

Contact Hours: 4 hours lecture per week for 14 weeks NQF Level: 5 Credits: 16

**Module Assessment:** Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper

Pre-requisites:

**Module Description:** 

The course aims to impart specialized skills on policy focusing on specific areas, namely the definition of policy; content and operational scope of public policy; policy theories and typologies; the rational behind policy formulation; knowing who the policy stakeholders are and what roles they play in the policy process; and the synergy between public policy formulation and formation.

LOCAL GOVERNMENT ACCOUNTING II

**NQF Level:** 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper Pre-requisites: Local Government Accounting I (CPFG 2472)

**Module Description:** 

This Module deals with the standardization of local government financial statements developed over the years, the objectives attached to the statements and how the published annual financial statements of local authorities are compiled and what the contents of these statements entail. The other key areas dwelt on in this module are why certain financial statements are prepared for internal purposes only and the purpose of each.

PROJECT DEVELOPMENT AND MANAGEMENT CPMM2571 **EQUIVALENT: CPSM2572** 

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

Module Assessment: Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper

Pre-requisites: None

Module Description:

The course addresses the application of project management skills, such as project planning, team building, logical framework analysis, project budgeting, project implementation and monitoring and evaluation.

LOCAL SUSTAINABLE DEVELOPMENT CPLA2571 NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper

**Pre-requisites:** None

**Module Description:** 

The course focuses on approaches to sustainable urban and rural development, strategic planning, tactical economic decision-making, evaluating economic development strategies and projects. It also concerns itself with urban and rural planning and economic development. Furthermore, it explores current issues in urban and rural development, team project presentations and reviews, analysis for economic development strategy: inter-relationships within and between local authorities, developing linkages with other local authorities. The conceptual underpinnings of development aid are explored, as well as the rationale and type of aid, and technical knowledge of handling aid is dealt with. The genesis, conceptualization, importance, types and relations that Non-Governmental Organisations (NGOs) have with government are also investigated. In addition, the legal and institutional framework in which NGOs functions is also examined. Finally, ways in which communities are mobilized empowered and how they participate in ensuring local sustainable development are dealt with.

#### YEAR 2: SEMESTER 2

POLITICS AND ADMINISTRATION CPAP2572 EQUIVALENT: CPLF2571

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests Final Examination: 50%:1 x 2 hour paper

**Pre-requisites:** None

**Module Description:** 

The course covers introductory topics of Public Administration and Political Science such as, defining politics and describes the role of the state and civil society in transitional democratic modern societies. It discusses democracy and good governance, government institutions, decentralization, regimes and party systems. It also covers the scope of public administration, evolution, theories and ethical issues.

#### **URBAN PLANNING AND INFRASTRUCTURE ISSUES**

CPCP2572

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment:** Continuous assessment: 50%: two tests Final Examination: 50%: 1 x 2 hour paper

**Pre-requisites:** None

Module Description:

The content offers a wide range of fields of knowledge that are essential to the comprehension of city (town) and infrastructure planning. At various scales, the module familiarises students with phenomena of urban living, the formation of contemporary cities, causes and effects of urbanisation, mobility and infrastructure development, observed under different politico-economic and socio-cultural conditions. It examines a set of problem formations experienced in sector and spatial planning, emerging from paradoxes pertaining to urban development paradigms, concepts of city planning, asset management and distinct public services; claimed by and provided to polarised urban societies and their interest groups. With view to the role research plays in urban planning and infrastructure development, the module invites students to discuss scenarios related to planning, implementation and sustainability of the quality of urban live, the politico-economic future of Namibian cities and national settlement systems.

## LOCAL GOVERNMENT AUDITING THEORY CPLD2572

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

**Module Assessment: Continuous assessment:** 50%: two tests Final Examination: 50%:1 x 2 hour paper

**Pre-requisites:** None

**Module Description:** 

The module seeks to provide descriptive study of auditing theory and practice at Local Government level. To that end, it focuses on auditing systems and practices. These include measurement of performance used to assess and verify value for money in local government. It also seeks to enhance students' understanding of the accountability of municipalities and counties. Additionally, the course takes cognisance of the fact that practices in auditing and accounting grew out of new management paradigms in the public sector with the object to achieve accountability, effectiveness, and efficiency.

## PRINCIPLES OF MANAGEMENT CMPP3572 EQUIVALENT: CPHM2571

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

Pre-requisite: None

**Module Description:** 

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest

developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

#### **UNAM CORE MODULES**

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

COMPUTER LITERACY UCLC3509
CONTEMPORARY SOCIAL ISSUES UCSI3580
ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION ULEG2410

## IMPORTANT NOTE TO ALL STUDENTS WHO HAVE COMPLETED THE DIPLOMA IN LOCAL GOVERNMENT STUDIES

The 2010 Prospectus of the Faculty of Economic and Management Science states that students who successfully complete the Diploma in Local Government, will be exempted from <u>all first year courses</u> offered in the Faculty of Economic and Management Science, except Business Mathematics and English.

Following consultations with the various departments, it was agreed that the above provided for exemptions, did not take into consideration the difference in levels on which the courses are offered at diploma and under-graduate degree level. Moreover, the fact that the diploma was tailor-made for those interested in pursuing the degree of Bachelor of Public Management (BPAM), it is unrealistic to expect other departments within the faculty to exempt students from courses others who have met the requirements for degree courses are expected to do. Thus it was decided that students who have finished the above-mentioned Diploma and would like to pursue the degree of Bachelor of Public Management (BPAM), will receive exemptions for <u>certain courses</u> only. These courses are:

- 1. Computer Literacy (UCLC3409);
- 2. Contemporary Social Issues (UCSI3429);
- 3. Principles of Management Science (CMPP3572);
- 4. Basic Micro Economics (CEMI3571);
- 5. Basic Macro Economics (CEMA3572); and
- 6. Government Studies (PIG3572)

#### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

#### F.2.2 CRITERIA FOR ADMISSION

- To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification.
- English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission.
- Entrance is based on availability of places within the Department and is awarded on merit. The Faculty reserves the right to interview applicants before admission.
- Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful
  completion of the relevant entry examination as set out in the General Regulations. A special application form
  is available for that purpose.
- Advanced Subsidiary (AS) 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

## F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

#### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

This submission is a proposal to amend the re-admission requirement as follows:

- 48 credits by the end of Year 1
- 112 credits by the end of Year 2
- 192 credits by the end of Year 3
- 326 credits by the end of Year 4
- 428 credits by the end of Year 5

## F.2.6 ADVANCEMENT AND PROGRESSION RULES

This submission is a proposal to improve the existing advancement and progression rules of the Bachelor of Public Management (Honours) (12 BPMM) on page 81 of the Faculty Prospectus 2015. The current advancement and progression rules of the Bachelor of Public Management (Honours) are not experimenter at all.

- 96 credits by the end of Year 1 (At least 48 credits should be NON-UNAM CORE
- 192 credits by the end of Year 2
- 272 credits by the end of Year 3

#### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 12 modules or 192 credits, provided that all pre-requisites are met.

## F.2.8 NUMBER OF MODULES/CREDITS IN THE PROGRAMME & REVISED PRE-REQUISITES SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

The Bachelor of Public Management degree consists of <u>THIRTY FOUR (34) Modules</u>. These include a minimum of four University Core Modules, and together total Five Hundred and Forty Four (544) Credits.

The curriculum for the B. Public Management degree consists of THIRTY FOUR (34) courses

#### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

#### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIXYEARS of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

#### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2016. Students, who have been registered before the 2012 Academic Year (2008–2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose **ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.** 

CPMM3871	Elective: Municipal Management
CPAG3872	Elective: Public Administration and Governance
CPAP3872	Elective: Political Economy of Asia-Pacific

Choose one(1) I	Elective:
CPFP3771	Elective: Public Finance
CPIR3771	Elective: International Relations

Students who have completed the Diploma in Local Government Studies and would want to articulate into the degree of Bachelor of Public Management (Honours) (12BPMM) will receive exemptions for the following courses:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues (UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics (CEMI2571/3571)	Basic Micro Economics (CEMI3571)
Basic Macro Economics (CEMA2572/3572)	Basic Macro Economics (CEMI3572)
Politics and Administration (CPPA2572/CPAP2571)	Government Studies ( PIG3572)

#### F.2.12 CURRICULUM

As indicated in the table below the credits for year two are too **high160 credits** compared to other years with112;128 &128 credits respectively, therefore this proposed to move Public Sector Accounting one and two (CP\$E3571) &CP\$E3572) to year one. The summary curriculum of Public Sector Accounting 1& 2 are attached, at the end of the submission.

TEN (10) = 144 credits EIGHT (8) = 128 credits EIGHT (8) = 120 credits EIGHT (8) = 128 credits (34) modules = 520 credits

## SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

## Kindly note that: UCSI3580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

	UCSI3580 AND ULEG2410 ARE YEAR MODULES OF	LEKED IN	I POIL SEW	IESIEKS	
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
YEAR 1: SEMES	TER 1				
UCLE3419	English Communication & Study Skills	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
CPSE3571	Public Sector Accounting 1	5	16	Compulsory	None
	Total credits Sem	ester 1	64		
YEAR 1: SEMEST			•	1	<del>_</del>
ULEA3519	English for Academic Purposes	5	16	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	Co-requisite: CEMI3571
CPIG3572	Government Studies	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
CPSE3572	Public Sector Accounting 2	5	16	Compulsory	Co-requisite: CPSE3571
	Total credits Sem		80		
	TOTAL CREDITS	YEAR 1	144		
YEAR 2 : SEMES					
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None
CMBO3671	Organisational Behaviour A	6	16	Compulsory	CMPP3572
CPPW3671	Western Political Philosophy	6	16	Compulsory	None
CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572
	Total credits Sem	ester 1	64		
YEAR 2 : SEMES	STER 2		•		•
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None
CMBO3672	Organisational Behaviour B	6	16	Compulsory	Co-requisite: CMBO3671
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572
	Total credits Sem		64		
	TOTAL CREDITS		128		
YEAR 3 : SEMES				l .	1
CMHM3781	Human Resources Management 1A	7	12	Compulsory	CMBO3671/2
CPPP3771	Public Policy	7	16	Compulsory	CPNP3671
CPSA3771	The State in Africa	7	16	Compulsory	CPCP3672
CHOOSE ONE(1	I) ELECTIVE BELOW				
CPFP3771	Elective: Public Finance	7	16	ELECTIVE	CPSE3571/2
CPIR3771	Elective: International Relations	7	16	ELECTIVE	None
	Total credits Sem	ester 1	60		
YEAR 3: SEMES				l .	1
CPRP3772	Research Methodology	7	16	Compulsory	None
CMHM3782	Human Resources Management 1B	7	12	Compulsory	Co-requisite: CMHM3781
CPPE3772	Public Enterprise Management	7	16	Compulsory	None
CPPI3772	International Political Economy	7	16	Compulsory	CEMI3571 and
01110772	international removal zeometriy	,	10	Composion	CEMA3572
	Total credits Sem	ester 2	60		CEIVID (COV E
	TOTAL CREDITS		120		
YEAR 4: SEMEST		, 0		I	
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
CPMD3871	Development Management	8	16	Compulsory	None
32007 1	s.spsanagomom	Ĭ		231112013019	1.55
CHOOSE ONLY	ONE(1) ELECTIVE BELOW				
CPSS3871	Elective: Political Economy of Southern Africa	8	16	Compulsory	CPPI 3772
CPPC3871	Elective: Comparative Public Management	8	16	Compulsory	CPPE3772
C11 C00/ 1	Licente. Comparanto i ubile managemeni		10	Composory	CITEO//Z
CHOOSE ONE(	I) MAJOR ELECTIVE BELOW				
Political Scien					
CPAC3871	Africa in the Global Economy	8	1 /	Elootivo	CPP13770
CPIR3871	International Relations and Organizations	8	16 16	Elective	CPPI3772 CPIR3771
		0	10	Elective	CFIR3//I
rubiic Manag	gement Majors				

CPMM3871	Municipal Management	8	16	Elective	CPLR3672
CPVB3871	Electoral Systems and Voting Behaviour	8	16	Elective	CPIG3572
	Total credits Sem	ester 1	64		
YEAR 4: SEMES	STER 2				
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
CPCP3872	Comparative Politics	8	16	Compulsory	CPPP3771
CPLA3872	Administrative Law	8	16	Compulsory	CPPP3771
CHOOSE ONLY	ONE(1) ELECTIVE BELOW				
CPDR3872	Elective: Conflict and Dispute Resolution	8	16	Compulsory	CP\$A3771
CPAP3872	Students majoring in Political Studies should only choose: Elective: Political Economy of Asia-Pacific	8	16	Elective	CPPI3772
CPMS3872	Elective: Strategic Public Management	8	16	Compulsory	CMHM3781/2
<del></del>	Total credits Sem	ester 2	64		
	TOTAL CREDITS	YEAR 4	128		
	TOTAL CREDITS FOR THE PROGI	RAMME	520		

## These electives below will be offered by the department depending on the expertise available

#### F.2.13 Syllabi

YEAR 1 : SEMESTER 1
BASIC MICROECONOMICS CEMI3571

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

#### PUBLIC SECTOR ACCOUNTING 1 CPSE3571

NQF Level: 5 Credits: 16 Contact Hours: 4 lectures per week for 14 weeks (56 hours)

**Module assessment:** Continuous assessment: 50%: 2 x tests& Assignment 1

Examination: 50%: 1 x 3 hours written paper

Pre-requisites: None

**Module Description:** 

The course will focus on imparting skills in fundamentals of public sector accounting including introduction to public sector accounting standards and basics of management accounting and its application within public sector institutions.

## YEAR 1: SEMESTER 2

BASIC MACROECONOMICS CEMA3572

NQF Level: 5 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

**Co-requisites:** Examination 50%: 1 x 3 hour examination paper Basic Microeconomics (CEMI3571)

**Module Description:** 

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

GOVERNMENT STUDIES CPIG3572

NQF Level: 5 Credits: 16 Contact Hours: 4 hours lectures per week over 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: None

**Module Description:** 

Political science and public administration introductory topics will be covered such as theories of politics and politics as public affairs. Important topics also will be regimes of the modern world and political ideologies, state and democracy, political interaction. It focuses also on the development of public administration, theories, environment and ethical auidelines in public administration.

PRINCIPLES OF MANAGEMENT CMPP3572 EQUIVALENT MODULE:CMPP3579

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

Pre-requisite: None

**Module Description:** 

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

PUBLIC SECTOR ACCOUNTING 2 CPSE3572

NQF Level: 5 Credits: 16 Contact Hours: 4 lectures per week for 14 weeks (56 hours)

**Module assessment:** Continuous assessment: 50%: 2x tests& Assignment 1

Examination: 50%: 1 x 3 hour written paper

**Co-requisites:** Public Sector Accounting 1 (CPSE3571)

**Module Description:** 

The course will focus on imparting skills in corporate governance, linear programming, risk management and internal auditing and control within public institutions.

YEAR 2: SEMESTER 1

REGIONAL AND LOCAL GOVERNMENT 1 CPLR3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week over 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

The course focuses on Regional and Local Government's constitution and other statutory provisions that include Ministerial operational mandates. Additionally, it looks at and seeks to explain inter-governmental structural relations; and the internal dynamics of local government units, urban and rural government's administrative and management Issues, and local community involvement.

ORGANIZATIONAL BEHAVIOUR A CMBO3671

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisite:** Principles of Management (CMPP 3579)

**Module Description:** 

The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

WESTERN POLITICAL PHILOSOPHY CPPW3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: None

**Module Description:** 

This course develops and unlocks a student's understanding, scholarly disposition and critical thinking skills on some of the most perennial questions in Western political philosophy. These include: the nature of philosophical reasoning and discourse; the State of Nature; Justifying the State; who should rule? the place of liberty; the distribution of property;

individualism and justice. Political insights will be culled from the writing and ideas of Plato, Aristotle, Machiavelli, Locke, Hobbes, Rousseau, Marx, Mill, Hegel Kant, John Rawls, Robert Nozick and Amartya Sen.

NAMIBIAN POLITICS CPNP3671

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

**Module Description:** 

This course introduces students to the political history of the country focusing on: pre-colonial, colonial, and post-colonial administrations with a preface on political and economic theories applied thereto; evaluates the role of U.N.O. in bringing about independence, and the post-colonial politics with emphasis on the democratisation and decentralization processes; and assesses the value of Namibia's membership in regional, continental and international organisations in terms of national development.

YEAR 2: SEMESTER 2

REGIONAL & LOCAL GOVERNMENT 2 CPLR3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

The course provides a theoretical and conceptual framework on the study of regional and local government. Through a selection of country studies (capita selecta), the course takes an in depth analysis of the structure, the role, modes and functions of local government organizations in developed and the developing world. Additionally, it examines issues of democracy, development and decentralization.

ORGANIZATIONAL BEHAVIOUR B CMBO3672

NQF Level: 6 Credits: 16 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Co-requisite: Organizational Behaviour A (CMBO 3671)

Module Description:

The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity - case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution - sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders-principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

AFRICAN POLITICAL PHILOSOPHY CPPP3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

Module Description:

The different approaches to African philosophy are explored, with reference to ethno-philosophy, sage philosophy, political-ideological philosophy and professional/academic philosophy. Concepts such as ethnicity and culture, human-relatedness (ubuntu), the dignity of creation and the interrelated matrix of existence are discussed. The role that philosophical concepts such as these play in the lives of Africans and in the way they approach their everyday existence is explored. These include normative aspects such as justice, obligations, rights, gender and equality. These ideas are contextualized by relating them to political and social movements in specific countries. The contemporary discourses and trends within African thought are explored in the works of authors like Kaunda, Nyerere, Fanon, Kenyatta, Biko, Biakolo, Achebe, Akoko, Boduntin, Appiah and Soyinka.

CONTEMPORARY AFRICAN POLITICS CPCP3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

**Module Description:** 

An overview of contemporary African politics, with a focus on the social categories relevant to the study of colonial and post-colonial politics: ethnicity, race, class, gender, culture, and sub-colonialism. Party rule, military and bureaucratic

systems of rule, and the debate on the post-colonial state are also emphasised. Additionally, democratisation in Africa, the African Union, the New Partnership and their relevance to contemporary Africa are investigated.

YEAR 3: SEMESTER 1

**HUMAN RESOURCE MANAGEMENT 1A EQUIVALENT: CMHM3771** CMHM3781

NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisite: Organizational Behaviour A&B (CMBO3671/2)

Module Description:

The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self confidence, self-image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm - fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage - the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage - individual models of leadership - trait -based approach, behavioral- based approach, situational - based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.

PUBLIC POLICY **CPPP3771** 

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: Namibian Politics (CPNP3671)

**Module Description:** 

The course seeks to inculcate in students a sense of appreciation of the need and the complexity of [public] policy process; and to provide an understanding of policy theories and conceptual framework and rationale; to facilitate academic discussions on policy functions, processes, scope, domains and arena, levels, quality of actors, and the instruments for implementation and evaluation; and the role of public policy in national development and international co-existence.

THE STATE IN AFRICA CPSA3771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

Pre-requisites: Contemporary African Politics (CPCP3672)

**Module Description:** 

This course focuses on debates on the State in Africa from a diversity of theoretical perspectives, Western and African, such a modernization/development theory, structuralism, neo-Marxism, post-structuralism, failure of state theories and state-in-society approaches, globalization and the future of the State and post-coloniality. Capita Selecta of case studies, mostly from West and Southern Africa.

**PUBLIC FINANCE CPFP3771** 

Credits: 16 NOF Level: 7 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

Public Sector Accounting 1 (CPSE 3571/2) Pre-requisites:

**Module Description:** 

The course covers issue such as the nature of fiscal policy, public revenue and the management of public debt. In addition, it focuses on tax, money and monetary values and tools of normative analysis. Public goods, externalities, costbenefit analysis and expenditure programmes for the poor are also interrogated.

INTERNATIONAL RELATIONS **CPIR3771** 

NQF Level: 7 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites:

**Module Description:** 

This course introduces conceptual discourses international relations. The development of the modern international system is outlined, through the theoretical prisms of classical realism, liberalism, and Marxism. The place of concepts such as state, power and security are interrogated. Substantive issues such as foreign policy, human rights, the methodological debates and global governance are investigated. The context and relationship of Africa in the international system is also considered.

#### YEAR 3: SEMESTER 2

RESEARCH METHODOLOGY CPRP3772 EQUIVALENT: CPRP3781

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

Pre-requisites: None

**Module Description:** 

The course offers students extensive content on understanding the research process, including the nature of statistical information and numerical data. In particular, the course exposes students to statistics and their role in scientific methods for collecting, organizing, summarizing, presenting and analysing data, as well as drawing scientifically-valid conclusions and making reasonable decisions on the basis of this analysis. Since statistics provide a method of systematically summarizing aspects of the complexities of political, economic and social problems, students will be introduced to both descriptive and inductive statistics. Finally, the importance of statistics for both private and public enterprises will be highlighted, and students will be taught how to conduct surveys and samples so as to produce trends and forecasts, which can provide the basis for informed decisions.

HUMAN RESOURCE MANAGEMENT 1B CMHM3782 EQUIVALENT: CMHM3772

NQF Level: 7 Credits: 12 Contact hours: 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper Human Resource Management 1A (CMHM3781)

Co-requisite:
Module Description:

This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts; interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.

PUBLIC ENTERPRISE MANAGEMENT CPPE3772

**NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

The course targets students who aspire to become public enterprise managers, analysts or researchers. The first part of the module starts with introductory sessions on the origins of public enterprises in Namibia, other African countries and in other countries. It exposes them to categories of public enterprises and grounds for their differentiation, various controls exercises by ministries, parliament and oversight institutions over them, management reforms being undertaken to change the way they performs and deliver services and various elements of corporate governance related to public enterprises in Namibia and globally. The second part covers causes and strategies for re-organizing public enterprises. Modalities of, obstacles and alternatives to privatization are covered in the last part of the course.

INTERNATIONAL POLITICAL ECONOMY CPPI3772

**NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Basic Microeconomics and Basic Macroeconomics (CEMI3571 and CEMA3572)

Module Description:

The course seeks to introduce the students to the key concepts and principles of economics, with emphasis on the impact of international political trends and political ideologies on the Markets in the Global Economy. Economic competition underlined by monopolies and oligopolies will be examined in an effort to understand the operational synergies, prompting and controlling factors, and the political and economic value of the relations involved.

YEAR 4: SEMESTER 1

Kindly note: ALL MODULES LISTED ARE COMPULSORY, EXCEPT FOR THE ELECTIVES

RESEARCH PROJECT CPRP3870

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 research essays

Examination: 50%: Research Project Research Methodology (CPRP3772)

**Module Description:** 

Pre-requisites:

The course seeks to impart skills to students so that they can be able to correctly determine research needs and requirements, research areas and synergies, and interpret these in ways that provide knowledge about them. It also seeks to train students how to formulate research hypothesis and to write questioners correctly. Ultimately, the outcome of this course is the writing of a research project which would contribute to existing knowledge on the subject matter.

POLITICAL ECONOMY OF SOUTHERN AFRICA CPSS3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 1 test and a research essay

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** International Political Economy (CPPI 3772)

Module Description:

The course deals with contemporary developments in southern Africa such as regional formation (SADC, COMESA, SACU), peace and security, state consolidation, democratisation, sustainable development and examines southern Africa's position in the global political economy with reference to SAP's, foreign direct investment and the politics of foreign aid.

COMPARATIVE PUBLIC MANAGEMENT CPPC3871

**NQF Level:** 8 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Public Enterprise Management (CPPE3772)

**Module Description:** 

This course presents the conceptual and theoretical debates on public management. It unpacks the historical evolution of public management by contrasting the traditional model of public administration and the new public administration. It looks at issues of good governance, public accountability and efficiency in the public sector. The module further encompasses various reform strategies currently applied in the public sector for purposes of increasing productivity and improved performance.

DEVELOPMENT MANAGEMENT CPMD3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 1 test and a research essay

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:** 

This course investigates the relationship between administration and development, and examines internal and external constrains on developmental initiatives. It focuses on different theories on development and assesses the processes of the coordination of community participation in implementing the decentralization strategies. The role and importance of development planning and budgeting is also investigated. Other themes include the management of urban development strategies, rural development concepts and approaches, as well as lessons learned from implementation of development elsewhere. Furthermore, external aid, self-help and sustainable development initiatives are studied.

## **ELECTIVES**

AFRICA IN THE GLOBAL ECONOMY CPAC3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** International Political Economy (CPPI3772)

## **Module Description:**

The course introduces students to a systematic and theoretically informed exploration of key aspects of the political economy of globalization and their implications for Africa in the 21st century. In particular, Africa's North-South Divide; the African Union (AU), the New Partnership for Africa's Development (NEPAD) Trade Agreements (RTAs), Regional Indicative Strategic Development Plan (RISDP), and the Economic Partnership Agreements (EPAs) as it grapples with the challenge of how to structure alternative development strategies for the continent's economic development. Also, the course covers the strategic positioning of Africa in the neo-liberal global economy and the debate on African alternatives such as development regionalism, South-South cooperation and inward industrialization, as well as BRICS (Brazil, Russia, India, China and South Africa).

#### INTERNATIONAL RELATIONS AND ORGANIZATIONS

**CPIR3871** 

CPVB3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 1 test and a research essay

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Introduction to International Relations (CPIR3771)

Module Description:

This course presents students with a firmer understanding of the different theoretical approaches to the study of International Relations. The focus of this module is to expand on the major theoretical traditions in International Relations. Neo-Realism, Structural Realism, Neo-liberalism, Critical Theory, Post-colonialism and Social Constructivism are explored. The second part of this model focuses on key debates and issues about international organisations. An examination of the various theoretical explanations of the role of international organisations is offered. Finally, the module will then consider and discuss in-depth the role of international organisation in international relations and specific peace and security issue-areas, including collective security, peace-keeping, humanitarian intervention and post-conflict peace-building and reconstruction with particular reference to Africa

MUNICIPAL MANAGEMENT CPMM3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

Pre-requisites: Regional & Local Government 2 (CPLR3672)

**Module Description:** 

Most African countries place the establishment of strong municipalities at the center of their agenda for attaining economic development and good governance. The achievement of these twin objectives conjures the imperative to establish a functional and effective system for managing municipalities. Hence, in order to comprehend the necessities of responsive service delivery, the course will cover the issues of the habitat agenda: linking poverty and good governance in terms of service provision and capacity to pay for the services; managing waste, sanitation, water and environmental degradation; and partnership for development.

## ELECTORAL SYSTEMS AND VOTING BEHAVIOUR

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

Module assessment: Continuous assessment: 50%: 2 tests
Examination: 50%: 1 x 3 hour paper
Pre-requisites: Government Studies (CPIG 3572)

**Module Description:** 

This course looks at elections and the management of democratic practices. It is an analysis of the different types of electoral systems around the globe and how such systems affect voters' behaviour. The course examines the motives and political reasons for choosing particular electoral systems as well as the functions of electoral systems. The legal framework and the management of electoral process are equally presented. The course has an in depth analysis of the role of civil society organizations in the electoral process and their relationship with electoral management bodies and government. Although this course takes a global view of electoral activities it puts emphasis on case studies in the Southern African region.

## POLITICAL ECONOMY OF ASIA-PACIFIC CPAP3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 1 test and a research essay

**Pre-requisites:** Examination: 50%: 1 x 3 hour paper International Political Economy (CPPI 3772)

Module Description:

This course provides students an opportunity to study economic, political and social changes within Asia-Pacific countries and across the Pacific Ocean in, principally, the post-war decades. The first component of the course introduces students to the history of development in countries East and Southeast Asia; and political-economic interactions across the Pacific. The second component considers disciplinary debates over how to conceptualise the history of political economy of selected countries as well as the region as a whole. The third component of the course examines a few of the contentious political/ideological discourses about economic-political change in Asia-Pacific, its past, present, and future. The relation between Africa and Asia is also explored.

#### YEAR 4: SEMESTER 2

COMPARATIVE POLITICS CPCP3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Public Policy (CPPP3771)

**Module Description:** 

A comparative exploration of the structures and institutions of the polity; globalization and its impacts on the State; comparative democratization and the future of the State in a post-cold war world with special emphasis on sub-Saharan Africa; civil society-state interaction; comparative party systems. Case studies mostly from Sub-Saharan Africa.

CONFLICT AND DISPUTE RESOLUTION CPDR3872

**NQF Level:** 8 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** The State in Africa (CPSA3771)

Module Description:

This course surveys the political and economic hegemonic systems in a global context with the aim to identify specific causes of conflicts, leading to the debate on policy making and policy priorities, peace keeping management, functional approaches to conflict resolution and sustenance of international security. Factors to be discussed will include the dynamics of internal security for nation-states; intra-state security; imperatives of peace and economic growth; and the question of purposeful alliance, coalitions and collectivism in the face of the constant threats to the existing deterrence measures that have been put in place by nations.

STRATEGIC PUBLIC MANAGEMENT CPMS3872

**NQF Level:** 8 **Credits:** 16 **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

Pre-requisites: Human Resource Management 1A and 1B (CMHM3781/2)

Module Description:

This course addresses the term strategic management as one of the latest tools for which organizations use in order to learn and to develop, if they intend to achieve excellence, enhance performance and productivity as well as to positively respond to the rapidly changing world. The course focuses on strategic management process as it is applied in the public sector. It looks at the relationship between strategic management and planning, approaches to strategic leadership, strategic management systems, strategic implementation and the emerging interdependence of government, the private sector and non-profit organizations.

ADMINISTRATIVE LAW CPLA3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Public Policy(CPPP3771)

**Module Description:** 

The course enables students to understand what administrative law is all about and its significance towards good administration. Amongst others, the following are some of the issues to be covered: the founding principles of administrative law and administration action; the impact of the constitution on administrative law; the sources of administrative law; the legal subjects in administrative law and administrative law relationship; the concept of administration action; the classification and legal force of administration action; the general powers, duties, and functions of the administrator; the control of administration action; state liability; and remedies available to aggrieved person and orders of court.

# F.3. Bachelor of Arts in Political Science (Honours) (12BPOL)

#### F.3.1. INTRODUCTION

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

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

The content of the qualification is sensitive to, and reflects, the needs as expressed in deliberative discussions with students, potential employers and other civil society agencies. The purpose of this qualification is to provide students with a current and theoretically-robust foundation for knowledge generation, transfer and application.

#### F.3.2. CRITERIA FOR ADMISSION

- To register for the Bachelor of Arts in Political Science (Hons) degree, a candidate must hold a valid NSSC Certificate or any other equivalent qualification.
- English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level.
- A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission.
- Entrance is based on availability of places within the Department and is awarded on merit. The Faculty reserves the right to interview applicants before admission.
- Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful
  completion of the relevant entry examination as set out in the General Regulations. A special application form
  is available for that purpose.
- Advanced Subsidiary (AS) 25 points in five subjects including a C or above in English as a compulsory subject with at least two subjects at AS Level (minimum grade E).

#### F.3.3. ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

## F.3.4. ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

## F.3.5. MINIMUM REQUIREMENT FOR READMISSION

A student will not be re-admitted into the Bachelor of Arts in Political Science (Honours) if he/she has not earned:

- After Year 1 of registration: 48 credits (including the PIG3572 or POL3512 module)
- After Year 2 of registration: 112 credits
- After Year 3 of registration: 192 credits

After Year 4 of registration: 326 creditsAfter Year 5 of registration: 428 credits

## F.3.6. ADVANCEMENT AND PROGRESSION RULES

- 112 credits or 7 modules by the end of Year 1 (At least 48 credits should be NON-UNAM CORE)
- 224 credits or 14 modules by the end of Year 2
- 336 credits or 21 modules by the end of Year 3

#### F.3.7. MAXIMUN NUMBER OF CREDIT PER YEAR

A student will not be allowed to register for more than 12 modules or 192 credits, provided that all pre-requisites are met.

#### F.3.8. MODES OF DELIVERY

The Programme will be offered on a face-to-face FULL time basis. The methods of teaching and learning would include among others, lectures, research, group discussions and presentations.

#### **F.3.9. DURATION OF STUDIES**

The Bachelor of Arts in Political Science (Hons) degree may be completed within FOUR YEARS MINIMUM or SIX YEARS MAXIMUM.

#### **F.3.10 IMPLEMENTATION STRATEGY**

The effective date of implementation is 2019 Academic Year. Starting will the first year, the new curriculum will be gradually rolled in following the list of equivalent courses as provided in the Curriculum Summary Table below.

#### F.3.11. CURRICULUM SUMMARY TABLE:

Course code	Course	NQF Level	Credits	Compulsory (C)	Pre-requisite	Contact Hours
VEAD 1. CEAAFCE	-n 1			Elective (E)		nouis
YEAR 1: SEMESTE		1				
LCE 3419	English Communication & Study Skills	4	16	Compulsory	None	4
CSI 3580	Contemporary Social Issues	5	8	Compulsory	None	2
CLC 3509	Computer Literacy	5	8	Compulsory	None	2
POL3511	Introduction to Political Science	5	16	Compulsory	None	4
ÉMI 3571	Basic Micro Economics	5	16	Compulsory	None	4
Total Credits Sen	nester 1 :			64		
YEAR 1: SEMESTE	R 2					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact
						Hours
LEA 3519	English for Academic Purposes	5	16	Compulsory	None	2
EMA 3572	Basic Macro Economics	5	16	Compulsory	None	4
PIG 3572	Government Studies	5	16	Compulsory	None	4
POL3512	Introduction to Political Philosophy	5	16	Compulsory	POL3511 (co- requisite)	4
Total credits Sem	nester 2:			64		
TOTAL CREDITS Y	EAR 1			128		
YEAR 2: SEMEST	ER 1					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
POL3611	Politics and Humanities	6	16	Compulsory	None	4
PNP3671	Namibian Politics	6	16	Compulsory	PIG3572	4
PPW3671	Western Political Philosophy	6	16	Compulsory	POL3512	4
POL3671	Basics of International Political Economy	6	16	Compulsory	PIG3572	4
Total credits Sem	nester 2:		•	64		•

YEAR 2: SEMEST	ER 2					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
POL3612	Political Sociology	6	16	Compulsory	POL3611	4
POL3632	Politics of Development	6	16	Compulsory	None	4
PPP3672	African Political Philosophy	6	16	Compulsory	POL3512	4
PCP3672	Contemporary African Politics	6	16	Compulsory	PIG3572	4
Total credits Sen				64		
TOTAL CREDITS Y	<u> </u>			128		
YEAR 3 : SEMEST		1				
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PPP3771	Public Policy	7	16	Compulsory	PIG3572	4
PSA3771	The State in Africa	7	16	Compulsory	PCP3672	4
POL3751	Parliamentary Studies	7	16	Compulsory	POL3511	4
PIR3771	International Relations	7	16	Compulsory	None	4
Total credits Sen	nester 2:		I	64	I.	-
YEAR 3: SEMESTE	ER 2					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PRS3772	Regional Studies: The Middle East	7	16	Compulsory	PIR3771	4
POL3772	Decolonial Studies	7	16	Compulsory	None	4
PRP 3772	Research Methodology	7	16	Compulsory	None	4
POL3732	Comparative Political Economy	7	16	Compulsory	POL3671	4
		1		Composory	1 0 2007 1	<u> </u>
Total credits Sen			64			
TOTAL CREDITS Y	EAR 3		128			
YEAR 4: SEMESTE	ER 1					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact Hours
PAC3871	Africa in the Global Economy	8	16	Compulsory	PSA3771	4
PRP3810	Research Project	8	16	Compulsory	PRP 3772	4
PSS3831	Political Economy of Southern Africa	8	16	Compulsory	POL3732	4
PIR3871	International Relations and Organisations	8	16	Compulsory	PIR3771	4
Total Credits Sen	1 -	1		64	ı	1
YEAR 4: SEMESTE	ER 2					
Course code	Course	NQF Level	Credits	Compulsory	Pre-requisite	Contact
PCP3872	Comparative Politics	8	16	Compulsory	POL3711	4
FCF30/2	Conflict and Dispute Resolution	8	16	Compulsory	PSA3771	4
	Cormici and Dispore Resolution		1			+
PDR3872		8	16	Compulsory	I PIR3771	4
PDR3872 POL3811	Foreign Policy Analysis	8	16	Compulsory	PIR3771	
PDR3872 POL3811 PRP3810	Foreign Policy Analysis Research Project	8	16	Compulsory Compulsory	PRP 3772	4
PDR3872 POL3811	Foreign Policy Analysis Research Project mester 2					

## F.3.12 SYLLABI

YEAR 1 Semester 1

Introduction to Political Science POL3511

NQF Level: 5 Credits: 16 Contact Hours: 4 hours per week

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

Examination (50%): 1x 3h paper

Pre-requisite: None

Module description:

The discipline of Political Science, with special emphasis on its principal concepts and processes (such as the state, government, government systems and regimes, governance, society and political society, democracy, legitimacy, elections and voting, ethics, ideology, constitutions, law, resource allocation, public policy and beauracracy, power and institutional relations), approaches to the study of the discipline and a brief intellectual history of the discipline from its classical roots (thus looking at key thinkers, theories and developments).

Basic Microeconomics EMI 3571

NQF Level: 5 Credits: 6 Contact Hours: 4 hours per week Module assessment: Continuous Assessment 100% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** None

Module description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

YEAR 1 Semester 2

Basic Macroeconomics EMA 3572

NQF Level: 5 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 100% (at least two assessments)

Examination (50%): 1x 3h paper Basic Microeconomics EM13571

Co-requisite:
Module description:

Aim: The module aims to further introduce students to key concepts that related to macroeconomics having been introduced to microeconomics previously. It aims at engaging students to the application of specific concepts in day to day economic engagements.

.Content: This course introduces basic concepts and tools used in macroeconomic analysis, and considers substantive topics such as: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy; budget deficits, and the national (public) debt; aggregate supply and aggregate demand; money, banking and monetary policy; exchange rates and balance of payments accounts, and stabilization policy for unemployment and inflation.

Government Studies PIG 3572

NQF Level: 5 Credits: 16 Contact Hours: 4 hours per week Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** None

Module description:

Aim: The module aimed at introducing students to the interface between political science and public administration. Content: This course builds on its co-requisite, Introduction to Political Science and is intended to deepen and enrich the discussion of Politics in terms of specific themes, such as: classical and contemporary typologies of government, systems and regimes in the contemporary world system; political ideologies such as liberalism, conservatism, socialism, fascism, feminism, environmentalism and religious fundamentalism with special emphasis on their classical roots and contemporary iterations; democracy and its variants; revisiting the State; nations, nationalism and global politics; the machinery of government; political culture and legitimacy; representation and elections and parties and party systems.

Introduction to Political Philosophy

POL3512

NQF Level: 5 Credits: 16 Contact Hours: 4 hours per week Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisite: None

Module description:

Aim: This module is aimed at providing a grounded introduction to Philosophy, with special emphasis on Political Philosophy, and its enduring questions, from classical Greek philosophy to contemporary philosophical thought; an interrogation of different kinds of questions, such as metaphysical questions, ontological questions, epistemic questions, ethical questions, the search for 'fundamental truths' and political questions.

.Content: A selection of some of the following political questions: what is justice?; what is fairness (and how does it relate to justice)?; what is liberty and its purposes?; what is law for; the difference between magic and metaphysics; the best/worst form of government; philosophy, science and religion; the quest for knowledge and understanding; the primacy of creativity and of ideas; what philosophy can and cannot do.

YEAR 2: SEMESTER 1
Politics and Humanities POL3611

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** None

Module description:

Aim: This module is aimed at providing a systematic overview of Politics as a field of inquiry and human activity and its relations to other social sciences in the Humanities.

Content: The course brings interdisciplinary content in this interface of politics and humanities include Anthropology, the Arts, Economics, Geography, History, Philosophy, Sociology and Linguistics. Special emphasis will be placed on the philosophical underpinnings of the discipline and its theoretical ideas.

Namibian Politics PNP 3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper Government Studies (PIG 3572)

**Pre-requisite:** Government Studies (PIG 3572)

Module description:

Aim: This module provides a systematic introduction to the recent political history of Namibia as an integral part of southern African history across three broad periods – pre-colonial, colonial and post-colonial – the transition of the country to independence.

Content: The module covers the national and international context of state and nation-building in Namibia, the topography of the State, and the role of a diversity of actors and agencies. It also covers the architecture of the Namibian State; the genesis and evolution of the Constitution (as amended), state-society relations and the role of civil society, the structure of the party system, Namibia within the African Union (AU), SADC and the international community.

Western Political Philosophy PPW 3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Introduction to Political Philosophy (POL3512)

Module description:

**Aim:** This principal purpose of this course on Western Political Philosophy is to give the student a sense of the central problems of political philosophy, and the most interesting attempts, throughout its history, to solve them.

Content: the course, explores the subject through a series of linked questions, such as the 'State of Nature'; justifying the State; who should rule; the place of liberty; the distribution of property, theories of justice; feminism materialism, ethics and emancipation. Ideas from the works of many philosophers will be presented, among them: Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Montesquieu, Bentham, Hegel, Kant, Marx, Gramsci, Rawls, Nozick, Dworkin, and Wollstonecraft.

YEAR 2: Semester 2
Political Sociology POL3612

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Politics and Humanities (POL3611)

Module description:

Aim: This module is aimed at engaging students with theories and empirical evidence in regard to the emergence, reproduction and transformation of social power, power distribution and legitimacy of political systems and institutions. Content: It examines the character of the State, the relationship between state and society and the role of the state in the domains of social change and development. The course also incorporates aspects of African statehood, and sociological theories of class, power, hegemony, nationalism and nation-building, as well as the social basis for democracy and dictatorship. Referents will be drawn from a number of countries, inclusive of Namibia.

Basics of International Political Economy POL3671

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper Government Studies PIG 3572

Pre-requisite:
Module description:

**Aim:** To promote an understanding of the interaction between politics and economics in international relations, while highlighting the sources of change in international political economy, and challenges faced by states in an era of global economic integration and fragmentation.

**Content:** This course provides an introduction to international political economy (IPE) by familiarizing students with the theories and dynamic linkages among markets, states and institutions, and civil society in the regional and global context. As such it covers major theories, concepts and issues of IPE including, international institutions, international trade, international finance, international development, and consequences and controversies of globalisation.

Politics of Development POL3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper Politics and Humanities (POL3611)

Module description:

Pre-requisite:

Aim: This module is aimed at introducing students and explores international case-studies in political, social and economic development.

Content: From the perspectives of various theoretical schools of development thought (such as Modernization Theory, Dependency Theory, Neo – Liberalism, Post Modernism; as well as development paradigms and perspectives such the Sustainable Development, Community Development, Human Development etc.) interrogate the political systems of state power and capacity in context of development policy concepts and strategies: industrialization, social change, types of economic and social planning methodologies.

African Political Philosophy PPP 3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week

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

Examination (50%): 1x 3h paper

**Pre-requisite:** Introduction to Political Philosophy (POL3512)

Module description:

Aim: African Political Philosophy is considered from various perspectives, such as the construct of ethno-philosophy (philosophy as cultural inquiry), political-ideological philosophy; professional/academic philosophy; African metaphysics, constructs of personhood, African epistemology; African ethics; human-relatedness (Ubuntu), the dignity of creation and the interrelated matrix of existence.

Content: The module contextualizes normative constructs such as justice, obligations, rights, gender and equality. Contemporary trends and discourses within African thought are explored in the works of philosophers.

Contemporary African Politics PCP 3672

NQF Level: 6 Credits: 16 Contact Hours: 4 hours per week

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

Examination (50%): 1x 3h paper Government Studies (PIG 3572)

Module description:

Pre-requisite:

**Aim:** This module is geared at understanding the contemporary processes and challenges of Africa's political reality by focusing on analyzing democratization on the continent through taking a historical approach.

**Content:** This course provides an overview of contemporary African politics, with a focus on the dominant factors and forces shaping Africa's post-independence politics. It focusses on pre-colonial and colonial formations and the impact that those formations still have on post-colonial Africa. The state, governance, and social process are also critically looked at. Corruption, Aid, Ethnicity, Gender, and the Politics of HIV/AIDS are also extensively investigated. Democratisation in Africa, the African Union, the New Partnership for Africa's Development (NEPAD) and their relevance to contemporary Africa are investigated. Africa's international relations, in particular its relationship with emerging powers in particular China and Brazil are also investigated. Regional case studies on conflict areas in Africa, and the bearing it has on peace, security and development on the continent are also explored.

Decolonial Studies POL3772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week

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

Examination (50%): 1x 3h paper

**Pre-requisite:** None

Module description:

**Aim:** This module takes the students into postcolonial studies on lived experiences of the colonized people and their responses to colonialism and its legacy as underpinned by decolonial studies.

**Content:** The module covers the logic of colonialism, the purpose and its execution in the colonized zones. It also looks at the interaction between the colonized and the colonizers during the episode of colonialism. More importantly, the module deals win details with postcolonial societies and the question of colonial legacy. It covers aspects such as postcoloniality, coloniality of being, coloniality of power and coloniality of Knowledge. It also captures contemporary decolonial struggle particularly on the African continent.

YEAR 3: Semester 1

Public Policy PPP 3771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** None

Module description:

**Aim:** This module aimed to inculcate into students the construct of public policy, at both the meta- and the meso-levels of analysis, and

**Content:** It offers a systematic overview of different approaches to public policy analysis (among these decision-making analysis, power approaches to decision-making, rationality and public choice approaches to public policy, institutional and process approaches to public policy and delivery analysis).

The State in Africa PSA 3771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week
MODULE Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Contemporary African Politics (PCP 3672)

Module description:

**Aim:** This course offers a systematic overview of debates and approaches to the academic study of the State in Africa, concentrating on older and contemporary processes of state formation.

**Content:** The approaches include modernization, Neo-Marxism, 'Failure of State' theories, the construct of 'fragile states' and of state fragility', the criminalization of the State, disorder as a political instrument, the State in Africa in a global context, the future of 'the nation state', post-colonial analysis of the State in Africa such as decoloniality and post-colonialism, and the developmental state in Africa.

Parliamentary Studies POL3751

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Introduction to Political Science (POL3511)

Module description:

**Aim:** This course is aimed at imparting theoretical as well as formal and procedural knowledge to students in regard to the roles, systems and workings of parliaments in both international as well as local contexts.

**Content:** In the context of the various systems of government, the module will explore the different structural features of assemblies (single/ unicameral or bicameral) and their respective advantages and disadvantages, engages with the doctrine of the 'separation-of-powers' and the relationships among the three arm of the State (legislative, executive and judiciary); the key functions of assemblies/parliaments such as legislation, representation, committee systems, public scrutiny and oversight and legitimacy, parliamentary administration,; focuses on how the performance of assemblies/parliaments can be improved with special reference to the bicameral assembly/parliament of Namibia and the system of committees. The course will also explore the interrelationships between the Parliament, political parties, civil society and international state and non – state organs..

International Relations PIR 3771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

Pre-requisite: None

Module description:

**Aim:** The course's main aim is to provide students with a sound understanding of:

Consider the impact of major historical events on the evolution of IR, including the treaties of 1648, Europe's imperial expansion, the First World War and the ongoing influence of globalization

Introduce a range of theoretical tools that will help you to analyse the behaviour of international actors and the nature of international systems.

Define and discuss some main concepts within the discipline, including war, peace, the state and power

Critically assess challenges facing contemporary international society, including security and global governance.

Exploring the evolution of the discipline of international relations (IR) over the past century by examining our changing understandings of order in the modern world.

YEAR 3: Semester 2

Regional Studies: The Middle East POL3712

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Introduction to International Relations (PIR 3771)

Module description:

Aims: The course's main aim is to provide students with a sound understanding of:

geopolitical relations and balances, and their inseparability from their economic and cultural backgrounds;

the characteristics and significance of the Middle East as a major region of the so-called "South" – and as a challenge to the Capitalist West; sensitivity towards non-Western perspectives on contemporary political issues; and the complexities in interpreting such ideas as "state," "community," and "nation"

Content: The course explores the comparative politics and international relations of Middle Eastern states, principally in the late twentieth and early twenty-first centuries. We shall survey state, nation, ethnicity, sectarianism, pluralism, democracy, theocracy, and autocracy in the Middle Eastern context. We shall consider the significance of territory, resources, demography, culture/religion, and gender in political affairs. We shall give special attention to the post-2010 wave of uprisings in the Arab world, as well as to the intertwined ongoing crises of Syria and Iraq. Can these affairs be represented as 'Tyranny and Terror'? The course has cultural and historical components because of the need to interpret the present in terms of the past, especially in a core region of world civilization like the Middle East.

Research Methodology RRP 3772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week (56)
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite** None

Module description:

Aim: This course provides a systematic overview of research methodology in the Social Sciences, with special emphasis on research design, data collection and analysis use of statistics, questions of validity and reliability, qualitative and quantitative research designs, research report writing and research ethics.

Comparative Political Economy POL3732

NQF Level: 7 Credits: 16 Contact Hours: 4 hours per week

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

Examination (50%): 1x 3h paper

**Pre-requisite:** Basics of International Political Economy POL3671

Module description:

Aim: This course is aimed at providing a solid overview of the political economy of the Asia-Pacific rim as well as Latin America. In relation to these two regions in the world, special emphasis is put on the politics, economics and the international relations of China, Japan and India on the one hand, and Mexico, Argentina and Brazil on the other.

Content: This course provides an overview of the political economy of important state actors in the international arena within Latin America as well as Asia-Pacific regions. The course will discuss political and economic relations within Asia-Pacific region (focusing on but not limited to China, Japan and India), and its international relations with the African continent by looking at ASEAN, new Silk Route, FOCAC. The course will discuss political and economic relations within Latin America (focusing on but not limited to Mexico, Argentina, Brazil), and its international relations with the African continent by looking at integration in Latin America (OAS and MERCOSUR) and the Atlantic as a geo-strategic area between Latin America and Africa. The course will also look at the political-economic international relations between Latin America and Asia-Pacific by looking at trade and investment relations, as well as the BRICS grouping.

Political Economy of Southern Africa PSS3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week
Module Assessment Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite**: Contemporary Political Economy (POL3732)

#### Module description:

Aim: This course is aimed at providing a theoretically-informed overview and analysis of the fabric and key elements of the political economy of Southern Africa.

Content: This course seeks to provide the student with an in-depth understanding of the contemporary developments in southern Africa. The module looks at region-building in the southern Africa, by providing a theoretical understanding of regionalism as well as looking at the regional formations of SADC, SACU, and COMESA. It takes a closer look at the economic developments in the region, by focusing on trade and investments in the region as well as seeking to understand economic integration. The module also focuses on political issues of state consolidation and democratisation within the region. Issues of peace and security are analyzed in depth, by looking at both the challenges that military and human security present. Finally, the course focuses on understanding southern Africa's position in the global political economy, by looking at SAPs, FDI, and the politics of foreign aid.

International Relations and Organisations PIR 3871

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

**Pre-requisite:** PIR 3771

#### Module description:

Aim: To provide students with an in-depth understanding of the theories International Relations, to provide an overview of international organisations and their functions, and to teach students how to use these theories in analyzing the workings of international organisations.

Content: This course seeks to provide the student with an overview of International Relations theory and the workings of international organisations. The first part of this course presents students with a deeper understanding of the different theories of International Relations, building on the foundation from the previous year which focused on Classical Realism, Classical Liberalism and Marxism. The focus of this module will thus be on Neo-Realism, Neo-liberalism, Constructivism, Post-Colonial Theory and Critical Theory. The second part of this module focuses on key debates and issues surrounding international organisations, understanding the underlying theory as well as their role in global governance. The module explores the functioning of various international organisations such as the United Nations, the International Criminal Court and other international organisations. The module finally looks specifically at the role of international organisations in issues of peace and security, looking at collective security, peace-keeping, humanitarian intervention and post-conflict peace-building and reconstruction with particular reference to Africa.

Africa in the Global Economy AC 3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week Module Assessment Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper State in Africa (PSA 3771)

Module description:

Pre-requisite

**Aim:** This course is aimed at introducing students to a theoretically-informed overview of the position and strategic policy choices that face Africa in the global economy.

**Content:** The course presents a critical overview of the structural and ideological features of the global economy, with special emphasis on International Financial Institutions (IFIs), the nature and structure of world trade under the aegis of the World Trade Organization (WTO), the EPAS, and policy discourses, such as those of the African Union (AU) – NEPAD and AGENDA 2063 - around the developmental state and the alternatives to Neo-Liberal Economics.

Comparative Politics PCP 3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week

**Module Assessment** Continuous assessment: 50% - (a minimum of two assessments)

Examination: 50% - 1 X 3 hour paper

**Pre-requisite** Public Policy (PPP 3771)

Module description:

To provide students with an in-depth understanding of the theoretical and empirical study of Comparative Politics. This course focuses on issues in Comparative Politics such as actors, big and small states, global inequality, population growth, economic growth, the environment, conflict, global trends and political/governance challenges. Concepts in Comparative Politics – why, how to compare; comparative systems and functions; political institutions; policy level comparisons in terms of performance, outcomes and evaluation; political culture; political leadership; the politics of gender; and comparative regionalism.

Conflict and Dispute Resolution PDR 3872

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week

Module Assessment Continuous assessment: 50% -( a minimum of two assessments)

Examination: 50% - 1 X 3 hour paper

**Pre-requisite:** State in Africa (PSA3771)

#### Module description:

To provide students with a robust overview of Peace Studies and conflict research as a specialization in various social sciences, focusing on the study of this theme as part of Political Science.

This course provides a robust overview of conflict types and their referents, discusses the development of Peace Studies and conflict research as a specialization in various social sciences, critically reviews the different approaches and models to conflict management, resolution and transformation, and focuses on specific conflict fractures in Africa, inclusive of their sources and possible management and resolution.

Foreign Policy Analysis POL3812

NQF Level: 8 Credits: 16 Contact Hours: 4 hours per week
Module Assessment: Continuous Assessment 50% (at least two assessments)

Examination (50%): 1x 3h paper

**Pre-requisite:** Introduction to International Relations (PIR 3771)

Module description:

Aim: The course's main aim is to provide students with a sound understanding of: The competing theories of foreign policy; The principal differences between foreign policy and international politics; How to analyze foreign policy using different levels of analysis; The uses and limits of comparative foreign policy analysis; How to ascertain the relative influence of psychological factors versus political institutions versus systematic constraints on foreign policy; and How international negotiations are conducted in forming foreign policy.

Content: This course aims to familiarize students with the process by which foreign policy is made. The course follows a traditional "levels of analysis" structure, beginning with the systemic or structural level, where we examine constraints on foreign-policy making such as balance of power considerations and alliance structures. We also consider systemic sources of foreign policy, including transnational social networks, multi-national corporations, Diasporas, epistemic communities, global norms, and the democratic peace. We then move to the state level to investigate the influence of domestic factors such as regime type, government veto players, bureaucratic and organizational politics, sub-state interest groups, public opinion and media, as well as cultural factors. Finally, we move to individual-level factors that influence foreign policy decision-making, including cognitive maps, leadership traits, psychological factors, perceptions, and beliefs

Research Project PRP 3870

NQF Level: 8 Credits: 32 Contact Hours: 4 hours per week

Module Assessment: Continuous Assessment 100% (Submit Independent Research Project for evaluation)

**Pre-requisite:** Research Methodology PRP3772

Module description:

Aim: This course entails registered candidates to undertake, under suitably qualified supervision, an independent research project that meets the requirements of sound and ethical research.

Learning Outcomes: Upon completion of this course, the student will be able to:

Produce relevant research that meets the criteria of sound research design and execution.

Build capacity for submission of a quality independent report.

Deliver synthesis in the sense of putting together elements and parts so as to form an integrated, coherent whole.

Methods of Facilitation of Learning

The course will be facilitated through the following learning activities: self-directed learning through the research and contact with supervisors.

## **UNAM CORE MODULES**

#### SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 - 89

CONTEMPORARY SOCIAL ISSUES

COMPUTER LITERACY

ENGLISH COMMUNICATION AND STUDY SKILLS

ENGLISH FOR ACADEMIC PURPOSES

UCS:3580

UCC:3509

ULC:3419

ULC:3419

ULC:3419

## G. SYLLABI UNAM CORE COURSES

## G.1 ENGLISH COURSES OFFERED BY THE LANGUAGE CENTRE

## **CERTIFICATE LEVEL**

ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES (OFFERED IN SEMESTER 1 AND SEMESTER 2) CEC1310

NQF Level: 3 Credits: 32 Contact hours: 4 Lecture hours per week for 14 weeks

Module assessment: Continuous Assessment (60%)

Examination (40%):1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and referencing skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language. The course content included the following: Referencing skills: Dictionary work; Speaking; Writing: Sentences, Paragraphs; Vocabulary; Summarizing; The essay; Referencing, i.e. plagiarism and In-text citations; Letter writing; Curriculum Vitae / resume; Reading; Listening; and Grammar.

## **DIPLOMA LEVEL**

ENGLISH FOR GENERAL COMMUNICATION (OFFERED IN SEMESTER 1 AND SEMESTER 2) ULEG2410

NQF Level: 4 Credits: 32 Contact hours: 4 hours per week for 28 weeks Module Assessment: Continuous Assessment (60%): 4 reading tests; 4 writing tests;

2 oral presentations; 1 literature worksheet

Examination (40%):1x3 hour paper

Pre-requisites: None

**Module Description:** 

This module attempts to assist students to improve their general English proficiency. The main goal of this module is, therefore, to develop the reading, writing, listening, speaking and study skills of students in order for them to perform tasks in an academic environment. This module focuses on the skills students need to perform cognitive academic tasks in an academic environment and beyond.

### **DEGREE LEVEL**

ENGLISH COMMUNICATION & STUDY SKILLS ULCE3419

NQF Level:4 Credits: 16 Contact hours: 4 hours per week for 14 weeks

Module Assessment: Continuous assessment (60%): two tests (reading and writing), two reading assignments, One

oral presentation

Examination (40%): one three hour examination paper

**Pre-requisites:** None

**Module Description:** 

This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language, which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

ENGLISH FOR ACADEMIC PURPOSES ULEA3519

NQF Level: 5 Credits: 16 Contact hours: 4 periods per week for 14 weeks

Module assessment: Continuous assessment (60%): 2 tests (reading and writing), 1 academic written essay,

One oral presentation

Examination (40%): One three hour examination paper

Pre-requisites: None

**Module Description:** 

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to

produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

#### G.2 UNIVERSITY CORE COURSES BY OTHER FACULTIES

COMPUTER LITERACY UCLC3509

NQF Level: 5 Credits: 8 Contact hours: 1 lecture theory and 1 lecture practical per week

for 14 weeks

Module assessment: Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50%

**Pre-requisites:** University Entry

Module Description:

The aim of this module is to equip the students through hands-on experience with the necessary skills to use application software: word processing, spreadsheets, databases, presentations and communications. The objective is to increase student's productivity in both the education and later, the work environment.

**Content:** The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

CONTEMPORARY SOCIAL ISSUES(OFFERED IN SEMESTER 1 AND SEMESTER 2) UCSI3580

**NQF Level:** 5 **Credits:** 8 **Contact Hours:** 1 hour lecture per week for 28 weeks

**Module Assessment:** This is a 100% continuous assessment module with a variety of assessments which evaluate and test the students' individual learning and mastering of the course content (subject knowledge) through quizzes, tests, Moodle assignments, journal entries, reflections as well as service and experiential learning projects.

Pre-requisite: None

#### **Module Description:**

The module, **Contemporary Social Issues (CSI3580)**, is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate.

## MASTER OF SCIENCE IN ECONOMICS

[12MSEC]

#### INTRODUCTION

The Master of Science in Economics programme offered by the Economics Department at UNAM was upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core modules and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

#### **OBJECTIVES**

The collaborative Master's programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources. The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

## **CRITERIA FOR ADMISSION**

- 1. A student must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning at the NQF level 8 or equivalent.
- A student must have a minimum of a C grade average (Lower Second Class degree).
- 3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
- 4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
- 5. The School of Postgraduate Studies will determine eligibility of a student.

Note: Applicants should note that the submission of an application does not necessarily ensure admission.

#### ACADEMIC YEAR AND MODE OF DELIVERY

- The academic year of the Master of Science in Economics programme starts in **July**, while the normal academic year of UNAM starts in February.
- The programme will be offered face-to-face during the day on a full-time basis.

## **DURATION OF STUDY**

The Master of Science in Economics degree cannot be obtained in less than two academic years of study and must be completed within a maximum period of three academic years.

## ASSESSMENT AND EVALUATION

- 1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
- 2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
- 3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
- 4. The end-of-semester examination papers will be moderated internally and externally.

- 5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the Master of Science in Economics programme (see Section B of this Prospectus).
- 6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a module but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it before being allowed to work on the thesis.
- 7. A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
- 8. A module can only be repeated twice.
- 9. A student must pass all modules (including the thesis) to qualify for the award of the Master of Science in Economics degree.
- 10. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in modules offered at the JFE will form part of the student's academic record at UNAM
- 11. A student must submit a research proposal by the beginning of the first semester in the second year of study. The research proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The research proposal must be approved by the Department of Economics and the Faculty Postgraduate Studies Committee. After approval by the Faculty Postgraduate Studies Committee and ratification of the research proposal summary by the UNAM Postgraduate Studies Committee, the student must obtain ethical clearance from the Research and Publications Office and a research permission letter from the School of Postgraduate Studies before the research study can be conducted.
- 12. Each thesis will be examined and graded by an Internal Examiner and an External Examiner.
- 13. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### MAXIMUM NUMBER OF COURSES PER YEAR

A student is allowed to register for modules giving a total of 144 credits within the first academic year. The student registers for modules giving a total of 54 credits within the first semester of the second academic year. The student registers for the thesis during the second semester of the second academic year.

#### **ADVANCEMENT AND PROGRESSION RULES**

The minimum number of credits needed to pass before being allowed to work on the thesis is 198.

# MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

- A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
- A module can only be repeated twice.

## **CURRICULUM COMPILATION**

Module	Module Title	NQF	NQF	Compulsory (C)/	Contact
Code		Credits	Level	Elective (E)	Hours
	Year 1 Semester 1	- (July-Nov	ember)		
EMT5981	Advanced Microeconomic Theory I	18	9	(C)	4
EMA5981	Advanced Macroeconomic Theory I	18	9	(C)	4
EME5981	Advanced Mathematical Economics	18	9	(C)	4
UAE5819	Academic Writing for Post Graduate Students*		9	(C)	4
	Total Credits Semester 1	54			
	Year 1 Semester 2 – (February-June)				
EMT5982	Advanced Microeconomic Theory II	18	9	(C)	4
EMA5982	Advanced Macroeconomic Theory II	18	9	(C)	4
EAE5982	Advanced Applied Econometrics		9	(C)	4
	Elective 1 (Part I) **	18	9	(E)	4
	Elective 2 (Part I) ***	18	9	(E)	4
	Total credits Semester 2	90			
	TOTAL CREDITS YEAR 1	144			
	Year 2 Semester 1				
ERM5981	Research Methodology and Computer Applications	18	9	(C)	4
	Elective 1 (Part II) **	18	9	(E)	4

	Elective 2 (Part II) ***	18	9	(E)	4
	Total Credits Semester 1				
	Year 2 Se	emester 2			
EMT5952	Thesis	66	9		
	Total credits Semester 2	66			
	TOTAL CREDITS YEAR 2	120			
	TOTAL CREDITS FOR THE PROGRAMME	264			

<sup>\*</sup> Compulsory but non-contributory.

Some of the following electives will be offered by the Department of Economics at UNAM, depending on the expertise available in the department at a particular point in time. Those electives not offered in the Department of Economics at UNAM will be offered at the JFE.

#### **List of Electives**

	Electives (Part I) Year1 Semester 2		Electives (Part II) Year 2 Semester 1
EEA5982	Agricultural Economics I	EEA5981	Agricultural Economics II
ECF5982	Corporate Finance and Investment I	ECF5981	Corporate Finance and Investment II
EET5982	Econometric Theory and Practice I	EET5981	Econometric Theory and Practice II
EPA5982	Development Policy Analysis I	EPA5981	Development Policy Analysis II
EEE5982	Environmental Economics I	EEE5981	Environmental Economics II
EGE5982	Game Theory and Information Economics I	EGE5981	Game Theory and Information Economics II
EHE5982	Health Economics I	EHE5981	Health Economics II
EIN5982	Industrial Economics I	EIN5981	Industrial Economics II
EIE5982	International Economics I	EIE5981	International Economics II
ELE5982	Labour Economics I	ELE5981	Labour Economics II
EMG5982	Managerial Economics I	EMG5981	Managerial Economics II
EMO5982	Monetary Economics & Practice I	EMO5981	Monetary Economics & Practice II
EPE5982	Public Sector Economics I	EPE5981	Public Sector Economics II

#### **EXEMPTIONS**

A student who has completed and passed any or some of the modules and electives included in this curriculum at the master's level may qualify for exemption up to a maximum of two modules, subject to recommendation of the Head of Department and approval by the School of Postgraduate Studies.

## REQUIREMENTS FOR QUALIFICATION AWARD

The Master of Science in Economics will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

# Syllabi

## YEAR 1: SEMESTER 1

ADVANCED MICROECONOMIC THEORY I		CEMT5981
NQF Level: 9	Credits: 18	Contact hours: 4 lectures per week over 14 weeks

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over Module assessment: Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

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**Pre-requisite:** None

**Module Description:** 

This module covers the first set of topics in Microeconomics. Part 1 covers the Theory of Consumer Behaviour: Preferences, choices, utility, demand functions and their properties, and revealed preferences; Indirect utility functions

<sup>\*\*</sup> A student must do both Part I and Part II of elective 1.

<sup>\*\*\*</sup> A student must do both Part I and Part II of elective 2.

and expenditure functions; duality, household welfare measures: Aggregation and market demand: and Issues of specification and estimation of demand. Part 2 covers the Theory of the Firm: Specifications of production technology; returns to scale, homotheticity, monotonicity, convexity, elasticity of substitution; Conditional factor demands and cost functions; The profit function; Relationship between profit and cost functions and technology sets; Cost functions; the short and long runs; and Issues of specification and estimation of production, cost, and profit functions. Part 3 covers Inter-Temporal Choice. Part 4 Uncertainty and Risk: The distinction between risk and uncertainty; Expected utility theory; Risk aversion and measurement; Prospect theory. Part 5 covers Market Structure: Perfect competition; Monopoly; and Monopolistic competition. Part 6 covers General Equilibrium and Welfare Economics: General equilibrium under pure exchange; General equilibrium with production: Walras' Law; and Welfare Theorems. Part 7 covers Market Failure: Natural monopolies, Indivisibilities and Increasing Returns, Externalities, Public Goods; Transaction Costs and Imperfect Information; The theory of the second-best; and The Analysis of Property Rights.

# ADVANCED MACROECONOMIC THEORY I

CEMA5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

Module Description:

This module covers the first set of topics in Macroeconomics. Part 1 gives a brief review of the evolution of macroeconomics, the types of models and data problems in the African context. Part 2 reviews the basic macroeconomics: Basic macroeonomics; National income and product accounts and system of national accounts; static and dynamic IS-LM models (product and money market equilibrium); the Neoclassical model; and Monetary and fiscal policies. Part 3 covers open economy macroeconomics: extension of the basic IS-LM model to foreign sector; Mundell-Fleming model; Balance of payments theories; elasticities, absorption, and the monetary approaches; exchange rate determination; external and internal balance; and the theory of economic policy. The part also covers the following: Two-sector dependent model; Dutch Disease; and Trade liberalization and the macroeconomy. Part 4 covers consumption and savings: Evolution of theory (absolute income hypothesis, Relative income hypothesis, Permanent income hypothesis, Life-cycle hypothesis, Hall's rational expectations hypothesis); saving and portfolio decisions; recent developments and policy issues; Ricardian equivalence theorem and applications; and relevance of consumption and saving theories to developing countries. Part 5 covers investment: business fixed investment; investment in housing; inventory investment; investment in human capital; neoclassical model; marginal efficiency of capital; accelerator principle; Tobin's q theory; adjustment costs; interrelated factor demand functions and capacity utilization; liquidity constraints; investment in fragmented markets; McKinnon complementary hypothesis; investment under uncertainty; and government policy and private investment (crowding in, crowding out). Part 6 covers Labour market and unemployment; efficiency wages in models of unemployment; search and matching models; hysteresis; and labour market issues in developing countries (informal sector, under employment, brain drain, demand pull and supply push)

# ADVANCED MATHEMATICAL ECONOMICS

CEME5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Matrix Algebra: matrix and vector operations; concept of linear dependence; determinant and its properties; inverse matrix and its properties; solving a system of equations by matrix inversion and Cramer's rule; eigenvectors and eigenvalues. Applications: demand and supply; IS-LM model. Set Theory: concept of sets; operation laws; relations and functions. Derivatives: concepts of limit and rate of change; rules of differentiation of a function of one variable; partial differentiation. Applications: application to comparative static analysis (market/national income). Total differentials and comparative statics: rules of total differentials; total derivatives; implicit function theorem; IS-LM model. Unconstrained optimization with one choice variable: first and higher derivative tests for relative optimum; Taylor's series & "n" the derivative test; economic applications (profit maximization/cubic total cost function). Exponential & Logarithmic Functions: nature of exponential and logarithmic functions; differentiation and total differentials. Applications: interest rate; growth; elasticity; optimal timing. Unconstrained optimization with more choice variables: first and second order conditions of optimization; quadratic form; concavity & convexity in relation to second-order condition. Economic applications; optimal input decision/ price discrimination. Constrained optimization with equality constraint; first and second order conditions. Application: utility maximization; characteristics of homogeneous functions. Application: leastcost combination of inputs; various production functions; their characteristics and their elasticities of substitution. Integral Calculus: indefinite integrals and rules; definite integrals; meaning and properties; improper integrals. Some economic applications: investment and capital formation; present value of cash flow; consumer surplus. First order differential equations: homogeneous and non-homogeneous case; variable coefficient and variable term; exact differential equations; non-linear differential equations; phase diagram. Application: Solow's growth model. Higher order differential equations with constant coefficient and constant term. Application: a market model with price expectation; differential equations with a variable term. First order difference equations: iterative and general approach for constant coefficient & constant term. Application: the Cob-web model. Second order difference equations: constant coefficient and

constant term case. Application: multiplier-accelerator model. Optimal control: maximum principle; optimization with discounting; infinite time horizon problems; optimization with constraints; free terminal time problems.

**ACADEMIC WRITING FOR POST GRADUATE STUDENTS** 

**UAE5819** 

NQF Level: 9 Credits: 24 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Must be a postgraduate student

**Module Description:** 

This module is a post-graduate module designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this module will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

#### YEAR 1: SEMESTER 2

#### ADVANCED MICROECONOMIC THEORY II

**CEMT5982** 

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

This module covers the second set of topics in Microeconomics. Part 1 covers Game Theory: Non-Cooperative versus Cooperative Games. The module should concentrate on Non-Cooperative games but students should know the difference between the two approaches; Information (Perfect, Imperfect, Symmetric, Asymmetric, Complete and Incomplete); Pure and Mixed Strategies; Equilibrium Concepts (Dominant Strategies, Nash and Refinements of Nash); Common Games (Coordination Games, Games of Coordination With Conflict (Chicken), Games of Free-Riding (Prisoner's Dilemma)); Dynamic Games (Backward Induction and Sub-Game Perfection); and Repeated Games. Part 2 covers Oligopoly: Cournot model; Bertrand model; and Stackelberg model. Part 3 covers Asymmetric Information: Adverse Selection, Signalling and Screening; Moral Hazard and the Principal-Agent Problem; and Applications to Sharecropping, Credit Markets, Labour Markets, and Insurance Market. Part 4 covers Alternative Theories of The Firm: Transaction Cost Models of the Firm; Behavioural Models of the Firm; and Evolutionary Models of the Firm. Part 5 covers Rent-Seeking and Corruption.

## ADVANCED MACROECONOMIC THEORY II

CEMA5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

This module covers the second set of topics in Macroeconomics. Part 1 covers economic growth: introduction and stylised facts about economic growth; Harrod-Domar model; neoclassical theory and growth accounting; endogenous growth; and empirical literature. Part 2 covers real business cycles: stylized facts about economic fluctuations; theories of fluctuations; and a baseline real business cycle model. Part 3 covers inflation and expectations: theories of inflation; cost, effects and remedies of inflation; the short and long run Phillips curve; expectations: static, adaptive and rational; and rational expectations in macroeconomic policy models (rules vs discretion). Part 4 covers financial markets and monetary policy: financial markets (nature, structure and functions); evolution of money demand theories and empirical studies; money supply process and interest rates determination; instruments, targets, and transmission mechanisms; and dynamic inconsistency of low inflation monetary policy. Part 5 covers budget deficit/imbalances and fiscal policy: measurement of deficits; budget financing and government budget constraint; solvency and sustainability; the budget process and political economy theories of budget deficits; and empirical application (politics and deficits in developing countries, management of budget surpluses). Part 6 covers macroeconomic management and policy analysis in the African context: overview of stabilization theory and policy; Tinbergen theory of stabilization, cost of instrument stabilization; the IMF financial programming model; the World Bank models (RMSM and variants); other macro models; the relationship between orthodox programs, heterodox programs; and countries' experience of stabilization/structural adjustment programmes. Part 7 covers optional topics: disequilibrium macroeconomics; limitations of equilibrium models; auantity constraint and rationing models; macroeconomic foundations of incomplete nominal adjustments; Lucas imperfect information model; staggered price adjustment; structuralist macroeconomics; basic assumptions of structuralist macroeconomics; income distribution, savings and aggregate output; inflation and "forced saving"; sectoral supply conditions and macroeconomic adjustments; and behavioural macroeconomics.

ADVANCED APPLIED ECONOMETRICS CEAE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

A general introduction to regression analysis in two and multiple variable cases; method of least square estimation; CLRM and its assumptions; Gauss-Markov Theorem and other properties of least-square estimators; estimate of standard error and their importance; measure of goodness of fit; normality assumption of disturbance term; forecasting by using estimated equation; testing normality of residuals by using histogram, normal probability plot and Jarque-Bera test; hypothesis testing with t and F tests; restricted regression and use of F-test. Dummy variables: their use in a regression; hypothesis testing (including Chow test for structural breaks); and interpretation on dummy variable coefficients. Violation of assumptions: multicollinearity; heteroscedasticity; autocorrelation and misspecification problems; stochastic independent variables - their detection methods and remedial measures; various diagnostic tests on estimated single models. Distributed lag modelling: Koyck model; adaptive expectation and partial adjustment models; autoregressive distributed lag models; method of instrumental variables. Problem of simultaneity: simultaneous equation models identification problem; two- stage least square method; checking for endogeneity; their use in forecasting and simulation.

#### YEAR 2: SEMESTER 1

#### RESEARCH METHODOLOGY AND COMPUTER APPLICATIONS CERM5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Students are expected to have a prior knowledge of basic research methodology and econometrics. In order to participate effectively in the module, it is expected that students will have sufficient background in the basics of WINDOWS environment as well as in using standard word processing packages and basic econometric techniques. The introduction in the basics will only be given a very brief treatment. Students who are inadequately prepared in these areas are encouraged to upgrade their skills through private readings/exercises as early as possible and in consultation with the instructors.

## **Module Description:**

Part 1 gives the introduction to Research Methods (i) What is research methodology? Why undertake research? What is Science? Progress of Science The methodology of social sciences: inductive versus deductive logic Methodology of economics: Economics as a science; Positive versus normative science; and Conventionalism versus instrumentalism and Realism of assumptions. (ii) Types of research: quantitative versus qualitative research Moral and ethical issues in research. Part 2 covers Preparation of the Research Proposal. This covers: (i) Organization of research project/paper by stages: The thinking stage; Identification of the main research theme; Narrowing the research focus; The research proposal; Primary and Secondary Data collection; Data processing and analysis; and Report/end product writing and production. (ii) Components of the research proposal: Introduction; Background to the problem; Statement of the research problem; Objectives of the study; Motivation/rationale of the study; Scope of the study; Review of relevant literature: theoretical, methodological, and empirical reviews; Scope of the study; Models and hypotheses/theoretical framework; Research methodology; Expected results; and References and Appendices. (iii) Time allocation (Gantt chart) and Budgeting; Sources of Literature and search engines in economics (JSTOR, ECONLIT, Science direct etc.). Part 3 explains Data Types and Data Management: (i) Data types: cross-sectional, time-series and panel data. (ii) Common sources of macro and micro data: IMF International Financial Statistics data base, African Development Bank data base. (iii) Penn World Tables, World Development Indicators, Central/Reserve Bank data, General household survey data. Firm level surveys etc. (iv) Survey data: sampling procedure, sampling and non-sampling errors, types of samples, sample size, designing data collection instruments (schedules and questionnaires; pilot testing); data collection (interviewing; observation; reviewing documents); and survey logistics. (v) Editing primary data: editing for consistency, editing for uniformity, editing for accuracy, editing for completeness. (vi) Data entry using spreadsheets and other database software, (vii) Missing data and imputation, (viii) Data presentation and analysis; Data exploration, descriptive statistics, cross tabulations, Graphs and charts. etc. (iix) Hypothesis formulation and testing: Pre-testing and Post-testing; Critical and calculated values: Z-test, t-test, F-test,  $\chi^2$  - tests, Chow test. Part 4 will give an Introduction to computers: Windows Operating System and Spreadsheet. (i) Spreadsheets (MS Excel). Getting Started: The Basic Parts of the Ms Excel Screen. Entering and editing information. Opening, Saving and Printing. Formatting worksheet and data; Working with charts; Advanced Tips; Functions for data analysis in Excel; Simple Linear Regression (ii) Microsoft Access Data base management; Querying; sorting; pivoting, filtering and exporting. Part 5 covers Word Processing and Presentation Skills: Working with Graphics, Microsoft Power Point, Basic parts of MS Power Point Screen, Creating and formatting a presentation, running the slide show; Oral Communication (one-to-one, small group/seminar discussion, formal presentation); and Written Communication (Proposals, technical reports, research papers).

#### **ELECTIVES**

AGRICULTURAL ECONOMICS I: THEORETICAL AND EMPRIRICAL ISSUES CEEA5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 introduces The Subject Matter of Agricultural Economics: (i) The nature of agriculture and farming systems: Characteristics and the unique feature of agricultural production, Farming systems and typology; (ii) Agriculture in Economic Development; (iii). Changing perspective in Agricultural Development (Shifting Paradigms): Modernization and Growth (the 1950s and 1960s); The Basic Needs Approach (the 1970s); Economic Liberalization (the 1980s to date); and Poverty Reduction Strategy. (iv) Contribution of Agriculture to Economic Development: Product Contribution (food and raw material); Capital Contribution (inter-sectoral flows); Labour Contribution (structural transformation of agricultural sector); Market Contribution; and Foreign Exchange Contribution; and Income Generation. (v) The way forward for SSA in the wake of liberalized environment: Part 2 covers agricultural production theory.(a) Production patterns. (i) The Profit Maximization (and its duality -cost minimization); Review of Neoclassical economic theory of farm production; and Application and empirical evidence. (ii) Efficiency in Resource Use. (iii) Theory of share tenancy. (b) Behaviour under Risk and Uncertainty: Concepts of risk and uncertainty; Sources of risk and uncertainty in agriculture; Risk analysis and risk management (including aspects of insurance and other coping strategies); and eempirical evidence and case studies. Part 3 covers agricultural household models: (i) Introduction to the models: Agricultural Employment and unemployment; Rural-Urban migration; Labour use structure; Paid and unpaid labour in agriculture; and Time

use in agriculture. (ii) Structure of the Models: Demand analysis; Recursive and non-recursive models; Intra-household Models and gender issues; and Risk analysis (transaction cost). (iii) Empirical Applications and case studies: Methods of estimation; and Examples of empirical application in LDCs. Part 4 covers supply response: (i) Output supply functions: Theoretical foundations of supply; Characteristics of agricultural supply and Cobweb model; Short-run versus Long-run; Individual versus aggregate; and Application and case studies. (ii) Estimation Methods and Empirical Applications: Direct methods; Time- lagged supply response models; Individual versus aggregate supply response; and Empirical applications. Part 5 covers science and technology policy in agriculture. (i) Technological Change in Agriculture: Generation and Adoption of Technology in Agriculture; Appropriateness of technology; Alternative technologies: choice and transfer; and population pressure and spontaneous agricultural intensification. (ii) Technology Transfer and intellectual Property rights: Biotechnology policy; The role of the state and private sector; TRIPs Trade Related Intellectual Property Rights; and The Role of Extension in Agricultural Development.

## AGRICULTURAL ECONOMICS II: AGRICULTURAL POLICY ANALYSIS

**CEEA5981** 

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 covers agriculture and policy: (i) Rationale and objectives of Agricultural Policies: (ii) Changing roles of development actors: Public sector; Private sector; and Civil society - NGOs, CBOs, etc. (ii) Policy making process: Target variables; Policy instruments; and Policy implementation. Part 2 covers Approaches to policy analysis: (i) Partial Equilibrium Analysis: (ii) Sectoral Analysis: The Policy Analysis Matrix (PAM); Sector-wide approaches to Policy Analysis; and Input-Output Analysis. (iii) Elements of General Equilibrium Models: Social Accounting Matrix; and General Equilibrium Models. Part 3 covers Policy reforms affecting agriculture. (i) Policy Reforms in Africa (Structural Adjustment Programs, MDGs, NEPAD, Country Vision Documents); and Origin (stabilization phase and the efficiency-focused phase). (ii) Role of Agriculture in Poverty Reduction; Concepts and measurements of poverty; and Poverty reduction strategies. Part 4 covers Food policy analysis:(i) Pricing, Marketing and Trade; (ii) Food and nutrition Security. Part 5 covers Role of infrastructure and rural institutions. (i) Marketing and Rural Infrastructure: Rural infrastructure; Characteristics of rural and urban markets in Africa; Agricultural marketing institutions; and Value chain analysis. (ii) Rural Institutions and Finance: Overview of new institutional economics; Information asymmetry; Agriculture credit and microfinance (formal and informal); Legal framework; and Case studies. Part 6 covers Land Markets and Tenure: The concept of land tenure and systems; Property rights; Share tenancy; Land policies; and Case studies. Part 7 covers Agricultural commodity trade in sub-Saharan Africa: Types of agricultural commodities traded; Trade issues under WTO (Bilateral and multilateral); and Trade issues under regional and interregional agreements.

#### CORPORATE FINANCE AND INVESTMENT I

**CECF5982** 

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 introduces the subject matter covering the main issues of corporate finance and investment. Part 2 covers Institutional Structure: The Role of Financial Markets; Market Participants; Structure of Domestic Money and Capital Markets; Structure of International Money and Capital Markets; and Money and Capital Markets in Africa. Part 3 covers Issuing and Trading of Financial Assets: (i) Financial Assets: Money Market Instruments; Stocks and Bonds; and Derivatives and Hedging (Forwards, Futures, Options and Swaps). (ii) Introduction to Market Microstructure: Primary and Secondary Markets (Where are securities traded? Trading on organised exchanges & OTC markets). (iii) Examples of Applications. Part 4 covers Understanding Financial Statements: Financial Statements Analysis; Ratio Analysis; and Cash Flow Analysis. Part 5 covers Valuation Methods and Techniques: Time Value of Money; Net Present Value (NPV); Valuation of Common Stocks and Fixed Income Securities; Term Structure of Interest Rates; and Economic versus Accounting Measures of Value. Part 6 covers Capital Budgeting: Investment Appraisal Techniques (NPV, IRR, Payback period method, Average rate of return, etc.); Capital budgeting and the value of the firm; Capital budgeting process; Estimating cash-flow; Choosing projects; Cost of Capital in an M&M world; Weighted average cost of capital; and Taxes and the cost of capital; and Case Studies. Part 7 covers Portfolio Theory and Asset Pricing: Risk and Return; Mean-Variance Analysis; Optimal Portfolios and Diversification; Asset Allocation Strategies; Asset Pricing Models: CAPM and APT; and Performance Measurement. Part 8 covers Short-term Financing and Development Finance: Cash, Working Capital and Credit Management; Finance and Economic Development; Sources of Financing; Financial Market Imperfections; and Corporate Financial Planning and relevant examples.

## **CORPORATE FINANCE AND INVESTMENT II**

CECF5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

#### **Module Description:**

Part 1 covers Market Efficiency. (i) Efficient markets hypothesis: Weak Form Efficiency; Semi-Strong Form Efficiency; and Strong Form Efficiency. (ii) Evidence for and against market efficiency: Return Predictability; Event Studies; Private Information; and Joint hypothesis problem. Part 2 covers Capital Structure Theories: Capital Structure Theories; (The capital-structure question, Financial leverage and firm value, M & M Propositions: Taxes & Bankruptcy); Empirical Determinants of Capital Structure; Capital Structure of Banks – a Special Case; and Riskiness of banks, Regulation, Financial distress). Part 3 covers Dividend Policy: Theories of Dividend Policy; (Why does it matter? Types of dividends, Lintner's model, Information content of dividends (Signalling), Taxes and dividends); and Empirical Evidence. Part 4 covers Derivatives and Hedging Techniques: Swaps; Options; Forwards and Futures; and Managing Exchange Rate Risk. Part 5 covers Securitisation: Concept and History of Securitisation; Asset Backed Securities (Concept, Types and Securities); and Mortgage Backed Securities. Part 6 covers Corporate Control, Mergers and Acquisitions (M&As): Buy backs and proxy contests; Mergers and acquisitions; Block trading; and Disciplinary effect of M&A. Part 7 covers Analysis of Financial Distress: Models of Analysing Financial Distress; and Direct and Indirect Costs of Financial Distress (Bankruptcy, Liquidation, Reorganization) Part 8 covers Further Topics in Corporate Finance: Corporate Governance; Real Options; and Mutual Funds.

## ECONOMETRIC THEORY AND PRACTICE I: MACRO-ECONOMETRICS CEET5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 is an Overview of Classical regression. Part 2 covers Model Specification, Selection and Evaluation; Model Specification; Model Selection; and Model Evaluation. Part 3 covers Non-classical Econometric Models (Estimation and Tests): The Likelihood Approach; Instrument Variable (IV) Estimation and the Generalized Method of Moments (GMM); and Nonlinear Least Squares Regression Models. Part 4 covers Time Series Analysis. (ii) Concepts of Stationarity and Nonstationarity. (iii) Linear Stationary Time Series Models: Stationary Stochastic Processes; Wold Decomposition Theorem; Univariate Time Series Analysis: AR, MA and ARMA; Forecasting Univariate Time Series; Stationary VAR (Specification, Estimation; and Variance-Covariance Decomposition). (iii) Linear Non-Stationary Time Series Models; ARIMA modelling and forecasting; Integrated variables and Unit Roots testing; Structural break and unit root testing; Cointegration and Error-Correction Models; (Engle-Granger Error Correction Models, Engle and Yoo, ARDL approach to cointegration test); Dynamic OLS and Fully Modified OLS; Non-stationary multivariate linear models (VAR models with unit roots-cointegration and impulse response functions; and Testing and estimation of the cointegrating vector and the VECM). Part 5 covers Financial Econometrics and Further Topics: Models with variable conditional variances; Autoregressive Conditional Heteroscedastic (GARCH) models, Threshold Autoregressive Models, Bayesian Estimation and Inference).

# **ECONOMETRIC THEORY AND PRACTICE II: MICRO-ECONOMETRICS**

CEET5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Discrete Choice Models. (i) Binary Choice Models (LPM, Logit, and Probit). (ii) Multi-Response Models: Multinomial Logit Regression and Specification Tests; Nested Logit Regression; Multinomial Probit Regression; and Ordered Choice Models. Part 2 covers Limited Dependent Variable Models: Tobit model: Specification and Estimation; Multivariate and Simultaneous Tobit models; and Sample Selection models. Part 3 covers Panel Data Econometrics: Regression with Pooled Time Series/Cross-Section Data; Static Panel Models; Dynamic Panel Models; Nonstationarity; and Unit Root and Cointegration. Part 4 covers Duration Models; Count Data Models; Pseudo-panels; and Program Evaluation.

## DEVELOPMENT POLICY ANALYSIS I CEPA5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 defines public policy and the processes in analysing public policy. Part 2 covers Rationale for public policy: Market failures; Limitations of the competitive framework; and Distributional and other goals. Part 3 covers Planning and Policy Models: Types and uses of models; The two-gap model; The Agricultural Trade Policy Simulation Model (ATPSM); Social Accounting Matrices (SAM); Computable General Equilibrium models (CGE). Part 4 covers Analysis of the Policy Process: Objectives and priorities; Options analysis; Implementation and evaluation; and Policy succession and policy termination.

DEVELOPMENT POLICY ANALYSIS II CEPA5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 covers the major development issues of the day in sub-Saharan Africa. Part 2 covers Stabilization and Structural Adjustment Policies. (i) Stabilization policies: Concepts and Issues; Objectives; Programmes; and Framework. (ii): Structural Adjustment Programme: Concepts and Issues; Programmes and Sequencing; and Sectoral reforms. (iii) Evaluation of Policy programmes: Methodologies for evaluating stabilization and adjustment programmes; Conditionalities; and Post-Washington Consensus. Part 3 covers Growth and Poverty Issues; Concepts and Issues; Aid and growth; Geography and growth; Governance and growth; Poverty indicators; Measurement issues and policy; Poverty alleviation; Growth and income distribution. Part 4 covers Fiscal, Monetary and exchange rate Management: (i) Concepts and issues: Fiscal Management; Monetary management; Exchange rate Management; Debt Management. (ii) Human and institutional capacity in economic management in Africa (iii) Policy coordination (iv) Technical assistance. Part 5 covers The Politics of Economic Management: Governance, Accountability/Corruption, Transparency.

ENVIRONMENTAL ECONOMICS I CEEE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 introduces the basic issues in environmental economics: Part 1.1 covers the scope and nature of environmental economics: Evolution of environmental economics; and Paradigms and basic concepts related to the interaction between environmental processes and economic management; Part 1.2 covers Economic Development and the environment: Factors responsible for environmental degradation; market, policy institutional failures; Environmental Kuznets' hypothesis; Ethics, efficiency, discounting, optimality and sustainability; Sustainability and economic development (weak and strong sustainability hypotheses, growth, equity and ecological preservation.) Part 2 covers the economics of natural resource extraction and management. Part 2.1 covers taxonomy of natural resources and challenges in their management: Taxonomy and the Inter-temporal dimension of natural resources. Part 2.2 covers dynamic optimization: Basic mathematical tools for dynamic optimization; Continuous and discrete time problems; and Finite and infinite horizons problems. Part 2.3 covers non-renewable resources: Optimal extraction of non-renewable resources with and without extraction costs; Optimal extraction programmes under competitive and monopolistic market conditions; Effects of uncertainty (exploration and discovery, recycling); and Empirical application from Africa. Part 2.4 covers renewable resources: Natural growth, regeneration and cyclical resources; Maximum sustainable yield; Population models; Principles of optimal utilization of renewable resources (steady state); Optimal harvesting under different property rights regimes; and Empirical application from Africa. Part 3 covers public goods and environmental externalities. Part 3.1 covers public goods: Pure and rival environmental public goods; Nash-Cournot equilibrium; Lindahl pricing and the Pareto-optimal provision of public goods; The free-rider problem; game theory and the provision of public goods; and Problems of managing the commons; Part 3.2 covers environmental externalities; Environmental externalities; and Derivation of policy instruments from Pareto-optimality.

ENVIRONMENTAL ECONOMICS II

NQF Level: 9

Credits: 18

Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 covers Environmental Policy Instruments. (i)Taxonomy of environmental policy instruments: Market-based instruments; (Taxes, fees and charges, Tradable permits); Command and control; (Environmental standards, Extraction/harvesting quota, Equipment restrictions); and Negotiations along Coase theorem. (ii)Implementation of policy instruments: Choice of environmental policy instruments (Weitzman model); covers Evaluation of policy instruments. (iii)Waste and recycling. (iv)International environmental management: International Environmental Externalities; International Environmental Conventions; and Ethical-based versus market-based instruments. Part 2 covers Environmental Valuation And Analysis. (i)Value and welfare: The concept of total economic value; direct, indirect use and option value; Welfare economics as the basis for valuation; and (consumer and producer surplus as measures of welfare change, equivalent and compensating variation, willingness to accept/pay). (ii) Environmental valuation techniques: Hedonic Pricing; Travel Cost; Production Function-Based Techniques; Contingent Valuation; Choice Experiments; and Environmental impact assessment-an introduction. Part 3 covers Environmental Accounting. (i)Environmental accounting theory: Steps towards sustainability (the Solow-Hartwick model); Resource use in a competitive world; Consumption, income and wealth; and Measuring national income. (ii)Environmental accounting frameworks [the satellite accounts, and the modified of national income accounts]); The environment in the system of

national accounts; and (Non-renewable resources, Renewable resources, Environmental capital case. Part 3.3 covers Applications of green national accounts in Africa.

GAME THEORY AND INFORMATION ECONOMICS I CEGE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 introduces the elements of game theory: Review of choice under uncertainty; Motivation: monopoly and oligopoly; Components of a non-cooperative game (extensive form); Strategies and the strategic (normal) form; and Mixed strategies. Part 2 covers Static games with complete information: Dominant and dominated strategies; Rationalisable strategies; Nash equilibrium; Applications of the pure Nash equilibrium concept; and Mixed strategy Nash equilibrium and applications. Some more advanced topics covered are the existence of the pure and mixed strategy Nash equilibrium as well as the normal form refinements (Application of weak dominance, Trembling hand perfection, Correlated equilibrium). Part 3 covers Dynamic games with complete information: Backward Induction; Subgame perfect equilibrium; Applications of the subgame perfect equilibrium: Bargaining; Finitely repeated games; Infinitely repeated games as well as their Applications.

## GAME THEORY AND INFORMATION ECONOMICS II CEGE5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

Module assessment: Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 covers Static games with incomplete information: Bayesian Nash Equilibrium and their applications. Part 2 covers Dynamic games with incomplete information: (Weak) Perfect Bayesian equilibrium; Sequential equilibrium; Signaling Games; Reputation with complete and incomplete information; Cooperation in finite horizon games; and Pure communication (cheap talk). Part 3 covers Information Economics: Elements and types of asymmetric information; The basic principal agent model (symmetric information contracts); The moral hazard problem; The adverse selection problem; Screening and Signaling; and Applications of Information Economics. Part 4 covers Topics in Game Theory: Auction Theory; and Evolutionary Game Theory.

HEALTH ECONOMICS I CEHE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 gives a general introduction to Health Economics: The scope of health and health care; The concept of health economics; Health, public goods and health economics; The relevance of health economics; Economics of health and health care; Health care as economic commodity; and The nature of health care: need versus demand. Part 2 covers Demand and Supply of Health. (i) Demand for health and health care: Determinants of demand for health care (medicine, education, lifestyle, other behavioural aspects, the role of time insurance, nature of sickness, and quality); The Grossman Model; and Empirical measurement-RAND-Health Insurance Experiment and HIES Surveys. (ii) Supply and Cost functions for health care providers: Production functions of health and health care; and Cost studies including hospital cost analysis. Part 3 covers Markets and Market Failure in Health and Health Care: Markets; (Physicians (Supplier-induced demand); -Hospitals (Newhouse model) -Pharmaceutical industries)); Market failures and government intervention; and Asymmetric information and agency relationship. Part 4 covers Health Insurance: The demand for health insurance; The supply of health insurance; Moral hazard and adverse selection; and Managed care. Part 5 covers Basic Principles of Epidemiology: Economic epidemiology; Economic epidemiology; Prevention (education, nutrition and immunization); and Economics of common diseases in developing countries.

HEALTH ECONOMICS II CEHE5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Health and Development: Measures of health and development; Disease profiles of rich and poor countries; Health, health expenditure and growth; Linkage between poverty and health; and Social, political, religious and regional dimensions of health. Part 2 covers Health Systems and Financing: Objectives of Health Systems; Organization and Structure. As well as Public Sources of Health Finance (including social insurance): Private Sources of Health Finance (including community based health insurance, HMOs, NGOs, donor funding, etc); and National health

accounts. Part 3 covers Health Policy and Reforms: Health Policy and health policy analysis; Health sector reform (HSR): Concept, objectives, implementation and impact; and Sector wide approaches (SWAps) and HSR. Part 4 covers Introduction to Economic Evaluation of Health Interventions: Methods of economic evaluation of health care interventions; (Cost analysis, Cost Effectiveness Analysis, Cost Utility Analysis, Cost Benefit Analysis); Applications to economic evaluation of health care interventions; and Impact analysis of HIV/AIDS, Malaria and TB.

INDUSTRIAL ECONOMICSI CEIN5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

This module covers the first set of topics in Industrial Economics. Part 1 gives an overview of industrial economics: Industry and Economic Development; The Role of Industry in Economic Development; Patterns of Structural Change and Industrial Development; and Development of World Industry and Global Trends in Industrial Structure. Part 2 is an Analysis of industrial structure: Game Theory Applications to Industrial Economics; Structure, Conduct, Performance Paradigm; Critique of the Structure-Conduct-Performance Paradigm; and Elements of Structure. (i) Industrial Concentration: Measurement Economic Significance and Trends (ii) Analysis of Costs, Economies of Scale and Technology; Elements of Non-price Behaviour (Static and Dynamic Welfare Implications under Various Market conditions; and Market Failures and State Intervention). Part 3 covers the Theory of the firm: Neoclassical Theory of the Firm; Existence of the Firm; (Firms as Alternatives to Markets, Transaction Costs, Objectives of Firms); and Internal Structure of Firms (Ownership Structure and Implications, Organizational structure and implications). Part 4 covers Firm Conduct: Research and Development (R&D); Mergers, Joint Ventures, Networking; Advertising; Product Differentiation; Barriers to Entry; and Pricing Strategies. Part 5 covers Performance dimensions of the firm: Dimensions of Performance; Profitability; Productivity and Growth; Efficiency; and Welfare.

INDUSTRIAL ECONOMICS II CEIN5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

This module covers the second set of topics in Industrial Economics. Part 1 of this module covers Trade and industrial development: Firms in an International Context; International Differences in Structure of Firms; Economies of scale and International Trade; and Multinational firms, FDI and technology transfer. Part 2 covers Industrial and competition policy (basis and practice.) (i) Industrialization Options and Strategies: Import-substitution and Export-oriented Industrialization Policies; Role of Various Implementing and Facilitating Agents of Industrialization; Technological Capabilities and Strategic Trade Policies; and Trade Policies and Industrial Incentive. (ii) Competition Policies: Abusive Practices; Regulation (Antitrust, Property Rights etc.); and Development Towards Competition Policy. (iii) Macro and Sectoral Policies; (iii) Market Reforms, Industrial Restructuring and Privatization; and Implications of Reform and Structural Adjustment. Part 3 covers African industry in the context of international experiences: Structure of African industry (African Firm - Size, Growth and Productivity); Trade Agreements [Bilateral and Multilateral Agreements (WTO, EPA, AGOA), Regional Trade and Industrial Development (ECOWAS, COMESA, EAC, SADC)]; and Lessons from Other Developing Regions [South East Asia - The Issues, Other Experiences (Latin America, India, China etc.), Contemporary African Industrial Issues.]

## INTERNATIONAL ECONOMICS I: INTERNATIONAL TRADE CEIE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 covers Perfect Competition Models of Trade: Mercantilist and Classical Models of Trade; Neoclassical Models; (HOS Model of Trade, Specific Factors and Trade (1x2x3) Model, The Rybczynski Theorem, Stolper-Samuelson Theorem); and Empirical evidence & applications to Africa. Part 2 covers New Trade Theories: Imperfect Competition Models of Trade and Increasing Returns to Scale; Tastes, Per capita Income and Technological Change; (Taste Differences and International Trade, Linder Hypothesis, Intra-Industry Trade, Product Cycle, Technology Gap, Taste Similarities, Neo-factor Proportions Theory); Gravity Model (Including Geographical Models); and Empirical Evidence & Applications to Africa. Part 3 covers International Trade Policy: Instruments of Intervention, their Effects and Measurement; (Tariff and Non-Tariff Barriers); Strategic Trade Policy; Economic Integration; (Prospects of Regional Integration in Africa, Constraints, Conflicts, and Challenges of Regional Integration in Africa); Political Economy of Trade Policy; International Trade Institutions and Agreements; (GATT, WTO, UNCTAD, EPAs (Including Issues in Globalization), GATS, TRIPS SADC, COMESA, SACU); and Empirical Evidence & Applications to Africa. Part 4 covers Trade Policy and Economic Development: Structure of African

Trade; (Trade with Asia (China & India), Trade with the West, Intra-Africa Trade); Trade, Growth and Poverty; Trade Strategy and Industrialization; Trade Reforms and Adjustment; and Empirical Issues of Trade in Africa.

INTERNATIONAL ECONOMICS II: INTERNATIONAL TRADE

**CEIE5981** 

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 covers Foreign Exchange Markets and International Parity Conditions: Different Exchange Rate Systems; Foreign Exchange Markets; The Linkage Between Domestic and Foreign Prices; (Covered Interest Rate Parity (CIP), Uncovered Interest Rate Parity (UIP), Purchasing Power Parity (PPP)); and Empirical Evidence & Applications to Africa. Part 2 covers International Payments System: Goals and Objectives; Evolution of International Payments System; (The Gold Standard, The Bretton Woods System, The Non-System/Managed Float, The Current System); and International Financial Institutions and Africa. Part 3 covers Models of Balance of Payments Adjustment: Balance of Payments Accounting; Balance of Payments Adjustments (The Specie Flow Mechanism, Elasticity Approach, The Absorption Approach, Monetary Approach); and Transmission of Disturbances, Exchange Rate Pass-through and the Open Economy Multiplier; Empirical Evidence & Applications to Africa. Part 4 covers Theories and Models of Exchange Rate Determination: The Flow Approach to Foreign Exchange Rate Determination; Purchasing Power Parity and the Real Exchange Rate; The Portfolio Balance Approach to Exchange Rate Determination; The Monetary Approach to Exchange Rate Determination; The Exchange Rate as an Asset Price - Rational Expectations; Excess Volatility in Exchange Markets, Speculation and Bubbles; and Empirical Evidence & Applications to Africa. Part 5 covers Open Economy Macroeconomics - Fiscal and Monetary Policy Under Different Exchange Rate; Regimes: Internal and External balance (The Swan Model); Extensions and Limitations of the Mundell-Fleming Model; Theory of Optimum Currency Area; Central Bank Intervention in Foreign Exchange Markets; (Intervention Under Fixed and Flexible Exchange Rates, International Macroeconomic Policy Coordination); and Empirical Evidence & Applications to Africa. Part 6 covers International Capital Movements: Private Short and Long Term Capital Flows; Bilateral and Multilateral Capital Flows; Capital Flight; The International Debt Problem; Impact of Capital Controls and Capital Account Liberalization; Global Financial/Economic Crises; Causes, Effects and Remedies; and Empirical Evidence & Applications to Africa.

LABOUR ECONOMICS I CELE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

Module Description:

Part 1 introduces Labour Economics and labour market issues in Africa. The part defines labour markets and the scope of labour economics: Overview - models the labour market; Philosophical perspectives: classical (old, neo and new); Keynesian; institutionalism, dualism; and African Labour Markets in a Globalised World. Part 2 covers Labour Supply. (i) Definition of labour supply. (ii) Participation and Hours Decisions. (iii) Short-run Labour Supply Analysis: Simple Static Model; (Effects of taxes and transfers); Extensions to the Simple Static Model; (Fixed Costs, Rigid Hours, Moonlighting Activity): Household Labour Supply Models: and (Family labour model, Household Production model), (iv) Inter-temporal Labour Supply Models: Life Cycle Model; Exogenous Wage model; and Endogenous Wage model. Part 3 covers Labour Demand. (i) Demand in Competitive Labour Markets: Short run and long run analysis; Factor Substitution (Technology); and Minimum Wage Effects. (ii) Demand in Noncompetitive Labour Markets: Monopsonistic Markets; and Oligopolistic Markets. Part 4 covers Wage Determination. (i) Introduction; Wage Determination in Competitive and Non-competitive Labour Markets; Wage structures - Occupational, Inter-industry and Regional Wage Differentials. (ii) Neoclassical Models: Compensating Wage model; Human capital model. (iii) Institutional Models: Internal labour markets; Efficiency-wage model; Insider-Outsider model; and Trade Unions. (iv) Labour Contracts and Incentives: Labour Contracts; and Incentive Schemes. Part 5 covers Job Search and Information in The Labour Market: Job search and matching; and Information. Part 6 covers Economics of Labour Market Discrimination: Types of labour market discrimination; Measuring the extent of discrimination; Theories of discrimination; and Effects of labour market discrimination.

LABOUR ECONOMICS II CELE5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

Module Description:

Part 1 covers Unemployment and Employment Issues and Policies In Africa. (i) Unemployment: Types of Unemployment; Youth unemployment; Female labour force participation; and Underemployment. (ii) Employment Policies In Africa: Supply-side Policies; (Education and Training Policies, Population Policy); Demand-side Policies; and (Labour Absorption capacity, Informal Sector and Self employment, Special Employment Programmes). (iii) Child Labour. Part 2 covers Labour Mobility. (i) Types of Mobility: Spatial; Job mobility; and Across sectors; Occupational. (ii) Labour Migration: Internal Labour Migration; (Human Capital Models and Asymmetric Information Models);

Brain drain and Remittances; and Other Effects of Migration. (iii) covers Labour Turnover: Job Tenure; Quits and Lay-Offs. (iv) The Performance of Immigrants: Assimilation Hypothesis; and Immigrant Selectivity Hypothesis. Part 3 covers Poverty and Distribution of Earnings: Static Distribution of Earnings; Changes in the Distribution of Earnings; Income Mobility and Lifetime Earnings Inequality; and Earnings and Poverty in Africa. Part 4 covers Labour Market Issues of Globalisation and Regional Integration: Globalisation and Regional Integration Issues, Wages and Employment; International Labour Standards; Gender Distribution of Labour and Implications; Multinationals and Small Scale Industries; and Technological change and Innovations. Part 5 covers Impact of Legislations on The Labour Market: Employment Protection Laws; Minimum Wage Legislations; and Social Protection.

MANAGERIAL ECONOMICS I CEMG5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

Module Description:

Part 1 gives an overview of Managerial Economics. Part 2 covers Production and Cost Analysis: Incremental Cost Analysis, Contribution Analysis & Break-even Analysis; Economic, Technical and Allocative Efficiency; and Economies of Scale, Scope and Cost Complementarities. Part 3 covers Transactions Cost Analysis, Agency Theory and Incentives: Principal-Agent model/Agency theory; Stakeholder Theory of the Firm; Competence-based Theory of the firm; and Executive and Managerial Compensation and Franchising. Part 4 covers Business and Economic Forecasting: Rationale for forecasting; Forecasting techniques; and Laboratory sessions on the hands-on forecasting.

MANAGERIAL ECONOMICS II CEMG5981

**NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

Module Description:

Part 1 covers Pricing analysis under different market structures: Essence of pricing; Pricing techniques and practices; Game theory and competitive strategy; and Auctioning and competitive bidding. Part 2 covers Product quality, Product design strategies and advertising: Product quality and information; Product design and quality improvement; and Advertising and marketing. Part 3 covers Long-term investment decisions: Capital budgeting; and Mergers and takeovers. Part 4 covers Economics of business enterprises in Africa: Access to business support services; Efficiency of micro-enterprises; and Management of small enterprises; Institutional framework for the development of small enterprises. Part 5 covers Management of public goods in Africa: Rationale for regulation; Regulation of Infrastructure; Pricing of public goods; Maintenance of public goods; and Public-private partnerships.

MONETARY THEORY AND PRACTICE I CEMO5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 gives an introduction of issues in Monetary economics: Definition of Money; Functions and Historical Evolution; Changing Paradigms in Monetary Theory; Inside money and outside money; Role of Monetary Policy; Monetary Policy Issues in less developed economies; and Stylized Facts about the Role of Money in the Macroeconomy. Part 2 covers The Demand for Money. (i)Micro foundations of Money: The Representative Agents (Households and Firms); The Demand for Money vis- a- vis the Demand for other Commodities; Review of Classical and Keynes' Theories of the Demand for Money; Extensions of Keynes' Approach (Baumol and Tobin-Markowitz); Friedman's Restatement of the Quantity Theory of Money; Demand for Currency, Deposits and Other Financial Assets and Currency Substitution; Traditional versus McKinnon-Shaw Approach to the Demand for Money in Developing Countries; (ii) Introduction to: Shopping-Time Models, Cash-in-Advance Models (Clower Constraint), and Overlapping Generation Model. (iii) Empirical Studies of the Demand for Money with emphasis on Africa. Part 3 covers The Supply of Money: Definitions of Money Supply/Stock (including the effects of Financial Innovations on Money Supply); Endogenous Money Supply: Credit Creation Process, The Monetary Base, Flow of Funds Approach, Balance of Payments and Money Supply Process, and Fiscal Balance and the Money Supply Process; and Empirical Studies of Money Supply. Part 4 covers the definition of Money and Price Level: Types and Measures of Inflation; Money growth and inflation; Effects of Inflation and Dis-Inflation Policies (Employment and Growth); Seigniorage and Inflation Tax; and Inflation Targeting Empirical Studies on Inflation. Part 5 covers Central Banking and Monetary Policy: Theories of central banking; Issues in the Autonomy of the Central Bank: Rules versus Discretion; Credibility; Reputation and Dynamic Inconsistency; Monetary Policy: and Targets and Instruments (Direct and Indirect).

MONETARY THEORY AND PRACTICE II CEPA5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 covers Financial Institutions and Financial Intermediation: Financial Institutions Defined; Role of Financial Intermediaries in an Economy; and Regulation & Deregulation of Financial Institutions; Informal Financial Sector. Part 2 covers Financial Development and Economic Development: Measuring Financial Development; The "Stylized Facts" of Financial development and Economic development; Supply- leading and demand following finance, financial Repression, McKinnon and Shaw Hypothesis and critique, financial liberalisation; Financial Intermediaries and the Saving and Investment Process in Developing Countries; Information asymmetry and Credit rationing; A Review of Growth Models; Money in Growth Models (closed and open economies); Money and Endogenous Growth Models; Financial Development and Economic Growth; and Empirical evidence with emphasis on developing countries. Part 3 covers Money in the Open Economy:. Balance of Payments (BOP) Determination Approaches; Money, BOP and BOP Adjustment; Monetary Policy under Alternative Exchange Rate Regimes; Liberalization of Interest Rates & Exchange Rates; The Policy Mix; and Policy Coordination. Part 4 covers International Financial Institutions and Policy:. The International Payments Mechanism; The Gold Standard; The Bretton Woods System; The Modified Bretton Woods System (after 1971); The IMF/World Bank and Third World Countries; and Financial Programming Models, Stabilization Policies and Structural Adjustment in Developing Countries. Part 5 covers Financial Globalisation and developments: Debt problem; Currency boards and Monetary integration; Financial globalisation; Financial instability and financial crisis; and International financial regulation and policy coordination.

PUBLIC SECTOR ECONOMICS I CEPE5982

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:** 

Part 1 introduces public sector economics and covers the following: definition of the nature and scope of public sector economics; methodology of public sector economics; and structure of the public sector. Part 2 covers foundations of public sector economics: Pareto optimality and efficiency of competitive markets; efficiency conditions in a two-period intertemporal model; consumer and producer surplus; and theory of second best. Part 3 covers overview of market failure: sources of market failure: public goods; externalities; market imperfections; missing markets; increasing returns to scale; risk and uncertainty; income distribution; information asymmetry; tax distortions; and market inefficiency. Part 4 covers theory of public goods: definitions of pure public goods; merits goods; club goods; optimal provision of public goods; and alternative mechanism for provision of public goods (e.g. Lindhal mechanism, Clarke & Grooves, etc). Part 5 covers externalities: definitions; types; sources; consequences; and corrective mechanisms. Part 6 covers public choice theory: unanimous consent on public goods levels; mechanisms for aggregating individual preferences; representative democracy; the foundations of government failure. Part 7 covers public expenditure theory: size and composition of public expenditure; theories of public expenditure growth; public expenditure in Africa: fiscal and social policy (poverty, social insurance, income distribution, socio-economic development in Africa). This part also covers theories of public expenditure growth and public expenditure policy in Africa parts 8, 9 and 10 cover public enterprise pricing and incentive regulation, evaluation of public projects/programmes and government failure, respectively.

PUBLIC SECTOR ECONOMICS II CEPE5981

NQF Level: 9 Credits: 18 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

Pre-requisite: None

**Module Description:** 

Part 1 introduces the following concepts in public sector economics: history; definitions; rationale for taxation; canons of a good tax system; types of taxes; distinctions among a tax and fees, royalties; fines; and penalties. Part 2 covers theory of taxation: incentive effects of taxation (on savings, investment, labour supply and risk taking); and tax incidence analysis. This part also covers: tax incidence the incentive effects of taxation. Part 3 covers theory of optimal taxation: optimal commodity taxation and optimal income taxation. Part 4 covers tax policy, design, structure, administration and reforms: objectives of tax policy; tax policy in developing countries; taxation and development; tax design; tax structure; tax administration; and tax reforms in developing countries this part also covers: tax policy; design and structure; tax administration; tax evasion; and tax reforms and the political economy of tax reform. Part 5 covers international issues in taxation. Part 6 covers inter-governmental fiscal relations. Part 7 covers public debt: fiscal deficits; domestic and external debt (causes, management, financing and sustainability); and an Overview of external debt in Africa and debt relief initiatives. Part 8 covers budget and budgeting processes: definitions; multiple purposes of budgeting; types, and techniques of budgeting; budget policy, formulation and execution; planning and budgeting; and public revenue and expenditure forecasting.

# YEAR 2: SEMESTER 2

THESIS CETM5952

NQF Level: 9 Credits: 66 Contact hours: 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Successful completion of all taught modules

**Module Description:** 

Students, who successfully completed the taught modules including the electives, shall undertake research in relevant topics in economics, approved by their supervisors and the Department of Economics. A student may start to work on his/her proposal by the end of the first semester of the second year, and the proposal must be approved by the beginning of the semester of the academic year in which he/she is required to write the thesis. A student can only officially register for the thesis after acceptance of his/her research proposal by the Postgraduates Studies Committee. On approval of proposal, students can conduct the research and write a thesis according to UNAM post graduate studies committee (PGSC) requirements.

#### MASTER OF SCIENCE IN DEVELOPMENT FINANCE [12MSDF]

#### INTRODUCTION

The purpose of this qualification is to provide students with the knowledge and skills to be able to work in the field of development finance, as a professional discipline and to be able to assist in the design and implementation of development finance policies. Development finance institutions potentially play an important role in achieving economic growth and contributing to employment creation. Despite the importance of development finance, there is currently no Namibian university which provides a postgraduate degree in development finance. This program therefore, aims to ensure that Namibia produce enough development finance experts to meet their growing development needs. The qualification will develop the capacity for quant- tentative and qualitative analysis, and critical thinking in line with current technological, social and cultural developments in Namibia. The qualification will also increase the number of the much -needed critical mass of trained people in the area of economic research in the country. The qualification aims to satisfy the needs of various stakeholders and was developed in consultation with their representatives.

#### CRITERIA FOR ADMISSION

Prospective students must be in possession of a NQF (Namibian National Qualifications Framework) Level 8 Bachelor (honours) degree qualification in economics, commerce, finance or an equivalent, with an overall grade average of 60% (and above) from UNAM or any other recognised institution. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM. Note: submission of an application does not necessarily ensure admission.

**Note:** Applicants should note that the submission of an application does not necessarily ensure admission.

## **ACADEMIC YEAR AND MODE OF DELIVERY**

The programme of the Masters of Science in Development Finance programme will be offered on full-time basis through a blended mode of delivery in the form of block sessions through face-to-face classes on the Windhoek cam pus with online and mentor support.

# **DURATION OF STUDY**

The minimum duration of the programme is two(2)years. The maximum duration of the programme is four (4) years.

## **ASSESSMENT CRITERIA**

A student will qualify to sit for examination upon obtaining a 40% mark based on continuous assessment (CA) for that module. Furthermore, he/she should obtain a final mark of 50% for a pass. (The continuous assessment and examination marks carry a weight ratio of 50% each. A subminimum examination mark of 40% is a compulsory requirement for a pass.

#### MAXIMUM NUMBER OF CREDITS PER YEAR

Year 1:126

Year 2:126

#### **ADVANCEMENT AND PROGRESSION RULES**

A student must pass at least 6 first year modules (108 credits) in order to advance to the second year of study. A student must have passed all modules and submitted an acceptable Research Proposal before commencing with the Mini Thesis

#### EXIT PROGRAMME OUTCOMES (OUTCOME FOR WHOLE QUALIFICATION)

Holders of this qualification are able to:

- Apply analytical skills related to development finance
- Assess contemporary issues related to development finance at the macro and microlevels
- Appraise current research and scholarly debates about the design, implementation and evaluation of specific problems of development finance
- the design, implementation and evaluation of specific problems of development finance
- Interpret the theories underpinning development finance practices and apply them to address development finance challenges facing public and private sectors as well as NGO's
- Formulate research in development finance at an advanced level and to communicate effectively the findings of such research to peers, policy -makers and other end-users

## **ARTICULATION OPTIONS**

The qualification should serve as an entry point to PhD Development Finance

#### MINIMUM REQUIREMENTS FOR RE -ADMISSION INTO THE FACULTY

To be re-admitted to the programme for a particular year of registration, a student must have passed the minimum of 5 modules (90 credits) by the end of first year. A student will not be re-admitted if a compulsory module is failed twice.

## **REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates credited with a minimum of 252 credits, and who have met the requirements of the compulsory and elective modules.

#### **CAREER OPPORTUNITIES**

The Master of Science in Development Finance provides training which equips graduates of the course for successful careers in public sector, bank and non -bank financial organisations, international finance institutions, including Development Finance Institutions (DFIs), Aid agencies, Development Foundations, NGOs, Academic and Research Institutions.

# IMPLEMENTATION STRATEGY

The programme will first be implemented in 2019. The first year's modules will be introduced during the first year and the second year's modules would be introduced during the second year. The programme will only be offered if the minimum number of 7 students in given year is attained.

12. Summary Table for all courses in the Programme
Curriculum framework of the MSC degree in Development Finance

Module code	Module title	NQF credits	NQF level	Compulsory (C)/ Elective (E)	Contact hours
	Year	1 Semest	er 1		
EDF5981	Micro -enterprise finance	18	9	С	3
EDF5991	Project finance	18	9	С	3
EDV5981	Financial services & regulation	18	9	С	3
UAE5819	Academic writing for post Graduate Students	*		С	
Total credits sen	nester 1: 54				
Year 1 Semester	2				
EDF5982	Issues in development finance	18	9	С	3
EDF5992	International finance for development	18	9	С	3
EDV5982	Local & regional development	18	9	С	3
EDV5992	Corporate finance & investment	18	9	С	3
Total credits sen Total credits yea					<u> </u>
Year 2 Semester	1				
EDV5991	Quantitative research methods	18	9	С	3
	Elective	18	9	E	3
	Elective	18	9	E	3
EFD5981	Research methods	12	9	С	2
Total credits sen	nester 1 : 66				
Year 2 semester	<del>_</del>				
EFD5992	Mini Thesis	60	9	С	
	Total credits semester 2	60			
	Total credits year 2	126			
	Total credits for the programme	252			

<sup>\*</sup>Not a credit bearing module

List of Electives (an elective will only be only offered provided a minimum of 5 students and depending on capacity, students can also take electives on Partner University)

EDI5981: Infrastructure Management EDP5991: Project management EDR5981: Risk management

PART B: MODULE DESCRIPTOR			
Module Title: Micro -Enterprise	Module Title: Micro -Enterprise Finance		
Module Code	EDF5981		
NQF Level	9		
Contact hours	3 lecture hours per week for 1 semester		
NQF Credits	18		
(Co-requisites)	None		
Prerequisite			
Compulsory/ Elective	Compulsory		
Semester Offered	1		

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## **Learning Outcomes/ Specific Outcomes**

On completing the module students should be able to:

- Analyse the origins, causes and potential outcomes of current issues and debates in the field of micro enterprise finance
- Critique microfinance experiences presented in the form of case studies
- Compare institutional finance and finance as a structured approach to decision making in SME finance Develop micro financial forecasting based on available information
- Explain the challenges and problems of microenterprises in developing countries
- Evaluate processes of working capital management

Module Aims	The module aims to address essential concepts of micro-enterprise finance by
	examining both institutional finance and finance as a structured approach to decision
	making with specific reference to small, micro and medium enterprises.

## **Module Content**

Overview of entrepreneurial finance; Determining the appropriate source of start-up capital, Venture capital, Structuring smart deals, Alternative sources of capital, Profit, Profitability, and Break-Even Analysis, Financial Forecasting, Working capital management, Evaluating investment decisions, and Choice of financing and harvesting. The course will discuss a number of case studies.

## Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials and guest lectures.

#### **Assessment Strategies**

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

## Learning Resources Prescribed textbooks:

Otero, M. and Rybe, E (1994). The New World of Microenterprise Finance: Building Healthy Financial Institutions for the Poor

Bloomfield: Kumarian Press.

Harper, M. (1998). Profit for the Poor: Cases in Micro-Finance. California: Intermediate Technology Publications.

## **Further Readings**

Selected recent articles from academic journals, including The Review of Development Finance, International journal of Development Issues, World Bank Economic Review, World development Websites: <a href="https://www.imf.orgwww.nber.org">www.imf.orgwww.nber.org</a> globalcidef.com

Module Title: Project Finance		
Module Code EDF5991		
NQF Level	9	
Contact hours 3 lecture hours per week for 1 semester		

NQF Credits	18
(Co-requisites)	None
(Co-requisites) Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	

The module aims to provide students with concepts and theories, as well—as the practical tools and techniques for

project finance evaluation, analysis and modelling, resulting in a deep understanding of the risk -return character of limited recourse projects in project finance from multiple perspectives.

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Appraise the concepts and theories for project finance valuation, analysis and modelling
- Compare the tools and techniques for project finance valuation, analysis and modelling
- Argue the risk-return character of limited recourse projects from multiple perspectives.
- Evaluate project viability
- Assess project finance evaluation

#### **Module Content**

Analysis of project viability, Designing security arrangements, Structuring the project, Financing Plan, Discounted cash flow analysis, Financial modelling and project evaluation, Issues for host Government, Project finance market, Managing project risk. The course will discuss a number of case studies.

# Methods of Facilitation of Learning

The module will be facilitated through the following learning activities:

Lectures, written assignments, class discussions, tests, tutorials and guest lectures.

## **Assessment Strategies**

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

## **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

## Learning Resources Prescribed textbooks:

Tinsley, R. (2000). Advanced Project Finance: Structuring Risk. London: Euromoney Books.

Rowey, K., Bliss, N., Bonser, A., Carver, A. & Coker, M. (2008). *Project Finance: Principles and Practice*. Oxford: Oxford University Press.

Asian Development Bank. (2017). Guidelines for the Economic Analysis of Projects Mandaluyong City.: Asian Development Bank.

#### **Further Readings**

Esty, B.J. (2004) Modern Project Finance: A Casebook. New York: Wiley.

Davis, H.A. (200). Project Finance: Pracical Case Studies. London: Euromoney books.

Project Finance International (2017). Global Project Finance Yearbook. London: Thompson Reuters.

Module Title: Financial Services Regulation		
Module Code	EDV5981	
NQF Level	9	
Contact hours	3 lecture hours per week for 1 semester	
NQF Credits	18	
(Co-requisites)	None	
Prerequisite		
Compulsory/ Elective	Compulsory	
Semester Offered	1	
Module Aims		

The aim of this module is to expose students to a framework of financials sector regulation and how the various components fit together.

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Explain the major difficulties of financial market regulation
- Interpret the principles of financial regulation and the broader policy framework(s) within which it is situated
- Argue the various theoretical approaches to regulation
- Evaluate the different tools and techniques in prudential and conduct supervision
- Evaluate the implications of financial crises and failures
- Examine the international context of financial supervision and be able to evaluate the implications for large or complex entities

### **Module Content**

The role, purpose and functioning of national capital markets within the framework of global markets, national and international regulation, and supra -national bodies. The module examines the effect of market, legal and regulatory structures on behaviour through the concepts of efficiency, transparency and equity. Other topics are financing the global firm: multinational cost of capital and capital structure; sourcing debt and equity globally.

## Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning Resources Prescribed textbooks:

Vines, D and Gilbert, C.L. 2004. The IMF and its Critics: Reform of Global Financial Architecture.

Cambirdge:

University Press.

## **Further Readings**

Ghosh, B. 2002. Global Financial Crises and Reforms: Cases and Caveats. London: Routledge Greenwood, R, Hanson S.G, Stein, J. and Sunderam, A. (2017). The Financial Regulatory Reform Agenda in 2017. Harvard Business School working paper 2017 -09.

Selected recent articles from academic journals, including The Journal of

Regulation and the Journal of Financial Regulation and Compliance.

Financial

Module Title: Local and Regional Development		
Module Code	EDV5982	
NQF Level	9	
Contact hours	3 lecture hours per week for 2 semester	
NQF Credits	18	
(Co-requisites)	None	
Prerequisite		
Compulsory/ Elective	Compulsory	
Semester Offered	2	
Module Aims		

To provide students with specialist knowledge and a comprehensive understanding of the political and economic aspects of regionalism and the tools to manage these aspects in a practical way.

## **Learning Outcomes/ Specific Outcomes**

On completing the module students should be able to:

- Argue political and economic aspects of regionalism and their practical management
- Evaluate the political and economic impact of regionalism on the management of development
- Describe relevant regional integration systems

#### **Module Content**

The module will provide a thorough and comprehensive understanding of political and economic aspects of regionalism and their practical management in today's world. It will first provide an overview of a number of regional integration systems. The second part will illustrate how regions may steer their own economic destiny and thereby enhance territorial cohesion. The module will discuss and compare a number of regional blocs in the context of geography and examine the different comparative and competitive advantages between regions. The course will discuss a number of relevant cases studies.

### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures written assignments, class discussions, tests, guest lectures and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50%. At least 2 pieces of work (test, assignment and projects). Examination  $5\,0\%$  (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

## Learning Resources Prescribed textbooks

Pike, A (2011) Local and Regional Development. New York: Taylor and Francis Pike, A, Rodríguez -Pose, A and Tomaney, J (2010).

Handbook of Local and Regional Development. London: Routledge

Module Title: Issues in Development Finance		
Module Code	EDF5982	
NQF Level	9	
Contact hours	3 lecture hours per week for 1 semester	
NQF Credits	18	
(Co-requisites)	None	
Prerequisite		
Compulsory/ Elective	Compulsory	
Semester Offered	2	
Module Aims		

The aim of the module is to provide students with insight into significant concepts, approaches and issues of policy relevant to financial and economic development processes.

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Contrast issues of practical significance in financial and economic development processes
- Compare significant development finance theories in terms of their relevant strengths and weaknesses role finance play
- Explain the dynamics of financial architecture and sustainable development, including the role of formal and informal financial markets
- Interpret approaches and policy issues relevant to financial and economic development processes
- Evaluate country risk analysis
- Analyse real -life case studies in development finance applications

## **Module Content**

Introduction to Development Finance, Contracts, Agency and Transaction Cost, Asymmetric Information, Capital Markets and Credit Rationing, Social Collateral and Inverted Banking, Formal and Informal Credit Markets, External Aid and Development, Finance and Sustainable Development, Country Risk Analyses. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

## Learning Resources Prescribed textbooks:

Kirkpatrick, C.H. and Murinde, V (editors). (2006). Development Finance.

Edward Elgar Smith, K and Smith, R.L. (2011). Entrepreneurial Finance. New York: Wiley Selected recent articles from academic journals, including The Review of Development Finance, International journal of Development Issues, Journal of Contemporary issues in Development Finance.

Module Title: International Finance for Development	
Module Code	EDF5992
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	

The module aims to investigate key aspects that drive international finance in developing countries using case studies

and best practice models

## **Learning Outcomes/ Specific Outcomes**

On completing the module students should be able to:

- Interpret several core issues pertaining to international finance in developing countries
- Compare the differences between Africa's emerging and developed financial markets
- Contrast financial sector policies and their impact on financial markets
- Describe the international financial system and financial markets
- Analyse key global issues in international finance development, including the international monetary system, foreign exchange, exchange rates, international financial markets and cash flow operations
- Interpret development -related case studies on issues pertaining to international monetary and financial policy, money and capital markets and international banking

## **Module Content**

Introduction to Development Finance, Contracts, Agency and Transaction Cost, Asymmetric Information, Capital Markets and Credit Rationing, Social Collateral and Inverted Banking, Formal and Informal Credit Markets, External Aid and Development, Finance and Sustainable Development, Country Risk Analyses. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, guest lectures and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50%. At least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

## **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning Reources Prescribed textbooks

Ocampo, J.O., Kregel , J and Griffith -Jones, \$ (2007). International Finance and Development. London: Zed Books.

Gandolfo , G. (2005). International Finance and Open –Economy Macroeconomics. New York: Springer. Selected recent articles from academic journals, including: International Journal of Economic and Financial Issues, The Review of Development Finance, International journal of Development Issues, academic journals, including: International Journal of Economic and

Module Title: Quantitative Methods	
Module Code	EDV5991
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	

The module aims to equip students with the competencies required to conduct independent quantitative research of which the statistical results will offer both theoretical and practical solutions to challenges encountered in the field of development finance.

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Demonstrate an understanding of applying quantitative techniques to a range of problem in development finance
- Communicate the results of quantitative analyses in the contexts of development finance
- Interpret probability theory and data analysis, with special reference to finance
- Apply quantitative research techniques
- Construct purposeful quantitative methodologies
- Interpret the results of the statistical analysis in the form of findings, recommendations and conclusions.

## **Module Content**

Probability theory, descriptive data analysis, decision trees, estimation and hypothesis testing, and simple statistical analysis such as correlation analysis, regression analysis and time series analysis. The logic of the research process and the different forms of reasoning, the formulating of the research question(s), literature review, deciding on the research design and methodology, conceptualisation, sampling, data collection and analysis. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning Resources

## Prescribed textbooks:

Watsham, T.J. and Parramore, K. 1996. *Quantitative Methods in Finance*. London: Thomson Learning Keller, G and Warrack, B. (2014). *Statistics for Management and Economics*. 10th Edition. London: Thomson Learning.

Module Title: Corporate Finance and Investment	
Module Code	EDV5992
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	

The aim of this module is to provide students with a critical understanding of the principles underlying corporate finance and investment decision -making and to enable students to provide risk -adjusted estimates of the value of an investment.

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Develop analytical skills for evaluating strategic and investment decisions;
- Identify and incorporate risk in investment decisions;
- Understand and apply portfolio theory and capital asset pricing models in asset allocation;
- Evaluate alternative methods in long-term project evaluation;
- Justify strategic financial management decisions

## **Module Content**

The course's goal is to develop the theoretical and practical tools essential to the execution of the corporate finance function. The course aims at value creation through integrated financial, strategic, and operating decisions. Students build the knowledge and skills critical to the finance function of evaluating investment decisions; proposing, assessing, and implementing financial decisions; and evaluating and managing risk. Topics include, corporate valuation, capital asset pricing, financing decisions and market efficiency, dividend policy and capital structure, debt financing and leasing mergers and acquisitions, and investment performance evaluation. The course will discuss a number of case studies.

## Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% Continuous Assessment: 50% (at least 2 pieces of work(test, assignment

and projects). Examination 50% (1 x 3 hour paper).

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

## **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning Resources Prescribed textbooks:

Brealey, R.A, Myers, S.C. 2008. Principles of Corporate Finance. New York: McGraw -Hill. Ross, S.A, Westerfield, R.W. and Jaffe J.(2014). Corporate Finance. New York:

Pike, R. and Neale, B. (2012). Corporate Finance and Investment. New York: Financial Times Prentice Hall Selected recent articles from academic journals, including The Journal of Corporate Finance and the Review of Corporate Finance Studies

Module Title: Infrastructure Finance	
Module Code	EDI5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	

The aim of this module is to put into context the relationship between infrastructure and economic growth and interrogate the depth of the infrastructure gap facing the African continent .

## Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Justify the economic theories linking infrastructure development and growth and its practical implications
- Argue the vital role that the design and implementation of public works programs play in economic development
- Defend the role of public works programs in sustaining commerce and providing for everyday life.
- Defend the economic theories linking infrastructure development and growth and its practical implications;
- Apply development finance theory to identify various sources of funding for infrastructure development
   Evaluate various financing models in infrastructure development and their implications;

## **Module Content**

The course introduces the students to the uniqueness of infrastructure financing and explains how to minimize risk and maximize return in such projects. Financial instruments market access, dealing with risk, incentives and approvals, environment and tax issues. Infrastructure project evaluation techniques – bidding process. Infrastructure finances ratings and credit services. It will cover utilities projects including - Electric, Gas, Water and Transport. Because these investments require

large amounts of capital, considerable emphasis is placed on the accessing of the private capital markets for the funding of projects, as well as various domestic and international loan and grant programs. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

## **Assessment Strategies**

Continuous Assessment: 50% Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

## **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning Resources Prescribed textbooks:

Davis, H.A. (2010). Infrastructure Finance: Trends and Techniques. London: Euromoney Books. Esty, B.C. 2003. Modern Project Finance: A Casebook. New York: Wiley.

Module Title: Project Management		
Module Code	EDP5991	
NQF Level	9	
Contact hours	3 lecture hours per week for 1 semester	
NQF Credits	18	
(Co-requisites)	None	
Prerequisite		
Compulsory/ Elective	Elective	
Semester Offered	1	
Module Aims		

The aim of this module is to provide students with the essential knowledge and competences required to practice as project managers in the field of development finance.

# Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Apply knowledge of project management theory
- Interpret project management theory
- Assess recent developments in project management practice
- Interpret a project feasibility study
- Contrast successful project proposals

## Module Content

Origins of Project Management; Characteristics of Projects; The Project Life Cycle; Project Conception; Project Selection Models; Project Appraisal; Project Scoping; Planning and Organisation; Stakeholder Issues; Work Breakdown Structure; Project Initiation and Implementation; Negotiation; Procurement & Resource Allocation; Project Control and Communication; The Project Manager; Project HR Management and Human Relations; Project Termination; Avoiding Project Pitfalls; Managing for Success. The course will discuss a number of case studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% (Continuous Assessment: 50% (at least 2 pieces of work(test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

# Learning resources Prescribed textbooks:

Newton, R. (2009). Project Manager: Mastering the Art of Delivery in Project Management . New

York: Financial Times/ Prentice Hall Barker, S and Cole, R. (2013). *Brilliant Project Management: What the Best Project Managers* 

Know, Sayand Do. New York Prentice Hall

Selected recent articles from academic journals, including The International Journal of

Project Management and Project Management Journal

Module Title: Risk manag	gement
Module Code	EDR5981
NQF Level	9
Contact hours	3 lecture hours per week for 1 semester
NQF Credits	18
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Elective
Semester Offered	1
Module Aims	

To develop students' knowledge and understanding of the risks faced by financial institutions, the techniques used to manage such risks, and the problems and issues faced in this process.

To explain the theoretical and practical aspects of the risk management techniques employed in the financial services industry. To compare the regulators' demands with the needs of the investment banking and insurance worlds. To provide sufficient theoretical and practical knowledge of data modelling techniques to enable you to measure the interest rate, market and credit risks.

#### Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Demonstrate a critical understanding of the risk management function
- Contrast several risk evaluation and measurement techniques (Value at Risk, Volatility, Correlations/Monte Carlo simulations, Merton model)
- Analyze the factors that lead companies to high levels of interest rate risk, market risk, credit risk and liquidity risk.
- Defend the current academic literature on risk management with main emphasis on studies analyzing risk management failures

#### **Module Content**

This course covers the modern techniques of financial risk management. Topics to be covered include, Introduction: motivation for risk management, examples of financial, Financial engineering: derivatives (basic and exotic options, futures, swaps, and swaptions) and standard hedging techniques, Market risk: VaR (value at risk) measurement (Risk Metrics, historical, and Monte Carlo approaches), back -testing, stress testing, other risk measures, Liquidity risk, Credit risk: Merton model, recent structural an dreduced -form models, credit derivatives, Operational risk. Other topics: banking risks, emerging markets risks, predicting financial crises. The course will discuss a number of relevant cases studies.

#### **Assessment Strategies**

Continuous Assessment: 50% (Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 50% (1 x 3 hour paper).

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

Module Title: Business strategy and sustainability			
Module Code	EDB5991		
NQF Level	9		
Contact hours	3 lecture hours per week for 1 semester		
NQF Credits	18		
(Co-requisites)	None		
Prerequisite			
Compulsory/ Elective	Elective		
Semester Offered	1		
Module Aims			

To familiarise the students with factors affecting the firm and industry in long run and also with the tools and techniques of external as well as internal environmental analysis

To develop their analytical as well as decision -making skills to formulate and evaluate strategy under a given set of environmental factors

To develop a practical understanding of strategy formulation and implementation process

To develop an understanding of impact of regulators and stakeholders on business strategy and introduce the concept of sustainable business strategy

#### Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Appraise the meaning of sustainable manufacturing systems
- Interpret the challenges sustainable manufacturing systems poses to business strategy making
- Compare the principles and practices of green supply chain management
- Discuss the issue of sustainable marketing

#### Learning materials: Prescribed textbooks

Crouhy, M, Galai, D and Mark, R. (2014). The Essentials of Risk Managemen . New York: McGraw -Hill Lam, J. Enterprise Risk

Management: From Incentives to Controls. New York: Wiley.

Chapman, R.J. Simple Tools and Techniques for Enterprise Risk Management. The Wiley Finance Series. New York: Wiley

#### Module content

The meaning of sustainable manufacturing systems and the challenges it poses to business strategy – making.

The principles and practices of green supply chain management. Sustainable marketing and how this tool is being increasingly used by organisations. The course will discuss a number of relevant cases studies.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: Lectures, written assignments, class discussions, tests, and tutorials.

#### **Assessment Strategies**

Continuous Assessment: 50% (Continuous Assessment: 50% (at least 2 pieces of work (test, assignment and projects). Examination 5 0% (1 x 3 hour paper).

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

#### Learning Resources Prescribed textbooks

Werback, A. (2009). Strategy for Sustainability: A Business Manifesto. Harvard Business School Press. Hamschmidt, J. (2007). Case Studies in Sustainability Management and Strategy. London: Greenleaf

Module Title: Research m	ethods
Module Code	EFD5981
NQF Level	9
Contact hours	2 lecture hours
NQF Credits	12
(Co-requisites)	None
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	1
Module Aims	

To provide students with the opportunity to conduct credible independent research and practically demonstrate the outcomes of the module Qualitative Methods and Statistics for Development Finance Practitioners.

To help students develop the skills to carry out advanced research in the field of development finance. To introduce students to the various research design and methods suitable for both qualitative and quantitative analyses used in the field of development finance.

#### **Learning Outcomes/ Specific Outcomes**

On completing the module students should be able to:

- Describe a research problem/question and goal in the field of development finance;
- Construct a critical literature review on a chosen research problem;
- Apply an appropriate research method for gathering data (whether secondary or primary data) for a given research problem;
- Apply an appropriate research method to achieve the given research objective(s);
- Demonstrate critical research writing within the technical guidelines provided by Unam; and
- Construct a research proposal

#### Module Content

Selection of research question, problem statement, writing research objectives, literature review, quantitative methods, qualitative methods, mixed designs.

Application of statistical software's such as SPSS, stata and e-views. Develop a research proposal and present the research proposal for assessment.

#### Methods of Facilitation of Learning

The module will be facilitated through the following learning activities: lectures, written assignments, class discussions, tests, and tutorials.

#### Assessment Strategies

Continuous Assessment: 100%, involving tests 30%, assignments 20% and research proposal 50%.

#### **Quality Assurance Arrangements**

Programme review, external moderation, student evaluation.

#### **Learning Resources**

**Prescribed t extbooks:** Creswell, J. **(**2014**)**. Research design: Quantitative, qualitative and mixed design approaches.4th Edition. New York: Sage publications.

Module Title: Mini thesis	
Module Code	EFD5992
NQF Level	9
Contact hours	
NQF Credits	60
(Co-requisites)	A student must pass all courses before being allowed to work on the mini thesis
Prerequisite	
Compulsory/ Elective	Compulsory
Semester Offered	2
Module Aims	

The aim of this module is to help students develop the skills to carry out advanced research in the field of development finance and to introduce students to the various research designs and methods suitable for both qualitative and quantitative analyses used in the field of development finance.

#### Learning Outcomes/ Specific Outcomes

On completing the module students should be able to:

- Identify a research problem/ question and goal within the field of development finance;
- Contrast the relevant literature (both theoretical and empirical) on their chosen research problem;
- Identify research methods and techniques that are appropriate to their research assignment topic;
- Formulate their material in a logical, clear and systematic way in accordance with acceptable linguistic and stylistic standards; and
- Demonstrate the capacity for independent, self-managed learning and critical reflection on the research process

#### PH.D. DOCTOR OF PHILOSOPHY (ECONOMICS) (12DPEC)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Courses of Study** in the **General Information and Regulations Prospectus**.

#### **DEPARTMENT OF POLITICS AND ADMINISTRATIVE STUDIES**

#### MASTER OF ARTS IN POLITICAL STUDIES (NO INTAKE FOR 2022)

[12MPST]

#### INTRODUCTION

The Political and Administrative Studies' (DPAS) postgraduate curricula reflect the contributions of a wide-range of stakeholders. If properly articulated and with robust quality control, these academic programmes will not only enhance the knowledge of those enrolled in them, but the curricula will help individuals to acquire such knowledge and research skills useful in a range of applications in both the public and the private sector. A surge in the delivery of academically robust postgraduate offerings in both Politics and Public Administration, coupled with increased calls for capacity-building to be at the heart of the global security agenda have led to the requirement for and/or new knowledge and skill-sets.

The Department offers two different types of degrees, namely, Master of Arts in Political Studies (M.A. Political Studies) and Master of Public Administration (MPA). These programmes are offered in two modes.

The first is by research which entails writing a comprehensive thesis on an approved topic. The student will be required to register and pass two modules: Research Methodology (PAR 5962), and a second course related to the student's research topic which the department should have approved before the student registered. Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology module. The module is offered in the Second Semester of the first academic year of the programme.

The second mode is by course work which requires the student to register for a minimum of eight (8) modules of which five are core.

The student will also write a thesis comprising an abstract of between 300 and 400 words, and a thesis of between 12000 and 15000 words.

#### **ADMISSION REQUIREMENTS**

Admission to these programmes is determined by the Rules and Regulations of the University.

Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department.

Prospective students could be interviewed and assessed by the Department to determine their eligibility for admission.

#### MODE OF DELIVERY

The Master's degree by research is done on a part time basis while the Master's degree by coursework can be done either on a full time or on a part time basis.

#### **DURATION OF STUDY**

The Master's degree by research is done on a part time basis and should be completed within three (3) years. An extension of the registration period of up to one academic year beyond the specified three years may be granted by the University. Consent of the supervisor/s and the Faculty is a precondition for such an extension of registration.

The Master's degree by coursework can be done either on a full time or on a part time basis. When done on a full time basis the programme should be completed within two (2) years, and within three (3) if it is done on a part time basis. Both modes allow for one (1) year extension of the registration period beyond the specified two and three years respectively if granted by the University on the recommendation of the Faculty and with the consent of the supervisor/s involved.

#### ASSESSMENT CRITERIA

A student registered for a coursework programme shall write an examination at the end of each module. To qualify for admission to the examination a student must obtain a minimum Continuous Assessment (CA) mark of 40 %. Each module is worth twenty four (24) **Credits**, and eighty (80) for a thesis.

A student registered for a Master's degree by research only will be supervised by a duly appointed and qualified supervisor(s) subject to the Postgraduate Regulations of the University and to the Departmental guidelines. His/her thesis will be examined by two or more qualified examiners duly appointed and approved by UNAM Postgraduate Studies Committee – acting on behalf of the Senate.

The Department has the right to deregister a student if he/she does not progress satisfactorily in either the course work or in writing the thesis. A student is expected to successfully complete two-thirds of the required number of modules per academic year if he/she wishes to continue to the following academic year. All modules need to be passed before a student proceeds to the thesis component.

#### **EVALUATION OF THESIS**

Evaluation of thesis will be done under the Postgraduate Rules and Regulations of the university (see Section B of this Prospectus).

#### **EXEMPTIONS**

Exemptions for postgraduate work done at another recognized university will be determined by the Department in due consideration of the following:

- A maximum of four (4) modules will be exempted.
- Applications for exemptions form (obtainable from the School of Postgraduate Studies) must be completed, accompanied by a valid course framework and academic transcript must be submitted to the School of Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.
- The decision of the Department shall be recommended to the School of Postgraduate Studies for final approval.
- The Department retains the right not to grant exemption for work completed at another university.

#### **DEPARTMENTAL POLICY**

Following are departmental policy provisions:

Study at Master's level is based on tutorials and seminars, rather than traditional lectures. That means the students have to participate actively in such tutorials/seminars, and that they have to do the necessary reading before each lecture or tutorial session.

When students are unavoidably prevented from attending a tutorial/seminar or completing a written assignment as scheduled, they have an obligation to inform the concerned lecturer as soon as possible.

Supervisor(s) will be assigned only after their approval by the UNAM Postgraduate Studies Committee. Each supervisor will enter into a written contract with the student concerned specifying the rights and obligations of both parties.

The Department will appoint a suitably-qualified Course Convener for each of its academic programmes.

Additionally, the Department considers academic integrity as fundamental to every facet of the scholarly process and, it is expected of every student and lecturer. It entails firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual property and efforts of both oneself and others.

#### **CURRICULA COMPILATION**

#### Master of Arts in Political Studies [12MPST]

#### In Year 1 all modules are compulsory

#### Year I Semester 1 –

Course Title	Course Code	NQA Level	Contact Hours	Credits
Academic Writing for Postgraduate Students	UAE5819			
The Politics of Southern Africa	PPA5971	9	4	24
The Study of Comparative Politics	PCP5971	9	4	24
The Politics of Global Change & Governance	PGC5971	9	4	24
Total Credits:				

Year 1 - Semester 2

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Methodology	PAR5962	9	2	12
State & Civil Society in Africa	PSC5972	9	4	24
International Mediation & Conflict Transformation	PMC5972	9	4	24
			Total Credits:	60

In Year 2 Semester 1 students need two modules and a Research Paper [PRP 5961]. The electives are:
Contemporary World Politics [PCW 5971]
Government and Private Sector Relations [PGP 5971]
Comparative Foreign Policy [PFP 5971]

#### Year 2 - Semester 1

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Paper	PRP5961	9	2	12
African Politics	PAP5971	9	4	24
Elective		9	4	24
			Total Credits:	60

#### In Year 2 Semester 2 all modules should have been passed before proceeding to the thesis component.

#### Year 2 Semester 2

Course	Code	NQA Level	Contact Hours	Credits
Thesis	PMP5992	9	Regular Consultation	80
	•		Total Credits:	80

In all, the student must have a total of 272 credits in order to graduate.

#### Syllabi

#### YEAR 1: SEMESTER 1

THE POLITICS OF SOUTHERN AFRICA CPPS5981

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

**Module Assessment:** Continuous Assessment: 50%: 1 essay and 1 other assessment.

**Final Examination:** 50%: 1 x 3 hours written examination.

#### **Module Description:**

This module introduces students to the politics of southern Africa by framing the discourse on the region around a few themes. These are: State formation in southern Africa and its legacy; the role of apartheid and post-apartheid South Africa in the region; the foreign policies of SADC member states; contrasting analytical perspectives on the politics, society, and institutions of SADC. In addition, it seeks to trace the evolution of politics in southern Africa in general, and of political parties in particular: focusing on class formation, diverse principles of governance, leadership, regime types and their legitimacy, and the institutionalization of political power and the formation of community that transcend conventional conceptions of southern Africa.

#### THE STUDY OF COMPARATIVE POLITICS CPCP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 Per Week for 14 weeks (56 hours)

**Module assessment:** Continuous assessment: 50%: a minimum of 2 assignments of an applied nature.

**Final Examination:** 50%: 1x3 hours written paper.

#### **Module Description:**

This module surveys the dominant approaches to the comparative study of global politics. These include: realism, neorealism, pluralism, liberal internationalism, critical theory, International Political Economy (IPE) and post-structuralism/modernism. Case studies will be extensively mined to examine processes of governance, and state-society relations and their implications in a variety of contexts: southern Africa, the big powers, middle powers and small states.

#### THE POLITICS OF GLOBAL CHANGE AND GOVERNANCE CPGC5971

**NQF Level:** 9 **Credits:** 24 **Contact hours:** 4 per week for 14 weeks = 42 hours

**Module assessment:** Continuous assessment: 50%: (5 assignments)

**Examination:** 50%: 1 x 3 hours written examination.

Pre-requisites: normal, as per degree course structure (see Faculty Prospectus)

#### Module description:

This module addresses the global political phenomena. It was designed to in investigate the challenges of global governance, focusing on human rights, international migration, international conflict and diplomacy, regional integration and the role of the natural environment in international relations. Selected countries and specific experiences including those in Africa will be used as case studies.

#### YEAR 1 : SEMESTER 2

RESEARCH METHODOLOGY CPAR5979

NQF Level: 9 Credits: 12 Contact Hours: 2 per week for 28 weeks

**Module assessment:** Continuous Assessment: 50%: 5 assignments.

**Final Examination:** 50%: 1x3 hours written examination.

#### **Module Description:**

This module addresses the fundamentals of research on social issues within the context of national development. The research process: problem formulation, literature search, research methods, data collection and analysis, report writing and referencing. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and undertake research using expertise gained for the good of the society. Students will be exposed to both quantitative

and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques so that they can apply the newly acquired skills when writing their research proposals and, dissertations/theses. The student is expected to produce an acceptable thesis proposal.

STATE AND CIVIL SOCIETY IN AFRICA CPSC5972

Credits: 24 Contact Hours: 4 hours per week

Module assessment: Continuous Assessment: 50%: a minimum of 2 tests.

Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

The module focuses on academic discourse on civil society (Marx, Hegel, Gramsci, Bayart) with special emphasis on Africa; a critique of the concept of civil society and its application to Africa; the nature of civil society, the state and society in Africa; democratization and civil society; capita Selecta of civil society agencies and their interaction in selected African states.

INTERNATIONAL MEDIATION & CONFLICT TRANSFORMATION CPMC5972

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week
Module assessment: 50%: 2 x 2 hours tests
Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

The module discusses the theories and concepts on international mediation and focuses on second-track and third party level of and involvement in the process respectively, mediating conflict in the international system, and how to negotiate 'invisibles' in that process. The module will also identify appropriate case studies that can demonstrate successful and unsuccessful mediation, particularly in sub-Saharan Africa. Issues of stakeholder interests, acceptability of resolutions and agreements, and sustainability of the programme implementation will also be analysed.

YEAR 2 : SEMESTER 1
RESEARCH PAPER CPRP5980

NQF Level: 9 Credits: 12 Contact Hours: Regular Consultations

Module assessment: 50%: a minimum of 2 assignments

Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

As a module, the Research Paper entails gathering appropriate and adequate information to be used for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with gathering of date and interpreting it. The final product should provide evidence that the student gained appropriate research skills when taking the Research Methodology Module [CPAR 5970] during the previous Semester and is able to apply the knowledge.

AFRICAN POLITICS CPAP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

**Module assessment:** Continuous Assessment: 50%: 1 essay and 1 other assessment.

**Final Examination:** 50%: 1x3 hours written paper.

**Module Description:** 

This module traces the political developments in Africa focusing on three major themes, namely pre-colonial political formations and regimes; colonial governments-their origins, administrative strategies, goals, and the liberation struggles; and the challenges of the post-colonial Africa: the compulsions for democracy and good governance, challenges of economic and political globalization, continental and regional political formations, and the role of 'isms' in the overall evolution from colonial to independence. Selected political theories will be discussed as contributive factors to the phenomena's past, present, and prospective future.

#### **ELECTIVES**

CONTEMPORARY WORLD POLITICS CPWP5971

NQF Level: 9 Credits: 24 Contact hours: 4 hours per week

Module assessment: 50%: a minimum of 2 assessments.

Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

This module offers a study of contemporary world Politics from a diversity of theoretical perspectives such as realism, neorealism, new-institutionalism, critical theory, feminism and post-structuralism; New Regionalism and its links to globalization; Ethics and International Relations; contested discourses on globalization; 'The Washington Consensus'; The G-8 and Africa; the global development/security nexus.

GOVERNMENT AND PRIVATE SECTOR RELATIONS CPGP5971

NQF Level:9 Credits: 24 Contact Hours: 4 hours per week

Module assessment: Continuous Assessment: 50%: a minimum of 2 tests.

Final Examination: 50%: 1 x 3 hours written examination

#### **Module Description:**

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation.

In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, promotion and facilitation of an entrepreneurial culture. Various challenges that characterise the phenomena will also be discussed.

COMPARATIVE FOREIGN POLICY CPFP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

**Module assessment:** Continuous Assessment: 50%: 2 x 2 hours tests

**Final Examination:** 50%: 1 x 3 hours written examination

#### **Module Description:**

This module surveys the dominant approaches to the comparative study of foreign policy. These include: realism, neorealism, pluralism, liberal internationalism, critical theory and post-structuralism/modernism. Case studies will be extensively mined to examine processes of foreign policy making and the implications of such policies in a variety of contexts; southern Africa, the big powers, middle powers and small states.

#### YEAR 2: SEMESTER 2

THESIS WRITING CPMP5972

NQF Level: 9 Module Assessment: Credits: 80 Contact Hours: Regular Consultations with the Supervisor

Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing and that the supervisor(s) must be satisfied with the work.

**Final Examination:** The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.

#### **Module Description:**

Thesis writing entails striving to produce an academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

#### ACADEMIC WRITING FOR POST GRADUATE STUDENTS UAE5819

NQF Level: 9 Credits; 16 Contact hours: 4 hours periods p/w & 1 practical session for 14 weeks

Module assessment: CA: (1 x 3 hour exam paper)
Pre-requisites: Must be a postgraduate student

**Module Description:** 

This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

## MASTER OF PUBLIC ADMINISTRATION [12MPAN] (NO INTAKE FOR 2022)

#### In Year 1 all modules are compulsory

#### Year 1, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
Human Resources Management	PRM5971	9	4	24
Economic of Public finance	PEP5971	9	4	24
Public Management Administration	PAM5971	9	4	24
			Total Credits:	72

#### Year 1, Semester 2

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Methodology	PAR 5962	9	2	12
Regional and Local Government Management	PRL 5972	9	4	24
Public Policy Process and Analysis	PPA 5972	9	4	24
			Total Credits:	60

In Year 2 Semester 1 students should register for two Electives and a Research Paper [PRP 5961].

The electives are:

Government and Private Sector Relations [PGP 5971] Organisation Behaviour and Management [POB 5971]

Project Development Planning and Management [PPM 5971]

#### Year 2, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Paper	PRP 5961	9	2	12
Elective		9	4	24
Elective		9	4	24
	·		Total Credits:	60

# In Year 2, Semester 2: All modules should have been passed before proceeding to the thesis component. Year 2, Semester 2:

Course Title	Course Code	NQF level	Contact Hours	Credits
Thesis	PMT 5972	9	Regular Consultation	80
			Total Credits:	80

In all, the student must have a total of 272 credits in to graduate.

#### Syllabi

# YEAR 1: SEMESTER 1 HUMAN RESOURCES MANAGEMENT CPRM5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

**Module assessment:** Continuous Assessment: 50%: 2 tests and a 20 pages research assignment.

**Final Examination:** 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module was designed to offer professional skills in human resource planning; performance management in the public sector; career development and staff empowerment; and decision - making. It also seeks to inculcate good grounding in best practices in human resources management (HRM) policies in Namibia and elsewhere, analyse the personnel function, and relate the new and old personnel management trends to administrative reform and challenges of industrial relations. Theories and concepts that include managing diversity and change, strategic approach to HRM, equal employment opportunity, downsizing, contracting out, and organization reform add to the broad scope of the module.

ECONOMICS AND PUBLIC FINANCE	CPEP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

**Module assessment:** Continuous Assessment: 50%: 2x3 hours tests and a class presentation.

Final Examination: 50%: 1x3 hours final examination paper.

#### **Module Description:**

This module is designed to offer professional skills in economics and public finance in public sector organizations. It further seeks to analyse and articulate issues in economics and development within the context of policies and practices in the Namibian economy, Furthermore, this module analyses the roles of the public and private sector in managing resources. and also outlines the significance of fiscal and monetary policies within the economy. Theories and practices of public finance, international finance, debt, balance of payments and the study of public finance in the Namibian economy add to the body content of this module.

#### PUBLIC MANAGEMENT AND ADMINISTRATIVE REFORM **CPAM5971**

Contact Hours: 4 hours per week NQF Level: 9 Credits; 24

Continuous assessment: 50%: a minimum of 2 tests and a research paper. Module assessment:

Final Examination: 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module focuses on the use of public management approaches applied in both public and private sector. Major aspects of the course content include capita Selecta of case studies of administrative reform in Africa, ethical issues in management, models of leadership and decision making, different theories used in the profession and the challenges of public management in general.

#### YEAR 1: SEMESTER 2

#### **RESEARCH METHODOLOGY CPAR5970**

NQF Level: 9 Credits: 24 Contact Hours: 2 per week for 14 weeks

Module assessment: Continuous Assessment: 50%: 5 assignments designed to produce an acceptable research

proposal.

**Final Examination:** 50%: Examination of the proposal

#### **Module Description:**

This module addresses the fundamentals of research on social issues within the context of national development. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and produce a proposal acceptable to the Postgraduate Committee. Students will be exposed to both quantitative and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques used when writing research proposals, dissertations/theses, and professional articles and books after graduating from the University of Namibia. The student is expected to produce an acceptable thesis proposal.

#### REGIONAL AND LOCAL GOVERNMENT MANAGEMENT **CPRL5972**

Credits: 24 Contact Hours: 4 hours per week

Module assessment: Continuous Assessment: 50%: 2 tests and a research paper. Final Examination: 50%: 1 x 3hours written examination.

#### **Module Description:**

The module was designed to inculcate knowledge and skills to critically analyse the regional and the local state within the evolution of the system of local government in Africa, and in Namibia in particular. It focuses on intra-governmental relations at local level: staffing local government; the challenges of human resources management at local government level; local government finance; developmental planning at local government level; citizen engagement at local and regional levels; the interaction between local and regional governments and the Non-Governmental sector. To that end, appropriate parliamentary Acts and various government policies will be analysed in detail in order to provide the students with a good grounding on the subject.

#### **PUBLIC POLICY PROCESS AND ANALYSIS CPPA5972**

Contact Hours: 4 hours per week NQF Level: 9 Credits: 24

Module assessment: Continuous Assessment: 50%: 2 x 3 hours tests.

Final Examination: 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module seeks to impart skills and to inculcate knowledge on policy modelling and structuring with particular emphasis on the generic policy process model; agenda setting; policy focusing, analysis, implementation, monitoring and evaluation along with analysis and comparison of different policy typologies. A critical review of selected Namibian policies will constitute a significant component of the module.

#### YEAR 2: SEMESTER 1

RESEARCH PAPER CPRP6971

NQF Level: 9 Credits: 12 **Contact Hours:** Regular Consultations Module assessment: Continuous assessment: 50%: a minimum of 2 assignments

Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

As a module, the Research Paper entails gathering appropriate and adequate information needed for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with data gathering and its interpretation. The final product should provide evidence that the student gained appropriate research skills from the Research Methodology Module [CPAR 5970] during the previous Semester and is able to apply that knowledge.

#### **Electives**

GOVERNMENT AND PRIVATE SECTOR RELATIONS CPGP5971

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week

Module assessment: 50%: a minimum of 2 tests

Final Examination: 50%: 1 x 3 hours written examination.

**Module Description:** 

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus shall include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation. In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, entrepreneurial culture, and technological capabilities. Various challenges that characterise these elements will also be discussed.

#### ORGANIZATION BEHAVIOUR & MANAGEMENT CPOB5971

NQF Level:9 Credits: 24 Contact Hours: 4 hours per week

**Module assessment:** Continuous Assessment: 50%: 2 tests and an assignment for class presentation.

Final Examination: 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module probes the uniqueness, peculiarities, commonalities, and operational complexities of organizations and organisation behaviour. Organisation theories and designs, leadership challenges, and the organisational dynamics of public and private sector institutions that influence organisation behaviour constitute a major part of the module. To that end, the module also focuses on bureaucracies that characterise public, private, macro and micro organisational requirements – specific enabling environments; decision making and communication skills; power and influence; career dynamics; as well as the challenges of politics, economics, and technology at an international level.

CPPM5971

#### PROJECT DEVELOPMENT, PLANNING AND MANAGEMENT

NQF Level: 9 Credits: 24 Contact Hours: 4 hours per week Continuous Assessment: 50%: a minimum of 2 tests.

Final Examination: 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module focuses on the project cycle: project identification, formulation, funding, appraisal and leadership qualities; Organizational and Administrative feasibility of project implementation, monitoring; and community and citizen engagement in project planning and implementation. It also seeks to identify synergies between project design and national development, and to discuss the challenges that characterize the whole process.

#### YEAR 2: SEMESTER 2

All modules need to be passed before proceeding to the thesis component.

THESIS WRITING CPMT5992

NQF Level: 9 Credits: 80 Contact Hours: Regular Consultations with the Supervisor

**Module assessment:** Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing, and that the supervisor(s) must be satisfied with the work

**Final Examination:** The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.

#### **Module Description:**

Thesis writing entails striving to produce an n academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

#### ACADEMIC WRITING FOR POST GRADUATE STUDENTS UAE5819

NQF Level: 9 Credits: 16 Contact hours: 4 lecture periods per week and 1 practical session

per week for 14 weeks

Module assessment: CA: (1 x 3 hour exam paper)
Pre-requisites: Must be a postgraduate student

Module Description:

This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and

development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

## MASTER OF PUBLIC ADMINISTRATION (BY THESIS ONLY) [12MPAR]

(NO INTAKE FOR 2022)

# MASTER OF ARTS IN POLITICAL STUDIES (BY THESIS ONLY) [12MPSR] (NO INTAKE FOR 2022)

The Master of Public Administration by Thesis only and the Master of Arts in Political Studies by Thesis only will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia as contained in this Prospectus. Refer to **Regulations for Postgraduate Studies** in the **Section B of this Prospectus**.

# DOCTOR OF PHILOSOPHY (NO INTAKE FOR 2022)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Studies** in the **Section B of this Prospectus**.

#### **DOCTOR OF PHILOSOPHY (NO INTAKE FOR 2022)**

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Studies** in the **Section I of this Prospectus**.

#### Thesis/Research PhD and MA Degrees

If a student only wishes to register for the Thesis, s/he should register for:

MASTERS THESIS ONLY
MINI THESIS (M.ADMIN) MMP 5100
MINI THESIS (M. POL) MMP 5100
PHD DISSERTATION MDP 6100

- (1) Candidates who successfully complete the coursework phase, or those who are registered for postgraduate study by thesis research alone, shall undertake research in an approved topic, and in the end write a thesis (MA.) or Dissertation (PHD). A candidate must submit a research proposal by the end of February during the year he/she is required to write the thesis/dissertation.
  - Masters level candidates "by research" may be required to register and pass up to two course related to their thesis at the discretion of the Faculty Executive and are required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179). Doctoral candidates by research are expected to hold a valid MA degree from an acceptable university with a 70% average. Some exceptions mighty be made in concurrence of the Faculty Executive, but only in exceptional circumstances and some relevant coursework may be required. PHD candidates are also required to register and pass ADVANCED RESEARCH METHODOLOGY (PAR6179).
- (2) The candidates shall be assigned supervisors to guide them in their research programmes and shall write their thesis/dissertation in accordance with the guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (3) As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university.
- (4) The thesis/dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards format and literacy presentation.
- (5) Every Master's thesis/ PHD Dissertation submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. The supervisors could be one of the examiners.
- (6) The examiners shall be required to submit a detailed assessment of the thesis/ dissertation, and also write a definite recommendation on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/ dissertation should be rejected outright.
- (7) In instances where the examiners of the thesis/dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/dissertation.
- (8) Postgraduate candidates, who disagree with the results of the examination as approved by Senate, may present an appeal, giving reasons and evidence to support the appeal. Senate will then have the thesis/dissertation examined by an Appeals Committee.
- (9) Candidates who are registered by thesis/dissertation alone will normally appear for VIVA VOCE examinations. This will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

#### Ph.D. Doctor of Philosophy (Public Administration) (12DPAN)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Courses of Study** in the **General Information and Regulations Prospectus**.

#### Ph.D. Doctor of Philosophy (Political Studies) (12DPST)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Courses of Study** in the **General Information and Regulations Prospectus**.

#### **DOCTOR OF BUSINESS ADMINISTRATION**

(12DBAD)

#### **CRITERIA FOR ADMISSION**

Possession of a Master of Business Administration of the University of Namibia or any other relevant Level 9 qualification recognized by the School.

#### **ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

#### MODE OF DELIVERY

Block-Release basis augmented through e-learning.

#### **ASSESSMENT CRITERIA**

The assessment for this programme will be in accordance with Regulation 9.9 of the University and the key criteria will be whether or not the candidate has made an original contribution to the body of knowledge in the field of Business Administration.

#### REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates credited with a minimum of 240 credits for their dissertation and 120 credits in the taught component, and who have successfully defended their dissertation in a Viva Voce Examination in terms of Regulation 9.9.3 of the University. Furthermore, the Doctorate degree is awarded after registration at the University of Namibia for a minimum of three (3) years for full-time students and five (5) years for part-time students.

#### **CURRICULUM**

Module	Module code	NQF Level	Credits	Compulsory
YEAR 1 : S	EMESTER 1			
Advanced Business Ethics	CBBI 6001	10	8	YES
Advanced Academic Writing for Post-Graduate Students	UAE 6819	8	16	YES
Research Methods A	CBRM 6011	10	16	YES
Quantitative Methods A	CBQM 6011	10	16	YES
YEAR 1 : S	EMESTER 2			
Research Methods B	CBRM 6012	10	16	YES
Quantitative Methods B	CBQM 6012	10	16	YES
Research Seminars	CBRS 6010	10	48	YES
YEARS :	2 AND 3			
Dissertation	CBBR 6000	10	240	YES
TOTAL CREDITS	360			

#### Syllabi

#### YEAR 1: SEMESTER 1

	ADVANCED BUSINESS ETHICS	CBBI6001
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NQF Level: 10 Credi

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark

and the continuous assessment mark.

#### **Module Description:**

The module will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The module will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and

responsible leadership. The module will also deal with issues of integrity within the research process - its execution, reporting and presentation.

#### ADVANCED ACADEMIC WRITING FOR POST-GRADUATE STUDENTS

**UAE6819** 

NQF Level: 10 Module assessment: Credits: 8

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark

and the continuous assessment mark.

#### **Module Description:**

This module is a post-graduate module designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this module will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format academic paper in APA style.

#### **RESEARCH METHODS A** CBRM6011

NOF Level: 10

Credits: 16

Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark

and the continuous assessment mark.

#### **Module Description:**

This module discusses the issues of research strategy, design and methods in general. It places a special emphasis on the qualitative paradigm type of research and compare and contrasts it with the quantitative paradigm type of research, which is the focus of module - Research Methods B and the Quantitative Methods modules.

#### **QUANTITATIVE METHODS A**

CBQM6011

NQF Level: 10

Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark

and the continuous assessment mark.

#### **Module Description:**

The objective of the module is to give students a practical introduction to quantitative methods (primarily statistical), including such analysis tools as SPSS, AMOS, LISREL, R, EVIEWS, online testing sites, Excel Solver (optimization), etc., and to develop their creative analysis and problem solving skills.

#### YEAR 1: SEMESTER 2

#### **RESEARCH METHODS B** CBRM6012

NQF Level: 10

Credits: 16

Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark

and the continuous assessment mark.

#### **Module Description:**

This module advances the module objectives outlined in Research Methods A by focusing on the quantitative/ "scientific" paradiam type of research. It explores the philosophy of various quantitative techniques as well as their applications in social science and business research.

#### **QUANTITATIVE METHODS B** CBQM6012

NQF Level: 10 Credits: 16

#### Module assessment:

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

#### **Module Description:**

The objective of the module is to deepen students' knowledge about quantitative techniques beyond material covered in QM1 using computer software like Excel, SPSS (especially), EVIEWS, AMOS, online testing sites and so forth. Based on experience in their first research methods module, students will make an informal presentation to the class of a topic that interests them, and as a group, they will discuss appropriate statistical analysis procedures for each.

RESEARCH SEMINARS CBRS6010

NQF Level: 10 Credits: 48

Module assessment: The evaluation will simply be on a pass or fail basis as per University Regulations and is on a

100% Continuous Assessment Basis.

#### Module Description:

The first objective of module is to prepare the candidate conceptually and practically, so that he or she is able to structure and design as well as conduct a research study in Business Administration. In this context, a number of philosophical issues related to the essence of new knowledge as well as scientific evidence in social sciences, including management, will be discussed.

The second objective is to survey various approaches and methods of research in the area of business administration through lectures and presentation by various experts in the different areas of specialisation of business administration. It will also involve the discussion and analysis of problem based case studies in different business context.

The third and final objective is to tackle the issues of research findings, including oral and written presentation, as well as publication for different audiences including doctoral dissertation writing and defence. In this context, the critical analysis of published works will also be discussed.

The Research Seminars are interactive and afford students an opportunity to present their on-going research work for critical discussion by their peers and academic staff.

#### YEAR 2 AND 3

DISSERTATION CBBR6000

NQF Level: 10 Credits: 240

**Module assessment:** The evaluation will simply be on pass or fail basis as per University Regulations.

**Module Description:** 

Apart from consultations with the supervisor and interaction with fellow students on the e-learning platform of the School a student is expected to attend a Research Seminars where he/she might have to present their work. There is no set module work.

#### D.1.BACHELOR OF ECONOMICS (Honours)(12 BECN)

#### D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

#### D.1.2 CRITERIA FOR ADMISSION

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 25 points in five subjects
  on the UNAM point scale including English with at least a C symbol; also a C symbol in Mathematics is
  required.
- A candidate who is in possession with a minimum of 27 points in five subjects on the UNAM point scale including English with at least a **D** symbol in Mathematics will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

#### D.1.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

#### D.1.4 ASSESSMENT CRITERIA

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

#### D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

#### D.1.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

#### D.1.7 PASS WITH DISTINCTION

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

#### D.1.8 PRACTICAL AND CLASS ATTENDANCE

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

#### D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR

A student can register for all courses (128 credits) in a year.

#### D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

#### D.1.11 IMPLEMENTATION STRATEGY

The program is already existing and running during the day (face to face) mode.

#### D.1.12 CAREER OPPORTUNITIES

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

#### D.1.13 MODE OF DELIVERY

The Bachelor of Economics degree is a four year programme offered during the day through face to face mode.

#### D.1.14 DURATION OF STUDY

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS**: Candidates holding a **three-year diploma** in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, **excep**t for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of **THIRTY FOUR (34)** courses

TEN(10) courses (equivalent to 144 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

#### COURSE CODES AND RESTRICTIONS ON COURSES

#### Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

BECN The curriculum for the B.ECON.degree consists of **THIRTY THREE (36)** courses

#### COURSE CODES AND RESTRICTIONS ON COURSES

#### YEAR 1: SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULCE3419	English Communication & Study Skills		4	4	16
CMPP3579	Principles of Management		5	4	16
CAFE3511	Fundamentals Of Accounting		5	4	16
UCLC3409	Computer Literacy		4	4	8
CBCM3579	Business Mathematics		5	4	16
CEMI3571	Basic Microeconomics		5	4	16
	·	•	Total	336 hrs	88

#### YEAR 1 : SEMESTER 2

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULEA3419	English for academic purposes		4	4	16
CAFE3512	Fundamentals Of Accounting		5	4	16
CEEM3572	Basic Mathematical Economics	CBCM3579	5	4	16
UCSI3429	Contemporary Social Issues		4	4	8
CEMA3572	Basic Macroeconomics		5	4	16
			Total	280 hrs	72

#### YEAR 2: SEMESTER 1

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Code	Module	Pre-requisites	NQF Level	Hours/week	Credits	
CEEM3651	Intermediate Mathematical Economics I	CBCM3579 &CEEM3572	6	4	16	
CEMI3671	Intermediate Microeconomics I	CEMI3571	6	4	16	
CEMA3671	Intermediate Macroeconomics I	CEMA3572	6	4	16	
CABA3631	Business Statistics	CBCM3579	6	4	16	
CEVU3671	Advanced Computer Literacy	UCLC3409	6	4	16	
	·		Total	280 hrs	80	

## YEAR 2 : SEMESTER 2

			Total	224 hrs	64
CABA3632	Business Statistics	CBCM3579	6	4	16
CEMA3672	Intermediate Macroeconomics II	CEMI3571&CEMA3572	6	4	16
CEMI3672	Intermediate Microeconomics II	CEMI3571 &CEMA3572	6	4	16
CEEM3652	Intermediate Mathematical Economics II	CBCM3579 &CEEM3572	6	4	16

#### YEAR 3: SEMESTER 1

			Total	280 hrs	80
	Reporting				
CERR3771	Research Methods & Economic	CABA3631/2; CEEM3652	7	4	16
CEDA3771	Dynamic Quantitative Analysis	CEEM3671/2	7	4	16
CEMU 3771	Monetary Economics	CEMI3571/2; CEMA3571/2	7	4	16
CEIT3771	International Trade	CEMI3571/2; CEMA3571/2	7	4	16
CETM3771	Econometrics I	CABA3631/CABA3632	7	4	16

#### YEAR 3 : SEMESTER 2

CETM3772	Econometrics II	CABA3631/2	7	4	16
CEIF3772	International Finance	CEMI3571/2;CEMA3571/2	7	4	16

CENES//2	Namibian Economy	CEMIS672,CEMAS672	Total	224	64
CENE3772	Namihian Economy	CEMI3672;CEMA3672	7	1	1.4
CEFE3772	Financial Economics	CEMI3571/2;CEMA3571/2	7	4	16

#### YEAR 4: SEMESTER 1

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3871	Economic Theory & Policy I	CEMI3571/2;CEMA3571/2	8	4	16
		CEEM3671/2			
CEUP3871	Public Economics	CEMI3571/2;CEMA3571/2	8	4	16
CEAE3871	Applied Econometrics	CETM3771/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
			Total	224	64

#### YEAR 4 : SEMESTER 2

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3872	Economic Theory & Policy II	CEMI3571/2;CEMA3571/2	8	4	16
		CEEM3671/2			
CEDE3872	Development Economics	CEMI3571/2;CEMA3571/2	8	4	16
Elective		CEMI3571/2;CEMA3571/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
	_	_	Total	224	64

List of Electives\*
CEEA3872 A Agricultural economics CEPA3872 Project Appraisal **CEET3872** Transport Economics CEEH3872 Health Economics **CEEE3872** Energy Economics **CEEU3872 Urban Economics** 

CEER3872 Environmental Economics CERG3872 Regional Economics
\* These electives will be offered by the department depending on the expertise available

#### E.4 BACHELOR OF BUSINESS ADMINISTRATION (Honours)(12BBAD)

#### E.4.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

#### E.4.2 CRITERIA FOR ADMISSION

In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessary ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

#### E.4.3 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### E.4.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module
- At least 144 credits by the end of second year;
- At least 1240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

#### E.4.5 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

#### E.4.6 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the <u>General Information and Regulations Yearbook</u>. A candidate will be <u>admitted</u> to the examination in a course if he/she has obtained the required <u>continuous assessment mark of 40%</u>. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

#### E.4.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES

A student advances to the following academic level of study when at of a specific year, he/she may not register for any courses on the following higher level. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

#### A student will not be allowed to register for more than 12 courses per year.

#### E.4.8 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### **E.4.9 IMPLEMENTATION STRATEGY**

The revised programme will phase is gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.

Also note that no (BBA-honours) part-time classes will be offered in 2014 for Years 1, 2, and 3, students can opt to be reregistered with our Distance Education Centre (Centre for External Studies). <u>For Year 4, a class should not have less than</u>

## 14 students registered on part-time basis, in such cases; they also will have to be shifted to the Distance Education Centre (Centre for External Studies).

#### E.4.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face - to - face / full time and distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### **E.4.11 DURATION OF STUDY**

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Sciencesmay be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### E.4.12 SUMMARY OF CHANGES & NEW COURSES

#### Rational for proposes changes and revisions

#### Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)

Management Accounting (CAAM 3651) is proposed to replace Business Economics (CMBE 3672) and Entrepreneurship (CMRE 3771) replaces Managerial Economics (CMMI 3771). The department observed that students are acquiring adequate knowledge in Basic Micro Economics (CEMA 3571) and Basic Macro Economics (CEMA 3572), hence this change.

Students failing Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771) in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

#### Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that Banking and Finance was inadequately integrated into the curriculum compared to Marketing and Human resources Management.

#### Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)

In addition, Financial Accounting 1A (CAFE3691) and Financial Accounting 1B (CAFE3692) are proposed to replaced Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672). Department observed that this two modules will help the students acquire adequate knowledge in Accounting.

The proposed modules in Accounting, for example, Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B might address the inadequacies BBA students experience in Financial Management.

Research Paper was replaced by Research Project (CMRM3870)

#### E.4.13 CURRICULUM

#### Kindly note that: UCSI3580 IS AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

## The curriculum for the B.B.A. degree consists of THIRTY FIVE (35) modules. YEAR 1: SEMESTER 1

Module	Code	NQF level	Contact hours	Credits
English Communication and Study Skills	ULCE3419	4	4 hours	16
<u>Principles of Management</u>	CMPP3579	<u>5</u>	4 hours	<u>16</u>
Computer Literacy	UCLC3409	<u>5</u>	4 hours	8
Fundamentals of Accounting 1A	CAFÉ3511	<u>5</u>	4 hours	<u>16</u>
Basic Micro Economics	CEMI3571	<u>5</u>	4 hours	<u>16</u>

#### YEAR 1 : SEMESTER 2

<u>Module</u>	<u>Code</u>	NQF level	Contact hours	<u>Credits</u>
English for Academic Purpose	<u>ULEA3419</u>	4	4 hours	<u>16</u>
<u>Business Mathematics</u>	<u>CBCM3579</u>	<u>5</u>	4 hours	<u>16</u>
Fundamental of Accounting IB	CAFÉ3512	<u>5</u>	4 hours	<u>16</u>
Basic Macro Economics	CEMA3572	<u>5</u>	4 hours	<u>16</u>
Contemporary Social Studies	UCS13429	4	4 hours	8

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<u>Module</u>	<u>Code</u>	NQF level	Contact hours	<u>Credits</u>
<u>Organizational Behaviour 1</u>	CMBO3671	<u>6</u>	4 hours	<u>16</u>
Business Accounting 1	CMBA3671	<u>6</u>	4 hours	<u>16</u>
Commercial Law A	CACL3631	<u>6</u>	4 hours	<u>16</u>
Business Statistics A	CABA3631	6	4 hours	<u>16</u>

YEAR 2 : SEMESTER 2

<u>Module</u>	<u>Code</u>	NQF level	Contact hours	<u>Credits</u>
Organizational Behaviour 2	CMBO3672	<u>6</u>	4 hours	<u>16</u>
Business Accounting 2	CMBA3672	<u>6</u>	4 hours	<u>16</u>
Commercial Law B	CACL3632	<u>6</u>	4 hours	<u>16</u>
Business Statistics B	CABA3632	<u>6</u>	4 hours	<u>16</u>
Business Economics	CMBE3672	<u>6</u>	4 hours	<u>16</u>

YEAR 3 : SEMESTER 1

	<u>Module</u>	<u>Code</u>	NQF level	Contact hours	<u>Credits</u>
	Managerial Economics	CMMI3771	<u>7</u>	4 hours	<u>16</u>
ĺ	Marketing Management	CMSM3771	<u>7</u>	4 hours	<u>16</u>
	<u>Human Resource Management</u>	CMHM3771	<u>7</u>	4 hours	<u>16</u>
	Operations Management 1	CMMO3771	<u>7</u>	4 hours	<u>16</u>

YEAR 3 : SEMESTER 2

<u>Module</u>	Code	NQF level	Contact hours	<u>Credits</u>
Marketing Management	CMSM3772	<u>Z</u>	4 hours	<u>16</u>
<u>Human Resource Management</u>	CMHM3772	<u>7</u>	4 hours	<u>16</u>
<u>Entrepreneurship</u>	CMRE3772	<u>7</u>	4 hours	<u>16</u>
Operations Management	CMMO3772	<u>7</u>	4 hours	<u>16</u>
Business Research Methodology	CMBR3772	8	4 hours	<u>16</u>

YEAR 4 : SEMESTER 1

YEAR 4: SEMESTER T						
<u>Module</u>	<u>Code</u>	NQF	Contact	<u>Credits</u>	Pre-requisites	<u>Co-</u>
		level	<u>hours</u>			<u>requisites</u>
Specializations: CHOOSE ONE (1)						
					CMHM3771;	
Strategic Human Resource Management A	CMHM3871				<u>CMHM3772</u>	
		<u>8</u>	4 hours	<u>16</u>		
<u>A Strategic Marketing A</u>	CMSM3871				<u>CMSM3771;</u>	
					<u>CMSM3772</u>	
<u>Banking &amp; Finance A</u>	<u>CMBF3871</u>					
Strategic Management A	<u>CMST3871</u>	8	4 hours	<u>16</u>		
<u>Financial Management A</u>	CAMF3871	<u>8</u>	4 hours	<u>16</u>		
Management Information System	CMMI3871	<u>8</u>	2 hours	<u>16</u>	<u>NONE</u>	
Research Project	CMRP3870	8	4 hours	16	CMBR3772	

YEAR4 : SEMESTER 2

Module	Code	NQF level	Contact hours	Credits		
Specializations: CHOOSE ONE (1)						
Human Resource management B	CMHM3872	8	4 hours	16		
Strategic Marketing B	CMSM3872		4110013	10		
Banking & Finance B	CMBF3872					
Financial Management B	CAMF3872	8	4 hours	16		CMST3871
Strategic Management B	CMST3872	8	4 hours	16		CAMF3871
Research Project	CMRP3870	8	4hours	16	CMBR3772	

#### F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS)

#### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demandoriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

#### F.1.2 CRITERIA FOR ADMISSION

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The later does not necessarily ensure and/or guarantee admission. Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.

#### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme will **not** be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

#### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

#### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will <u>not</u> be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the **first** year of study.
- 7 courses (112 credits) at the end of the **second** year of study.

#### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student <u>must pass not less than 4 courses</u> (equivalent to 64 credits) in the first year in order to advance to the second year
- A student <u>must pass not less than 7 courses</u> (equivalent to 112 credits) at the end of the second year of study.
- A student <u>must also pass all pre-requisites</u> before registering for courses that require pre-requisites.

#### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

#### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of  $\underline{\textbf{272 CREDITS}}$  upon completion of the programme.

#### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

#### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

#### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

#### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government	Local Government Finance and Budgeting (CPGF 2472)
(CEPG 2471)	Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572) PAP2571
Local Government Strategic Management (CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

#### F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises <u>EIGHTEEN (18) COURSES</u> that facilitate accrual of <u>272 CREDITS</u> upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

#### Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

#### YEAR 1: SEMESTER 1

Module	Code	NQF Level	Contact Hours	Credits
English for General Communication	ULEG2410	4	4	16
Introduction to Local Government	CPLG2471	4	4	16
Principles of Economics for Local Government	CEPG2471	4	4	16
Basic Numeracy and Statistics	CABN2471	4	4	16
Computer Literacy	UCLC3409	4	2	8
	•	Total	18	72

#### YEAR 1 : SEMESTER 2

Module	Code	NQF Level	Contact Hours	Credits	Pre-requisite
English for General Communication	ULEG2410	4	4	16	
Local Government Accounting I	CPFG2472	4	4	16	CABN2471
Local Government Finance & Budgeting	CPGF2472	4	4	16	
Contemporary Social Issues	UCSI3429	5	2	8	
Local Governance	CPLD2472	4	4	16	
		Total	18(36)	72(144)	
EAR 2 : SEMESTER 1					
Legal Framework	CPLF2571	5	4	16	
Local Government Policy Formulation & Evaluation	CPPF2571	5	4	16	
Local Government Accounting II	CPGA2571	5	4	16	CPFG2472
Human Resources Management	CPHM2571	5	4	16	
Local Sustainable Development	CPLA2571	5	4	16	
		Total	20(56)	80(224)	

#### YEAR 2 : SEMESTER 2

orbarr farming and infrastructure issues	CI CI 25/2	Total	20(76)	72(288)	
Urban Planning and Infrastructure Issues	CPCP2572	5	1	16	
Local Government Auditing Theory	CPLD2572	5	4	16	
Project development and Management	CPMM2572	5	4	16	
Local Government Strategic Management	CPSM2572	5	4	16	

#### F.2.BACHELOR OF PUBLIC MANAGEMENT (Honours)(12BPMM)

#### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

#### F.2.2 CRITERIA FOR ADMISSION

To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission. Entrance is based on availability of places within the Department, and is awarded on merit. The Faculty reserves the right to interview applicants before admission. Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

#### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

#### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

#### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student shall not be re-admitted into the Faculty unless s/he passes

- 4 courses (64 credits) at the end of the First Year
- 9 courses (144 credits) at the end of the Second Year
- 16 courses (256 credits) at the end of the Third Year
- 25 courses (400 credits) at the end of the Fourth Year

#### F.2.6 ADVANCEMENT AND PROGRESSION RULES

A student must pass 2/3 of all the courses offered in each year in order to proceed to next level.

That means s/he must pass:

- four (4) courses at the end of first year;
- nine (9) courses at the end of the second year;
- sixteen (16) courses at the end of the third year; and
- twenty-five (25) courses at the end of the fourth year.

#### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 10 courses per year.

#### F.2.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Public Management (Hons) degree consists of **Five Hundred and Forty Four (544) Credits**. This qualification will be awarded to students who pass all the required courses.

#### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

#### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years, and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

#### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2012. Students, who have been registered before the 2012 Academic Year (2008 – 2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business

Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose **ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.** 

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

#### Kindly note that: UC\$13580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

CPMM3871	Elective: Municipal Management
CPAG3872	Elective: Public Administration and Governance
CPAP3872	Elective: Political Economy of Asia-Pacific

Choose one(1) Elective:				
CPFP3771	Elective: Public Finance			
CPIR3771	Elective: International Relations			

Students who have completed the Diploma in Local Government Studies and would want to pursue the degree of Bachelor of Public Management (Hons) (BPMM) will receive exemptions for the <u>following courses</u> only.

#### These courses are:

Exemption
Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3580)
Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics (CEMI3571)
Basic Macro Economics (CEMI3572)
Government Studies (PIG3572)

#### F.2.12 CURRICULUM

The Bachelor of Public Management degree consists of <u>THIRTY FOUR (34) COURSES</u>. These include a minimum of **four University Core Modules**, and together total **Five Hundred and fourty four (544) Credits**.

The curriculum for the B. Public Management degree consists of THIRTY FOUR (34) courses:

**EIGHT** (8) courses must be offered on the first-year level

**TEN** (10) courses must be offered on the second-year level

**EIGTH** (8) courses must be offered on the third-year level

**EIGHT (8)** courses must be offered on the fourth-year level

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

#### Kindly note that: UC\$13580 AND ULEG2410 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

Course code	Course	NQF Level	Credit		npulsory (C) ective (E)	Pre-requisite	Co-requisite
YEAR 1: SEMES	TER 1			•			
UCLE3419	English Communication & Study Skills	4	16	Co	mpulsory	None	
UCSI3580	Contemporary Social Issues	5	8	Co	mpulsory	None	
UCLC3509	Computer Literacy	5	8	Co	mpulsory	None	
CEMI3571	Basic Micro Economics	5	16	Co	mpulsory	None	
	Total Credits S	Semester 1	48				
YEAR 1: SEMEST	ER 2						
ULEA3519	English for Academic Purposes	5	16	Co	mpulsory	None	
CEMA3572	Basic Macro Economics	5	16	Co	mpulsory		CEMI3571
UC\$I3580	Contemporary Social Issues	5	8	Co	mpulsory	None	
CPIG3572	Government Studies	5	16	Co	mpulsory	None	
CMPP3572	Principles of Management	5	16	Co	mpulsory	None	
	Total credits :	Semester 2	64				
	TOTAL CREE	DITS YEAR 1	112				
YEAR 2 : SEMES	STER 1						
Course code	Course		NQF	Credits	Compulsory		e-requisite
			Level		Elective (E	i) Co	o-requisite
CPSE3671	Public Sector Accounting 1		6	16	Compulso	ry	
CPLR3671	Regional & Local Government 1		6	16	Compulso	ry None	
CMBO3671	Organisational Behaviour A		6	16	Compulso	ry None	
CPPW3671	Western Political Philosophy		6	16	Compulsory No.		
CPNP3671	Namibian Politics		5	16	Compulso	ry CPIG357	72
·	Total	credits Sem	nester 2	80			<u> </u>
YEAR 2 : SEMES	STER 2						
CPSE3672	Public Sector Accounting 2		6	16	Compulso	ry Co-requ	isite: CPSE3671

CPLR3672	Regional & Local Government 2	6	16		Compulsory	None
CMBO3672	Organisational Behaviour B	6	16		Compulsory	Co-requisite:
						CMBO3671
CPPP3672	African Political Philosophy	6	16		Compulsory	CPIG3572
CPCP3672	Contemporary African Politics	6	6 16 C		Compulsory	CPIG3572
	Total credits Sem	ester 2	80			
	TOTAL CREDITS	YEAR 2	160			
YEAR 3: SEME	ESTER 1					
CMHM3781	Human Resources Management 1A	7	12		С	None
CPPP3771	Public Policy	7	16		С	None
CPSA3771	The State in Africa	7	16		С	CPCP3672
Choose one(1	) Elective:					
CPFP3771	Elective: Public Finance	7	16		Е	CPSE3671
CPIR3771	Elective: International Relations	7	16		Е	None
	Total credits Sem	ester 2	64			
YEAR 3: SEME	STER 2					
CPRP3772	Research Methodology	7	16		С	None
CMHM3782	Human Resources Management 1B	7	12		С	None
CPPE3772	Public Enterprise Management	7	16		С	None
CPPI3772	International Political Economy	7	16		С	CEMI3571 and
	,					CEMA3572
	Total credits Sem	ester 2	64			
	TOTAL CREDITS	YEAR 3	128			
YEAR 4: SEMES	TER 1			•		•
CPRP3870	Research Project	8	16	С		CPRP3772
CPSS3871	Political Economy of Southern Africa	8	16	С		CPPI 3772
CPMD3871	Development Management	8	16	С		None
CPVB3871	Electoral Systems and Voting Bahaviour	8	16	С		CPIG3572
CPPC3871	Comparative Public Management	8	16	С		CMHM3781
	oring in Political Studies should choose one(1) Elective:	CPAC38	71 or C		<b>'</b> 1	•
			,, , ,, ,			
	Elective: Municipal Management	8	71 01 0	16	Elective	CPLR3672
CPMM3871	Elective: Municipal Management Elective: Africa in the Global Economy		71 01 0			CPLR3672 CPPl3772
CPMM3871 CPAC3871	Elective: Africa in the Global Economy	8 8	71 01 0	16 16	Elective	CPPI3772
CPMM3871	Elective: Africa in the Global Economy Elective: International Relations and Organizations	8 8 8		16		
CPMM3871 CPAC3871 CPIR3871	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit	8 8 8		16 16 16	Elective	CPPI3772
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2	8 8 8 s Semes		16 16 16 64	Elective Elective	CPPI3772 CPIR3771
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project	8 8 8 8 <b>Semes</b>		16 16 16 <b>64</b>	Elective Elective	CPPI3772 CPIR3771 CPRP3772
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management	8 8 8 8 <b>Semes</b> 8		16 16 16 <b>64</b>	Elective Elective  C C	CPPI3772 CPIR3771 CPRP3772 CMHM3782
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics	8 8 8 8 <b>Semes</b> 8 8		16 16 16 64 16 16	Elective Elective	CPPI3772 CPIR3771 CPRP3772 CMHM3782 CPPP3771
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPCP3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution	8 8 8 8 <b>Semes</b> 8		16 16 16 <b>64</b>	Elective Elective  C C C	CPPI3772 CPIR3771 CPRP3772 CMHM3782
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 Choose only of	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution One(1) Elective:	8 8 8 8 <b>Semes</b> 8 8 8		16 16 16 64 16 16 16 16 16	Elective Elective  C C C C	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 CPDR3872 Choose only of CPLA3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution one(1) Elective: Elective: Administrative Law	8 8 8 8 <b>S Semes</b> 8 8 8		16 16 16 64 16 16 16 16 16	Elective Elective  C C C C Elective	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771  None
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 CPDR3872 Choose only of	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution one(1) Elective: Elective: Administrative Law Elective: Public Administration and	8 8 8 8 <b>Semes</b> 8 8 8		16 16 16 64 16 16 16 16 16	Elective Elective  C C C C	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 Choose only of CPLA3872 CPAG3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution One(1) Elective: Elective: Administrative Law Elective: Public Administration and Governance	8 8 8 8 8 8 8 8 8		16 16 64 16 16 16 16 16 16 16	Elective  C C C C Elective	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771  None CPPE3772
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 Choose only of CPLA3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution One(1) Elective: Elective: Administrative Law Elective: Public Administration and Governance Students majoring in Political Studies should only	8 8 8 8 <b>S Semes</b> 8 8 8		16 16 16 64 16 16 16 16 16	Elective Elective  C C C C Elective	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771  None
CPMM3871 CPAC3871 CPIR3871 YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 Choose only of CPLA3872 CPAG3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution One(1) Elective: Elective: Administrative Law Elective: Public Administration and Governance Students majoring in Political Studies should only choose: Elective: Political Economy of Asia-Pacific	8 8 8 8 8 8 8 8 8 8	ter 1	16 16 16 16 64 16 16 16 16 16 16	Elective  C C C C Elective	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771  None CPPE3772
CPMM3871 CPAC3871 CPIR3871  YEAR 4: SEME: CPRP3870 CPMS3872 CPCP3872 CPDR3872 CPDR3872 Choose only of CPLA3872 CPAG3872	Elective: Africa in the Global Economy Elective: International Relations and Organizations Total Credit STER 2 Research Project Strategic Public Management Comparative Politics Conflict and Dispute Resolution One(1) Elective: Elective: Administrative Law Elective: Public Administration and Governance Students majoring in Political Studies should only	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	ter 1	16 16 64 16 16 16 16 16 16 16	Elective  C C C C Elective	CPPI3772 CPIR3771  CPRP3772 CMHM3782 CPPP3771 CPSA3771  None CPPE3772

#### E.3.1 INTRODUCTION

The purpose of this qualification is to provide students with in-depth knowledge of Business Administration and its specialization. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-improvement, self-evaluation, and peer assessment".

#### E.3.2 CRITERIA FOR ADMISSION

An applicant should be a holder of the Further Diploma in Business Administration from the University of Namibia or its equivalent being a Level 6 qualification on the NQF.

#### E.3.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

The Post-Graduate Diploma in Business Administration/Management Science of the University of Namibia or the equivalent level 8 qualifications of the University and any other recognized university.

This qualification provides credits for the following related qualifications:

Any relevant Level 7 qualifications in *Business Administration/Management Science* of the *University of Namibia* or any other recognized University.

#### E.3.4 ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 50% and 50% of the final mark respectively. Candidates are expected to:

- a) Obtain a minimum of 50% in both the CA mark and the examination mark.
- b) Demonstrate an ability to carry out processes that require a command of highly specialized technical or scholastic and basic research skills in Business Administration.
- c) Demonstrate the application of Business Administration concepts to complex, varied and specialized contexts.
- d) Demonstrate the analysis, transformation and evaluation of abstract data and concepts in crafting business solutions to specific problems.

#### E.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to 42 credits.

#### E.3.6 MAXIMUM NUMBER OF COURSES PER YEAR

The student may register for 128 credits which are the maximum number of credits for the programme.

#### E.3.7 REQUIREMENTS FOR QUALIFICATION AWARD

The Advanced Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two (2) years of registration. Graduation for the diploma requires the successful completion of 128 credits at Level 7.

#### E.3.8 MODE OF DELIVERY

Full-time to be offered in the evening and on Block-Release Basis

#### E.3.9 DURATION OF STUDY

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

#### E.3.10 CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
SEMESTER 1				
CBQM4771	Business Quantitative Methods	7	16	YES
CBBM4771	Marketing Management	7	16	YES
CBHR4771	Human Resource Management	7	16	YES
CBFM4771	Financial Management	7	16	YES
	Total Cre	edits – semester 1	64	
SEMESTER 2				
CMBE4772	Business Economics	7	16	YES
CBKM4772	Quality Management	7	16	YES
CBOB4772	Organizational Behaviour	7	16	YES
CBOM4772	Operations Management	7	16	YES
	Total Cre	dits – Semester 2	64	•
		TOTAL CREDITS	128	

#### E.3.11 Syllabi

#### YEAR 1: SEMESTER 1

BUSINESS QUANTITATIVE METHODS CBQM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

The course will provide the student with an understanding of the following mathematical concepts as they relate to business: Set operations, number system, basic arithmetic, simple linear functions and equations, simple differentiation, rates, interest calculations, ratios and matrix algebra.

This course also introduces students to business statistics and covers the following topics: Data and Statistics, Collection of Data, Presentation of Data, Frequency Distributions, Scatter Diagrams and Cross tabulations, Measures of Central Tendency, Measures of Dispersion/Variation, Probability theory and Probability Distributions (Binomial, Poisson, Exponential and Normal)

MARKETING MANAGEMENT CBBM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course outlines the fundamental concepts and principles that underpin the marketing process and deals with all aspects such as: definition of marketing, marketing orientation, environmental analysis, segmentation, buyer behaviour and positioning, original and extended marketing mix, product life cycle, new product development, pricing strategies, distribution options, promotion mix and international marketing.

HUMAN RESOURCE MANAGEMENT CBHR4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course details the concepts and practices of Human Resources Management with a particular focus on the management of the recruitment process, the retention of employees, and the cessation of employment. The legal and regulatory context will be that of Namibia although reference will be made to other jurisdictions where appropriate.

FINANCIAL MANAGEMENT CBFM4771

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course provides an outline of where and how to access sources of finance for a business, the use of financial information for decision making and for the management of finance. It evaluates the different sources of finance and compares their usage. It deals with the recording of financial information and how it is used to make decision within financial management for example for planning and budgeting. It also considers decisions in relation to pricing and investment appraisal as well as techniques for evaluation of financial performance.

#### YEAR 1: SEMESTER 2

BUSINESS ECONOMICS CMBE4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course deals with the basic economic problem, and how the economy works; the economic nature of the firm; the economic analysis of the strategic option of firms; how consumers and producers interact on the product market; how producers make the best possible choices; the macroeconomic challenges; the impact of government policies on business as well as the relationship between the broader macro economy and business performance. It also explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.

QUALITY MANAGEMENT CBKM4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:** 

This course outlines the concepts of quality, quality assurance, quality control, and total quality management (TQM) in the context of business and service operations. It details the different TQM approaches and their implementation in different business settings.

ORGANIZATIONAL BEHAVIOUR CBOB4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

**Module Description:** 

This course outlines individual and group behaviour in organizations and examines current theories and their application in managing behaviour in the workplace. It deals with issues such as: the link between structure and culture of organizations and how this interact and influence the behaviour of the workforce; and the systems of shared values and beliefs which determines and shape the accepted patterns of behaviour in the workplace.

OPERATIONS MANAGEMENT CBOM4772

NQF Level: 7 Credits: 16 Contact Hours: 4 hours lecture per week for 14 weeks

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

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

Module Description:

This course deals with the role and importance of operations management in the efficient and effective production of goods and services. It details the management of transformational processes that convert inputs into outputs and the organizational frameworks necessary to do that efficiently and cost effectively within the overall strategic plan of a company.

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

#### INTRODUCTION

The Master of Science (M.Sc) in Economics programme offered by the Economics Department at UNAM is to be upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core courses and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

The first intake of the collaborative Masters programme in Economics at UNAM will commence in July/August 2009 and continue on a full-time basis until May/June 2011. The programme for the subsequent years will follow the same cycle.

During the end-of-academic year break (May/June to August/September), the students will be required to attend the Joint Facility for Electives in the country chosen by the AERC's Academic Board.

#### **OBJECTIVES**

The collaborative Masters programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

#### **ADMISSION REQUIREMENTS**

- 1. A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.
- 2. A candidate must have a minimum of a C grade average (Lower Second Class degree).
- 3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
- 4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
- 5. Applicants should note that submission of application does not necessarily ensure admission.

#### **DURATION**

The Master of Science degree in Economics cannot be obtained in less than two years of study, and must be completed within a period of three academic years. There will be no possibility of re-admission after a student has been discontinued from the programme.

#### **ASSESSMENT AND EVALUATION**

- 1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
- 2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
- 3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
- 4. The end-of-semester examination papers will be moderated internally and externally.
- 5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics.
- 6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.
- 7. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc degree in Economics.
- The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's
  Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic
  record at UNAM.
- 9. A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.

- 10. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.
- 11. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.
- 12. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### **TEACHING METHODS**

Teaching of courses will include lectures, group discussions, seminar presentations, public lectures, and guest speakers.

#### MODE OF DELIVERY

The programme will be offered face to face during the day on a full-time basis.

#### **EXEMPTIONS**

A student who has completed and passed any or some of the courses and electives included in this curriculum at the masters' level may qualify for exemption up to a maximum of two courses, subject to recommendation of the Head of Department and approval by the Registrar's Office.

#### **CURRICULUM**

Code	Course Title	Contact/HoursPer week	Credits	NQFLevel
	Year One - First Semest	ter		
UAE5819	Academic Writing for Postgraduate Students	4	24	9
EMT6951	Advanced Microeconomic Theory I	4	24	9
EMA6951	Advanced Macroeconomic Theory I	4	24	9
EME6951	Advanced Mathematical Economics	4	24	9
	Total	224	96	
	Year One - Second Seme	ester		
EMT6952	Advanced Microeconomic Theory II	4	24	9
EMA6952	Advanced Macroeconomic Theory II	4	24	9
EAE6952	Advanced Applied Econometrics	4	24	9
	Elective	4	24	9
	Total	224	96	
	Year Two - First Semest	er		
ERM6951	Research Methodology and Econometrics	4	24	9
	*First Semester – Students take any two of the *Electiv	ves listed below, see note be	elow	
	Elective	4	24	9
	Year Two - Second Seme	ester		
ETM6952	Thesis		72	9

<sup>\*</sup> The electives will be offered at the JFE if the Department of Economics starts to offer the CMAP, otherwise those electives would be offered locally at UNAM.

#### **ELECTIVES**

LLLOIIVLO			
EIE6951	International Trade	EIF6951	International Finance
EMO6951	Monetary Economics	EPE6951	Public Sector Economics
EEA6951	Agricultural Economics	ERE6951	Resource Economics
EFE6951	Financial Economics	EPA6951	Policy Analysis
ECF6951	Corporate Finance and Investment	EIN6951	Industrial Economics
EET6951	Econometric Theory and Practice	EHE6951	Health Economics
ELE6951	Labour Economics	EGE6951	Game Theory and Information
Economics			·
EMG6951	Managerial Economics		

## **FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

## **EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES**

#### \* ALL STUDENTS TO HAND-IN EXEMPTION FORMS TO THE FACULTY OFFICERS

# Certificate in Management and Taxation /Accounting and Auditing ARTICULATING TO Higher Diploma In Accounting And Auditing (YEAR 2) MODULE CODE MODULE NAME

1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CAFA2411	Basic Financial Accounting A
4.	CAFA2412	Basic Financial Accounting B
<b>5</b> .	CATA2412	Introduction to Taxation

# Higher Diploma in Accounting and Auditing – ARTICULATING TO Bachelor of Accountina (YEAR 3)

ULAII	NG 10 Bachelor of	Accounting (YEAR 3)
	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CLCE3419	English Communication and Study S
4.	ULEA3519	English for Academic Purposes
5.	CEMI3571	Basic Microeconomics
6.	CEMA3572	Basic Macroeconomics
7.	CMPP3572	Principles of Management
8.	CBCM3571	Business Mathematics
9.	CAFE3581	Fundamentals of Accounting A
10.	CAFE3582	Fundamentals of Accounting B
11.	CABA3691	Business Statistics A
12.	CABA3692	Business Statistics B
13.	CACL3631	Commercial Law A
14.	CACL3632	Commercial Law B
15.	CAFE3691	Financial Accounting 1A
16.	CAFE3692	Financial Accounting 1B
17.	CAAM3691	Management Accounting 1A
18.	CAAM3692	Management Accounting 1B
19.	CAIS3659	Computerized Accounting
		Systems

## **Diploma in Local Government Studies**

ARTICULATING TO Bachelor of Public Management (YEAR 2)

Ī	MODULE CODE		MODULE NAME	
Ī	1.	UCLC3509	Computer Literacy	
Ī	2.	UCSI3580	Contemporary Social Issues	
Ī	3.	CEMI3571	Basic Microeconomics	
Ī	4.	CEMA3572	Basic Macroeconomics	

5.	CMPP3572	Principles of Management
6.	CPIG3572	Government Studies
7.	ULCE3419	English Communication Skills(if completed
		ULEG2410)

#### Diploma in Local Government Studies

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills(if completed
		ULEG2410)

#### Diploma in Local Government Studies

ARTICULATING TO Bachelor of Economics (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills (if completed
		ULEG2410)

## Diploma in Entrepreneurship & New Venture –

**ARTICULATING TO Bachelor of Public Management Year 2** 

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills (if completed
		ULEG2410)

#### Diploma in Entrepreneurship & New Venture

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy

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2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills (if completed
		ULEG2410)
7.	CMPP3572	Principles of Management

#### Diploma in Entrepreneurship & New Venture –

**ARTICULATING TO Bachelor of Economics (YEAR 2)** 

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6	ULCE3419	English Communication Skills (if completed
		ULEG2410)
7.	CMPP3572	Principles of Management

### Diploma in Business Administration –

ARTICULATING TO Bachelor of Public Management (YEAR 2)

DEATHER TO BUCHERO OF TODHE Management (TEAR 2)		
	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing
		Business Management BBM2532

#### Diploma in Business Administration –

ARTICULATING TO Bachelor of Business Administration (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532
6.	BCM3571	Business Mathematics after completingBCM2531

# Diploma in Business Administration – ARTICULATING TO Bachelor of Economics (YEAR 2)

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	MODULE NAME	MODULE CODE
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after comple Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

Please note: Any errors that might be detected, the Faculty can amend accordingly!

Prospectus 2022