

IUM 2024 SUMMER CONVOCATION – INFORMATION AND FAQs

When is the 2024 Summer Convocation taking place?

The 2024 IUM Summer Convocations will take place on the following dates:

- Monday, 28 October 2024
- Tuesday, 29 October 2024

Where will the 2024 Summer Convocations take place?

The Summer Convocation will take place at the Windhoek Country Club Resort

How will I know on which date to attend the convocation ceremony?

Details regarding specific faculties and programmes for each convocation ceremony shall be shared in due course and all graduands will be informed accordingly and well in time.

When will the Helpdesk open for the Summer Convocation?

The Helpdesks for the Summer Convocation will open on Tuesday, 03 September 2024 on all Campuses. Visit any Helpdesk to verify if your name is on the graduation list.

How can I ensure that I will be part of the 2024 Summer Convocation?

To ensure that you will be part of this year's Graduation, you must have:

- (a) completed all subjects required for your qualification including pre-requisite qualification(s), research project, and/or internship if it is part of your curriculum.
- (b) Verified that your name is on the Summer graduation list
- (c) If your name is not listed, ensure you submit required documentation by Monday, 23 September 2024

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, email address and qualification(s) titles and major subjects (for education students).

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

The possibility exists that your certificate may 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 submit it at the Graduation Helpdesk at the nearest campus.

Attach the following document(s):

- (1) Copy of ID/Passport/ Marriage Certificate,
- (2) Certified copy of IUM academic record for **2013 marks and all earlier years** (If applicable)

Note: *Students whose first registration in IUM was in 2014 and later need not to attach the transcript.*

- (3) If you have received some exemptions, please attach your exemption letter (Compulsory!!!)

Once your academic eligibility is confirmed, your name shall be added to the graduation list. Make periodic follow ups with the Graduation Helpdesk to confirm if your name is added to the list.

To check if you are financially eligible – check your financial 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 Convocation Ceremony?

- (a) Complete and submitted a “Convocation Attendance Request Form.
- (b) Pay the Convocation Administrative Fee of **N\$150.00**. Attach the proof of payment to the attendance request form.
- (c) Ensure that all fees (tuition, possible library fines etc,) due to the university are fully settled. Graduands who still owe the university may not attend the Convocation ceremony.
- (d) Purchase the required graduation attire from the University

When is the deadline for Convocation Attendance Request submission?

All Convocation Attendance Request forms must be submitted and fees paid by Tuesday, 01 October 2024. Late applications will not be accepted.

Can I still graduate if I owe the university?

Yes, you will be allowed to graduate but normally not attend the Convocation ceremony. Your qualification will also not be issued. However, you need to ensure that your name is on the graduation list so that your certificate can be printed.

Will my certificate be printed if I still owe the university?

Yes, your certificate will be printed but it will be withheld until you settle the outstanding balance with the university. To ensure that your certificate will be printed, you need to verify that your name is on the graduation list.

My name is on the list but my first name(s), surname, Date of Birth or qualification name is missing or misspelled

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 2024 June Normal, July Supplementary /Late Final/Special exams, am I still eligible for this year’s Summer graduation?

Yes, all students who wrote and passed their last subject(s) during the end of Semester 1 - June 2024 Exams, July Supplementary /Late Final exams or the 2024 Special Exams are eligible for the Summer graduation.

As soon as the exam marks are released or available, you need to 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 or more qualifications, only one is listed and other(s) is/are 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. Once your academic eligibility is confirmed, your name shall be added to the graduation list. Make periodic follow ups with the graduation help desk to confirm if your name is added to the list.

Verification for Education Students:

ALL Students who have successfully completed the Diploma in Education (Pre and Junior Primary), Bachelor of Education Honours (Pre and Junior Primary, Senior Primary and Secondary Education) 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 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 or Honours Degree in Education” will not be inserted at the end of 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.

If you are an education student and were admitted through Mature Age Entry or through Recognition of Prior Learning (RPL), you are **not** required to submit your Grade 12 Certificate but a copy of your Mature Age Entry Admission Letter (a letter of your mature age tests results) or the RPL/Exemption letter issued to you on admission.

The sooner you submit the required documentation, the sooner your name will be transferred to the final graduation list and the sooner you will be certified as having qualified for the award of your education diploma or degree.

Can I still graduate with the old curriculum Certificate of Administration, Higher Certificate, Higher Diploma and the old Honours Degree in 2024?

The old curriculum Certificates of Administration, Higher Certificates, Higher Diplomas and Honours Degrees were phased out at the end of 2017 and students had a transitional period of 2 years until end of 2019 to complete any outstanding subject (s) and still qualify for the award of these old curriculum qualifications. Students who completed these old curriculum qualifications within their validity period (i.e. by the end of 2019), and for some reason the qualifications were not printed, can still apply for these certificates and will be printed in retrospect. 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.

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 their qualifications 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 2024 Summer Convocation, all projects marks for Honours Degrees, Postgraduate Diplomas and Masters degrees are scheduled for submission by Friday 06 September 2024.

LEAVE LETTERS

Should you need a Graduation Confirmation Letter to apply for leave from Work in order to attend the Convocation ceremony, request for such letter at the Graduation Helpdesk.

GRADUATION ATTIRE

The complete information on Attire fees for the 2024 Summer Convocation ceremony are available at the Graduation Helpdesk or alternatively from the Finance Office in Windhoek

COLLECTION OF GRADUATION ATTIRE and TICKETS

Information regarding the collection dates of attire and tickets shall be shared in due course

ENQUIRIES REGARDING ATTIRE and TICKETS

All enquiries on Graduation attire and tickets must be addressed to Tel: 061-4336404; Email: events@ium.edu.na

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. When certificates are available, graduands will be notified through SMS about their availability and may be collected from the Dorado Park Campus, usually one week before graduation and one week after graduation (until Friday 08 November 2024). Certificates requested through campuses outside Windhoek will only be sent to those campuses as from Monday, 11 November 2024.

IMPORTANT DATES / DEADLINES

- Submission of Qualification Addition Forms : **Monday, 23 September 2024**
- Submission of Convocation Ceremony Attendance Request Form: **Tuesday, 01 October 2024**
- Payment of Ceremony Attendance Admin Fee (N\$150.00): **Tuesday, 01 October 2024**
- Payment of Graduation Attire Fees: **Tuesday, 01 October 2024**

No documentation will be accepted after the set deadline. Be safe and submit your forms early to disappointments and any inconveniences.

CONTACT details: Graduation Helpdesk

Windhoek Campus: graduation@ium.edu.na

Ongwediva Centre of Excellence for Education: 065 – 230 145

Coastal Campus: 064 – 206 647

Nkurenkuru Campus: 066 - 264957

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