



## IUM GRADUATION 2020 – INFORMATION AND FAQs

### **When is the Graduation Ceremony taking place?**

The IUM 2020 Graduation Ceremony will take place over a week's period, from Monday 21 September 2020 to Friday 25 September 2020

### **Where will the graduation take place?**

The ceremonies will take place at the IUM Main Campus, Dorado Park, Tunana Building, Hall 5 and 6.

### **How can I secure my place at the 2020 Graduation ceremony?**

To secure a place at the Graduation, you must have:

- (a) completed all subjects required for our qualification including pre-requisite qualification(s), i.e. academically cleared
- (b) paid all fees due to the University, i.e. financially cleared. This include, both tuition fees, non-tuition fees and graduation fees.
- (c) submit a “Graduation Attendance Request Form” by 07 August 2020. This form can be downloaded from the university website: [www.ium.edu.na](http://www.ium.edu.na)

### **How do I check and confirm that my name is on the graduation list?**

Come to any IUM Campus. There is a Graduation Helpdesk where the graduation list is available for inspection and verification. You need to verify the correctness of your personal details, e.g. the correctness of all your official names, date of birth, cellphone number and qualification(s) titles.

### **What happens if I do not verify the correctness of my personal Details on the graduation list?**

The possibility exists that your certificate will be printed with an error or omission of one of your official names, and you will be responsible for the cost of printing a new certificate or replacement certificate.

### **What if I am eligible for graduation but my name is not on the graduation list?**

If you think you are eligible for graduation but your name is not on the list, complete a Qualification Addition Form and attach (1) a complete set of your marks i.e. transcript or portal printouts, (2) a certified copy of your ID or Passport and submit it at the graduation helpdesk at the nearest campus.

Your academic eligibility will be confirmed within 3-5 working days and if eligible, your name shall be added to the graduation list.

To check if you are financially eligible – check your statement on your student portal to see if there are any fees outstanding. If in doubt, check with the Finance Department at your campus.

### **What do I need to do if I wish to attend the graduation ceremony?**

Complete the Graduation Attendance Request Form (available on the website) and submit it at your nearest campus. You will only be allowed to attend the ceremony if you are academically and financially clear.

### **When is the deadline for graduation attendance request submission?**

All forms must be submitted and fees paid by 07 August 2020. Late submissions will not be accepted.

### **Which students are eligible to attend the graduation ceremony?**

Students who have successfully completed the Diploma in Education (Pre and Junior Primary), Bachelor degrees, Bachelor Honours degrees, Postgraduate Diplomas and Master degrees.



### **Which students are not eligible to attend the graduation ceremony?**

Students who have successfully completed certificates (NQF level 5), Diplomas (NQF level 6) and Short Courses.

**NB!! Students who have successfully completed a certificate and/or Diploma also need to confirm that their correct names and qualification is on the graduation list, to ensure that their certificates will be printed.**

### **How will I know on which date to attend the graduation ceremony?**

All students eligible to attend the graduation ceremony will receive an individual graduation letter which will indicate the specific date a you will attend the ceremony. This letter can be collected from the graduation helpdesk only after you receive an SMS notification about its availability.

### **My name is on the list but the spelling of it or the qualification name is wrong**

Complete the Qualification Detail(s) Amendment Form and attach – ID/Passport, birth certificate, marriage certificate, etc., to support the correction.

### **If I wrote and passed my last subject during the January-February 2020 Supplementary /Late Final exams or the end of Semester I- June 2020 Exams, or the 2020 Special Exams, am I still eligible for this year's graduation?**

Yes, all students who wrote and passed their last subject during the January-February 2020 Supplementary /Late Final exams or the end of Semester I- June 2020 Exams, or the 2020 Special Exams, are eligible for this year's graduation. Complete a Qualification Addition Form and attach (1) a complete set of your marks i.e. transcript or portal printouts, (2) a certified copy of your ID or Passport and submit it at the graduation helpdesk at the nearest campus.

### **I qualified for two qualifications, one is listed and the second one is not listed?**

Complete a Qualification Addition Form and attach (1) a complete set of your marks i.e. transcript or portal printouts, (2) a certified copy of your ID or Passport and submit it at the graduation helpdesk at the nearest campus. Your academic eligibility will be confirmed within 3-5 working days and if eligible, your name shall be added to the graduation list.

### **I qualified to attend the 2019 graduation ceremony but could not attend. Can I attend this one? –**

Yes, you can attend the ceremony if you are academically and financially clear, subject to availability of space, but your name will not appear in the 2020 Graduation Booklet. You need to seek permission from the Registrar to explain in writing why you were could not attend the 2019 graduation and why you wish to attend the 2020 one.

### **Verification of Diploma in Education (Pre and Junior Primary) Graduands**

ALL Students who have successfully completed the Diploma in Education (Pre and Junior Primary) are required to submit to the graduation helpdesk their **Original grade 12 Certificate AND a certified copy of the grade 12 certificate** to verify their graduation eligibility. This requirement is strictly mandatory before graduation.

For the Diploma in Education students who fail to comply with this arrangement:

- a) their names will not be transferred to the Final graduation list and hence will not graduate



- b) their certificates will not be printed
- c) the qualification annual result which states that they have completed and “qualified for the Diploma in Education” will not be inserted on their academic transcripts.
- d) They will only be allowed to graduate in future when they submit their original grade 12 Certificate and a certified copy of the grade 12 certificate as required.

## **FEES**

**What fees do I have to pay to attend the ceremony** – There is a compulsory, non-refundable N\$100 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 07 August 2020. If you have a problem you should speak to the Finance Department Representative.

## **ADDITIONAL INFORMATION**

**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 the Bachelor or the Bachelor Honours 4<sup>th</sup> year subjects BUT have English Language Upgrade Course (English short course) outstanding cannot graduate and must register for this course in the second semester instead.

### **Project Marks**

For the 2020 Academic year, all projects for Honours Degrees, Postgraduate Diplomas and Masters degrees were initially scheduled for submission by 27 February 2020, and that deadline was later extended to 30 June 2020.

## **DETAILS OF THE CEREMONY**

All students eligible to attend the graduation ceremony will receive an individual Graduation Letter which contains all details of the ceremony. This letter can be collected from the graduation helpdesk only after you receive an SMS notification about its availability.

### **LEAVE LETTERS**

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

## **QUALIFICATION CERTIFICATES**

**What about my certificate/qualification(s)?** If your name is on the final graduation list, and you have verified the correctness of your personal details, your certificate is being printed automatically. Certificates will be available about 2 weeks before the ceremony date and may be collected from the main Campus before graduation



## ATTIRE

**What must I wear to the Graduation Ceremony?** –It's compulsory for all graduands attending the ceremony to purchase hoods and tassels from IUM. Masters and PhD graduands must purchase gowns from IUM and bonnets for PhDs. Diploma in Education (Pre and Junior Primary), Bachelor degrees, Bachelor Honours degrees, Postgraduate Diplomas graduands must wear black gowns and black mortarboards which they can purchase on their own.

Payment for these items must be made when the Graduation Attendance Request Form is submitted. Details on where to collect these items are included in the individual Graduation 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 07 August 2020 will not be processed and you will be unable to take part in the ceremony. Be safe and submit your forms early.

### CONTACT NUMBERS: Graduation Helpdesk

TEL: 081 204 8915 / 081 204 8927

EMAIL: [graduation@ium.edu.na](mailto:graduation@ium.edu.na)

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

LEVEL	HOOD	TASSEL	GOWN	GRADUATION ADMINISTRATIVE FEE	TOTAL COMPULSORY FEE PAYABLE
Diploma in Pre/Junior Education	N\$200.00	N\$50.00	X	N\$100.00	N\$350.00
Bachelor Degree	N\$200.00	N\$50.00	X	N\$100.00	N\$350.00
Honours Degree	N\$200.00	N\$50.00	X	N\$100.00	N\$350.00
Postgraduate Diploma	N\$200.00	N\$50.00	X	N\$100.00	N\$350.00
Masters	N\$250.00	N\$50.00	N\$1,600.00	N\$100.00	N\$2,000.00
PhD		+Bonnet N\$1,700.00	N\$3,100.00	N\$200.00	N\$5,000.00

**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.**