



SPECIAL EXAMINATIONS 2023: INFORMATION GUIDELINES

1. Overview

Special examinations are aimed at assisting students who have **ONE SUBJECT ONLY** to complete a qualification and graduate upon passing the exam from the new curriculum. The subject can be in any year of study of a Certificate, Diploma, Bachelor degree, Bachelor Honours degree, Postgraduate Diploma or at Master degree level. All semester 1, 2 and year courses from the **2018-2022 curriculum** are available on special examinations.

Special examinations are also meant to clear the **phased out subjects** in the following fields:

1.1 HIV/AIDS Management (Certificate, Diploma, Bachelor degree, Bachelor Honours degree)

1.2 Education (Diploma in Pre/Junior Primary), Bachelor in Education Honours (Pre/Junior Primary, Senior Primary and Secondary)

Applying for **more than one Phased out subjects** is allowed for Special Exams.

2. Who is eligible?

Special exams are meant for:

2.1 students who have only one subject outstanding in order to complete a Certificate, Diploma, Bachelor degree, Bachelor Honours degree, Postgraduate Diploma or a Master Degree.

2.2 HIV/AIDS Management and Education students who have outstanding subjects that are Phased out in the 2023 curriculum.

3. Who is NOT eligible for Special exams?

3.1. Students who do not fall within the categories listed above may NOT apply to write the special examinations.

3.2. Internships, SBS and Research Projects are considered and counted as normal subjects. So, if you have one theory subject outstanding and either internship, SBS or research project also outstanding, you in fact have two subjects outstanding and therefore do not qualify for special examinations.

3.3 Students whose previous exam result in the outstanding subject was disqualified due to disciplinary issues

3.4 Students who had never received tuition and or assessments (i.e. CAs) for the outstanding subject.

3.5 Students with outstanding subjects from the old curriculum

4. Application Forms

The special examination applications forms are available for download on the university's website (www.ium.edu.na) and Facebook page. No forms will be available at the Reception desks.

5. Submission of Application Forms

5.1 Special Examination Application starts on 22 May 2023 and ends on 23 June 2023. Forms submitted after the due date will not be accepted.

5.2 Hard copy applications can be submitted to the Admission Office at any campus from the 22 May 2023 until the last day of application on the 23 June 2023.

5.3 The following documents must be attached to application forms: **(a)** Proof of payments of the application fee, **(b)** Full academic record or transcript

5.4 Applicants will be notified by the Admissions Office whether they qualify or not to sit for the special examinations.

6. Special examination fees

6.1 Application Fee

An application fee of N\$100-00 is payable per application.

Students are encouraged to pay, either through direct cash deposit or EFT, directly into university's account.

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 **"SE+your Student Number"** as reference (without any space) and attached the Proof of Payment onto the application form. Example: **SE190002289**

Cash payments can also be made at the Cashier at any campus, Monday to Friday from 08:00 until 13:00.

6.2 Special examination fees

The Special Examination fees for 2023 are as follows:

N\$950-00 for undergraduate subjects (certificates, diplomas, bachelors and Bachelor Honours)

N\$1500-00 for postgraduate subjects (Postgraduate diplomas and Masters)

Students must not pay the special examination fee during the application stage. Only applicants who are notified by the Admissions Office 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 special examinations. Both the Application fee and Special examination fee are non-refundable and non-transferrable.

7. Special Examinations

7.1 Qualifying Students will sit for special examinations between 17 July 2023 to 04 August 2023 on all campuses.

7.2 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.

7.3 The Special examination timetable will not be on students' personal portals but will be available on the University's website on a later date in June 2023.

7.4 To pass a special examination, a candidate must obtain a mark of at least 50% in the examination

7.5 All marks higher the 50% obtained in the special examination will be rounded down to 50%

7.6 CAs will not be considered in the calculation of Final Marks for the special examination

7.7 Except for HIV/AIDS Management and Education students writing exams for Phased out subjects, a student who fails or misses a special examination must repeat the subject. There will be no further opportunity to sit supplementary exams, or to delay or postpone the special exam.

8. Graduation process after the release of Special Exam marks

After the special exam marks are officially released by the Exams department, it is the student's responsibility to ensure that the marks and other required documentation are **immediately** submitted to the graduation helpdesk, so that his/her name can be added to the final graduation list.

9. Further enquiries.

Additional information regarding special exams can be obtained from the Admissions Office in all campuses.

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