

# CIIP

Centre for Improved Institutional Performance



# IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE  
AND INFORMATION TECHNOLOGY

## **CIIP SPECIAL EXAMINATIONS FOR PHASED OUT SHORT COURSES 2020:** **INFORMATION GUIDELINES**

### **1. OVERVIEW**

The CIIP (Centre for Improved Institutional Performance) is introducing Special Examinations for the Short Courses that phased out last year, the first time in the academic year 2020. These Examinations are aimed at assisting students who have **PENDING SUBJECTS**, to complete a **SHORT COURSE** qualification that has been phased out in the year 2020. This applies to subjects in the following Short Courses: **EXECUTIVE DIPLOMA: OFFICE MANAGEMENT, DIPLOMA: BOOKKEEPING, CERTIFICATE IN PROFESSIONAL WEB DESIGN AND CERTIFICATE IN COMPUTER STUDIES: BASIC, STANDARD OR EXPERT.**

### **2. WHO IS ELIGIBLE?**

- Students with CA marks, who have failed subjects under any of the above mentioned courses.

**NB! This ONLY applies to students who registered for any of the above mentioned Short courses as from 2015 going forward.**

### **3. APPLICATION FORM**

The Application form is available for download on the university's website ([www.ium.edu.na](http://www.ium.edu.na)). No forms will be available at the Reception desks.

### **4. SUBMISSION OF APPLICATION FORMS**

- Application for these exams starts on 01 June 2020 and ends on 30 June 2020. Forms submitted after the due date will not be accepted.
- Application forms can be sent to the following email address: [ciip@ium.edu.na](mailto:ciip@ium.edu.na), or you may submit the application form at the Student & customer Liaison office at the Main campus or your nearest IUM Campus
- The following documents must be attached to the application form: **(a)** Proof of payment of the application fee, **(b)** Full academic record (available on your student portal).

## 5. SPECIAL EXAMINATION FEES

### 5.1 Application Fee

- An application fee of N\$100-00 is payable (**per application**).
- Examination fee of N\$500-00 (**per subject**).
- Students are encouraged to pay, either through direct cash deposit or EFT, directly into the University Account.

Students **must not** pay the Special Examination fee during the **application stage**; only applicants who are notified that they qualify to write Special Examination must pay the special exam fee. After payment of the special exam fee, students will get the Special Examination clearance card from the Finance department. The financial clearance card will allow students access into the examination venues. Students who fail to pay the Special Examination fee will not be allowed to sit for the examination; both the Application fee and Special Examination fee are non-refundable and non-transferrable.

### BANK DETAILS:

- **Bank Name:** Bank Windhoek
- **Beneficiary Name:** IUM-Book Fund
- **Branch Name:** Kudu Branch, Windhoek
- **Branch Code:** 482172
- **Account Number:** 3000338051

**NB:** Please use “SCE + your Student Number” as reference (without any space) and attach the Proof of Payment onto the application form. **Example: SCE0130025653**

Payments can also be made at the Cashier at any IUM campus from **01 June 2020 until 30 June 2020**.

## 6. SPECIAL EXAMINATIONS

- The Examination dates will be provided to the students who qualify in due time.
- The University’s normal examination regulations, as published in the Annual Prospectus and Examination Guidelines, will apply except that no qualifying Continuous Assessment Mark is required.
- The Special Examination timetable will not be on students’ personal portals but will be available on the University’s website on a later date.

- To pass a Special Examination, student must obtain a mark of at least **50% in the examination.**
- **All marks higher than 50% obtained in the Special Examination will be rounded down to 50%.**
- **There will be no classes offered prior to these examinations.**

**For any enquiries Kindly contact  
the CIIP Department:**

**Tel: 0614336403/04**

**Email: [ciip@ium.edu.na](mailto:ciip@ium.edu.na)**