

IUM SUMMER CONVOCATION 2025 – INFORMATION AND FAQs

When is the 2025 Summer Convocation taking place?

The 2025 IUM Summer Convocation will take place on 23-24 October 2025.

Where will the Summer Convocation take place?

Details regarding the exact venue and which programmes will graduate on which day will be communicated in due course.

When will the graduation help desk open for the Summer Convocation?

The graduation helpdesks for the Summer Convocation will open on Wednesday, 10 September 2025 on all Campuses, except Eenhana. Visit any helpdesk to verify if your name is on the graduation list.

How can I ensure that I will be part of the 2025 Summer Convocation?

To ensure that you will be part of this year's convocation, 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 Tuesday, 30 September 2025

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

Come to the Graduation Helpdesk on IUM Campus, 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 Graduation & Qualification Detail(s) Amendment Form, and submit it at the Graduation Helpdesk on 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 (**This is Compulsory!!!**)

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.

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 Convocation Ceremony?

- (a) Ensure that your student account with is fully settled.
- (b) Purchase or hire the required graduation attire from the University

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

Submit a copy of your ID/Passport, birth certificate, marriage certificate, etc., to the Graduation Helpdesk on campus for the correction to be made.

If I wrote and passed my last subject during the July 2025 Supplementary /Late Final, am I still eligible for this year's Summer graduation?

Yes, all students who wrote and passed their last subject(s) during the **July 2025 Supplementary /Late Final** examinations are eligible for the Summer graduation.

I qualified for two or more qualifications, only one is listed and other(s) is/are not listed?

Complete a Graduation & Qualification Detail(s) Amendment 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 (Junior Primary), Bachelor of Education Honours (Junior Primary, Senior Primary and Secondary Education) are required to Complete a Graduation & Qualification Detail(s) Amendment Form; attached certified copy of ID and NSSCO/AS certificate submit to the graduation helpdesk. When submitting the form, Student **MUST** present their **Original NSSCO/AS Certificate** for verification. This requirement is strictly mandatory before graduation.

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

- a) their names will not be entered on 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/present their **original** and a certified **NSSCO/AS** 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 NSSCO/AS 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 entered onto 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 2025?

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 [Graduation & Qualification Detail\(s\) Amendment 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 2025 Summer graduation, all projects for Honours Degrees, Postgraduate Diplomas and Masters degrees were initially scheduled for submission by [05 September 2025](#).

Graduation Confirmation Letters/LEAVE LETTERS

Graduation Confirmation Letters can be used to apply for leave of absence from work in order to attend the Convocation. These letters will be sent by email on weekly basis. To ensure that you get your letter, please submit your email address at the graduation helpdesk.

GRADUATION ATTIRE and TICKETS

The complete information on Attire fees, collection of attire and tickets shall be shared in due course. However, all enquiries on Graduation attire and tickets must be addressed to Tel: 061-4336404; Email: Events@ium.edu.na, or alternatively to the Finance Office.

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; where and when they can be collected. Typically, certificates are collected from the main Campus a week before and after the Convocation. Requests for certificates to be sent/couriered to other campuses are only handled after the end of the collection period in Windhoek.

IMPORTANT DATES / DEADLINES

- Graduation & Qualification Detail(s) Amendment Form : **Tuesday, 30 September 2025**

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: +264 81 8606346

Ongwediva Campus : +264 65 230 145

Coastal Campus: +264 64 206 647

Nkurenkuru Campus: +264 66 264957

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IUM Convocation rules, procedures and etiquette

1. Convocation attendance eligibility

- a) Only graduands for qualifications at NQF level 7 and above are eligible to attend the convocation
- b) Graduands for certificates and diplomas at NQF level 6 and below, will graduate in absentia, and do not attend the ceremony.

2. Arrival Time

- a) Graduands and their guests must arrive at least one hour and 30 minutes before the start of the ceremony.
- b) Doors of the convocation venue will be closed when the ceremony begins and no entry shall be allowed to graduands and/or his/her guest(s) who arrive late at the ceremony
- c) Graduands who arrive late and not allowed into the convocation venue and will be awarded their qualifications in absentia.

3. Graduation Attire

- a) Graduands must hire graduation attire from IUM.
- b) PhD candidates must purchase their graduation attire from IUM
- c) Graduands will not be allowed to graduate without an IUM graduation attire
- d) Borrowing of academic attires from others is not permitted.

4. Guests

- a) A diploma or Bachelor degree (i.e. NQF Level 7) graduand shall be allocated a maximum of one guest ticket.
- b) An Honours degree, postgraduate diploma or Master graduand shall be allocated a maximum of two guest tickets.
- c) Doctoral candidates are allowed to invite and bring along up to three (3) guests.
- d) Extra tickets will not be availed, over and above those prescribed in a), b) and c) above.
- e) Guests should be seated at least 45 minutes before the ceremony starts.
- f) Guest seats are not reserved and latecomers will not be admitted, even if they are in possession of a ticket.
- g) Guests are strictly not allowed onto the stage during the ceremony.

5. Children

Babies and toddlers are not permitted into the venue.

6. Procedure as the academic procession enters and leaves the venue and in the course of the proceedings

- a) Graduands and guests should rise when the academic procession enters and leaves the venue.
- b) Graduands and guests should not leave the hall during the proceedings, and should remain seated until the end of the ceremony.

7. Possession of security risk items

For security purposes, no weapons, sharp objects or possibly harmful items such as matches, lighters, nail cutters, knives etc. are allowed into the venue.

8. Photographer

- a) Personal cameras and unauthorised photographers are strictly not allowed inside the convocation venue
- b) Graduands and guests should refrain from moving about in the venue to take photographs or make video recordings while the ceremony is in session.
- c) Graduands are prohibited from taking “selfies” while on stage during conferment of qualifications.

9. Convocation etiquette

- a) The convocation is a formal occasion. Hence, both graduands and guests must dress formally or in traditional attire.
- b) Smoke is strictly prohibited inside the venue.
- c) Food and beverages are not allowed inside the convocation venue. Water may be provided in the venue.
- d) Sound amplifying devices such as whistles, loudspeakers, boom speakers/boxes, vuvuzelas etc. are not allowed inside the convocation venue.
- e) Attendees are requested to switch off their cell phones during the proceedings
- f) Clapping of hands is an acceptable form of applause.
- g) Attendees are requested to enter and leave the venue in an orderly manner.
- h) Please adhere to instructions from ushers and security personnel.
- i) Graduates must return straight to their seats after the qualification conferment.
- j) Graduands may not carry onto the state fashion accessories such as handbags, backpacks, walking sticks, etc. These items should be left under your seat or with one of your guests.

10. Award Procedure during the graduation ceremony:

10.1 Diplomas, Bachelor degrees, Honours degrees and Postgraduate diplomas Graduands (NQF level 7 and 8 Qualifications) will not walk across the stage; their names may not be read individually; and their qualifications will be conferred upon a group. Graduands will be requested to rise from their seats, remain standing and shall be requested to retake their seats again after the conferment of their qualifications.

10.2 Masters and Doctoral Graduands (NQF level 9 and 10 Qualifications) will walk across the stage during conferment; and their qualifications will be conferred individually. Graduands will be capped and hooded.

11. Consequences of non-adherence to the convocation rules.

In an event that an attendee violates any of the convocation rules, the University reserves the right to invoke one or more of the following sanctions:

- a) Refuse or prohibit entry into the convocation venue.
- b) Remove attendee from the venue and stop his/her further participation in the ceremony
- c) Refuse to formally confer or award a qualification to a graduand
- d) Confiscate any prohibited item, object or device found in the convocation venue.

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