



UNAM
UNIVERSITY OF NAMIBIA

UNIVERSITY OF NAMIBIA
HIGHER DEGREES STUDIES HANDBOOK
POSTGRADUATE RESEARCH SUPPORT SERVICES

Centre for Research Services



WELCOMING NOTE:

It is my great pleasure to welcome you to the University of Namibia. I, particularly, would like to welcome you to the Centre for Research Services and specifically to the Postgraduate Research Support Service Unit (PRSS), a supporting unit for postgraduate students. I wish to express appreciation and gratitude for making UNAM an institution of choice for your postgraduate studies. I further, wish to assure you that as an enrolled student at UNAM you will have the opportunity to learn and acquire new knowledge, develop new skills and enhance your personal attributes in profound ways. Such attributes shall empower you for life after University.

I would like to draw your attention to the support's services offered to you as a postgraduate student. Firstly, the postgraduate research hub which is accessible to provide academic research support such as submitting ethical clearance application, progress report, literature search as well as the use of statistical software for data analysis. I invite you to make use of the postgraduate helpdesk platform available on UNAM website on detail of events and activities.

I wish you every success at the University of Namibia and I am confident that you will find it an immensely rewarding experience.

Prof. Indongo, Nelago

Director: Centre for Research Services

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to highlight key processes in your postgraduate studies journey. This handbook serves as a quick guide for higher degrees students at the University of Namibia. The handbook is designed to complement the Higher Degrees Policy, Procedures, Rules and Regulations and should be read in conjunction with the Policy.

At the University of Namibia, you may enrol for the following higher degree programme

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| <ul style="list-style-type: none"> • Master's by coursework • Master's by Research (MPhil) • Professional or practice-based Masters degree | <ul style="list-style-type: none"> • PhD by Dissertation • Doctorate (PhD) by Publication • Professional or practice-based doctorate |
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Note: Specifications on each degree programme are outlined under Section A of the Higher Degrees Policy.

Higher degree students may register in any of the following Faculties

Faculty of Agriculture, Engineering and Natural Sciences (FAENS)	Faculty of Education and Human Sciences (FEHS)	Faculty of Commerce, Management and Law (FCML)	Faculty of Health Sciences and Veterinary Medicine (FHSVM)
<ul style="list-style-type: none"> • School of Science • School of Agriculture and Fisheries Sciences • School of Military Science • School of Engineering and the Built Environment 	<ul style="list-style-type: none"> • School of Education • School of Humanities, Society and Development 	<ul style="list-style-type: none"> • School of Accounting • School of Business Management, Governance and Economics • Namibia Business School (NBS) • School of Law 	<ul style="list-style-type: none"> • School of Allied Health Sciences • School of Dentistry • School of Medicine • School of Nursing and Public Health • School of Pharmacy • School of Veterinary Medicine

IMPORTANT STEPS TO NOTE IN YOUR POSTGRADUATE JOURNEY

Step 1: Eligibility and Application

- Check your eligibility of Programme of interest
- Apply online
- Prepare Concept note as per Annex 21

Step 2: Admission

- Application evaluated at Department & recommended to SAEB
- SAEB approves admission

Step 3: Registration

- Check registration dates as advertised
- Know your supervisor
- Attend Orientation Session as scheduled

Step 4: Develop Research Proposal

- Present proposal at Departmental seminar for Scientific merit
- Submit for approval within 3 months after signing supervision understanding (Annex 1A) for Master's by coursework
- Submit for approval within 6 months after signing supervision understanding (Annex 1A) for MPhil and PhD
- Note Dates for your School Higher Degree Board

Step 5: Apply for Ethical Clearance

- Apply for ethical clearance online through appropriate DEC
- Follow this link <https://research.unam.edu.na/research-excellence/>

Step 6: Obtain Research Permission Letter

- Issuance of Research Permission letter by Postgraduate Research Support Services

Step 7: Data Collection and Analysis

- Make sure you do not delay data collection and analysing your data
- Complete progress report Annex 3A (electronic) end of every semester

Step 8: Thesis/Dissertation write up

- Make sure you submit your Notice of Intent to Submit (Annex 4A) on time:
 - 3 months before your submission date for Masters students
 - 4 months before your submission date for PhD students
- Complete progress report Annex 3A (electronic) end of every semester

Step 9: Thesis/Dissertation submission for examination

- Submit to HoD through your supervisor
- Follow up with Faculty Postgraduate Coordinator if thesis/dissertation is received and sent for examination
- Wait for examination feedback through your supervisor

Step 10: Table of Corrections

- Make corrections and prepare Table of Corrections
- Check dates for your SHDB
- Check dates for HiDegC

Step 11: Viva Voce

- Prepare for viva voce if applicable
- Make corrections and prepare Table of Corrections

Step 12: Recommendation and Approval for Graduation

You are almost there!

Next step is for Faculty Postgraduate Coordinators to submit marks for consideration and approval for graduation by the Higher Degrees Committee

Great News: You are approved for graduation,
Bind your final Thesis/Dissertation (Annex 6B)

Congratulations!



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