



GRADUATION 2019 – INFORMATION AND CONDITIONS

How do I get all procedures and information related to graduation? The complete information sheet package is available at IUM website – www.ium.edu.na, Facebook page and from any IUM Reception

How can I secure my place at the 2019 Graduation? To secure a place at the International University of Management (IUM) Graduation on 27 September 2019 you must have:

- completed all subjects required for an IUM (Higher) Diploma, Bachelors or Honours Degree or Postgraduate Diploma by 28 February 2019, or Master's Degree by 30 June 2019.
- paid all fees due to the University and submitted a "Graduation Attendance Request Form" by 02 August 2019.

You will receive a Graduation Attendance Letter to confirm you are eligible and will be notified by SMS when it is ready for collection. Late applications will not be accepted.

How do I check if I am eligible? – Come to any IUM Campus. Hel desk will immediately check to confirm if you are academically eligible. If you think you qualify, but you are not confirmed, submit a complete set of your marks (all levels) together with the "Qualification Addition Form" at your nearest campus. Your academic eligibility will be confirmed within 3-5 days. To check if you are financially eligible – check your statement on your student portal to see if there is anything outstanding. If in doubt, check with the Finance Department at your campus.

If I academically and financially qualify, what next? – Complete the Graduation Attendance Request Form (www.ium.edu.na) and hand in at your nearest campus where clearance will be confirmed. If you are immediately confirmed as both academically and financially clear, you can receive your Graduation Attendance Letter when you apply.

When is the deadline for graduation attendance request submission? All forms must be submitted and fees paid by 02 August 2019. Late applications will not be accepted.

Where and how do I submit my Graduation Attendance Request Form? – Submit forms at any IUM campus, or post to IUM Graduation, Private Bag 14005, Bachbrecht, Windhoek (IUM cannot accept responsibility for any forms lost or delayed in the post).

NB: Students who have successfully completed a certificate and/or higher certificate only will not attend the ceremony. However, such students need to confirm that their correct names and qualification is on the graduation list, to ensure that their certificates will be printed.

My name is on the list but the spelling is wrong – Complete the "Certificate Amendment Form" and attach – ID/Passport, birth certificate, marriage certificate, etc., to support the correction.

I lost my Exemption Letter and cannot remember additional subjects that I supposed to complete – Complete and submit the "Exemption Letter Request Form 2019".

I qualified to attend the 2018 graduation ceremony but could not attend. Can I attend this one? – Yes, you can attend the ceremony if you are academically and financially clear, but your name will not appear in the 2019 Graduation Book. You need to explain in writing why you were absent in an e-mail to graduation@ium.edu.na.



PROJECT MARKS: my project is not yet marked – For the 2019 Academic year, all marks for projects Honours Degrees and Postgraduate Diplomas should have been submitted by [28 February 2019](#), and Master's Degree by [30 June 2019](#).

FEES

What fees do I have to pay to attend the ceremony – There is a compulsory, non-refundable N\$250 administration fee and compulsory fees for attire – please see the table at the end.

Can I attend the Graduation if I have fees outstanding? - No, all fees outstanding must be paid by 02 August 2019. If you have a problem you should speak to the Finance Department Representative.

ADDITIONAL INFORMATION

Winter School – The Transition Winter School (1-12 July 2019) is the very last opportunity students have to successfully complete outstanding subjects of the old curriculum. It is a must to Pass the outstanding subjects during the 2019 Winter School exams, otherwise students will not be able to obtain their degrees and graduate in September 2019. For more information on the Winter School and its application form, see the university's website (www.ium.edu.na).

English Language Upgrade Course (English Short Course) – the English short course was for some students an entry requirement. Any student seeking to graduate who was required to do this must have passed it. It is a graduation requirement and should have been completed by the end of year 2. Those students who completed Bachelor Honours 4th year subjects BUT have English Language Upgrade Course (English short course) outstanding must apply and register for it during the 2019 Winter School. See the university's website for more information on the Winter School.

DETAILS OF THE CEREMONY

The Graduation Attendance Letter which you will get once you are confirmed as eligible, provides details of the ceremony and what you must do to attend. Space is restricted so there is a maximum of **two (2)** guests per graduand. Guests will only be admitted with tickets. Details of how to collect tickets will be in the letter.

LEAVE LETTERS

Use your Graduation Attendance Letter to apply for leave from Work – the Attendance Letter will confirm when and where you have to be for graduation. You will receive one of these when you are confirmed as academically and financially clear.

QUALIFICATIONS

What about my certificate/qualification(s)? If you are immediately confirmed as academically clear at the campus check the spelling of your name and check your qualification field and title. If your name is not correctly spelt or there is another issue with your listing - complete a Qualification Amendment Form available from all campuses. If your name and qualification(s) are correctly listed your certificate is being printed automatically.



I expect to receive a qualification not listed – complete the Qualification Addition Form and attach a complete set of academic records/marks for the qualification

ATTIRE

What must I wear to the Graduation Ceremony? – For all graduands attending the ceremony at least some of the attire is compulsory and must be bought from the University. All must purchase hoods and tassels from IUM. Postgraduate Diploma, Masters and PhD graduands must purchase gowns from IUM and bonnets for PhDs. All undergraduates (degree or higher diploma) must wear black gowns which can be purchased from the University.

Payment for these items must be made when the Graduation Attendance Request Form is submitted. Details of where to collect these items are included in the Graduation Attendance Letter.

What are the Faculty Colours? –You will be given the correct colours and hood for your qualification when you collect your attire. Please note some colours may have changed since 2018.

Note: Forms and attached papers received after 02 August 2019 will not be processed and you will be unable to take part in the ceremony. Be safe and submit your registration form early.

CONTACT NUMBERS

TEL: 081 321 9592/ 081 321 8293

EMAIL: graduation@ium.edu.na

Compulsory Fees Payable: Note the attire listed must only be purchased from IUM

LEVEL	HOOD	TASSEL	GOWN	GRADUATION ADMINISTRATION FEE	TOTAL COMPULSORY FEE PAYABLE
Higher Diploma	N\$ 270-00	N\$ 50-00		N\$ 250-00	N\$ 570-00
Degree	N\$ 280-00	N\$ 50-00		N\$ 250-00	N\$ 580-00
Postgraduate Diploma/Masters	N\$ 360-00	N\$ 50-00	N\$ 1700-00	N\$ 250-00	N\$ 2360-00
PhD		+ Bonnet N\$ 1700-00	N\$ 3100-00	N\$ 250-00	N\$ 5050-00

The following items can also be purchased from the University:

ITEM	PRICE
Black Cap/Mortar Board	N\$ 180-00
Gown Diploma/Degree	N\$ 480.00

Payment for compulsory attire must be made when you collect your Graduation Attendance Letter. Non-compulsory attire can be purchased when you come to collect.