

IUM WINTER GRADUATION 2023 – INFORMATION AND FAQS

When are the 2023 Graduations taking place?

The 2023 IUM graduations will take place on the following dates:

- The Winter Graduation which will take place on Friday, 19 May 2023
- The Summer Graduation which will take place on Friday, 27 October 2023

Where will the graduation take place?

The Winter Graduation ceremony will be a Face-to-Face event. Details regarding the exact venue will be communicated in due course.

How can I ensure that I will be part of the 2023 Winter Graduation?

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 graduation list
- (c) If your name is not listed, ensure you submit required documentation by **20 April 2023**

What do I need to do if I wish to attend the graduation Ceremony?

- (a) Complete and submitted a "[Graduation Attendance Request Form](#)."
- (b) Pay the graduation 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 graduation ceremony.

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 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 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

Once your academic eligibility is confirmed, your name shall be added to the graduation list. Make 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.

Can I still graduate if I owe the university?

Yes, you will be allowed to graduate but normally not attend the 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 2023 Supplementary /Late Final/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 2023 Supplementary /Late Final exams are eligible for the Winter graduation. Students who wrote and passed their last subject during the end of Semester I- June 2023 Exams, July Supplementary /Late Final exams or the 2023 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 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 2023?

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 2023 Academic year, all project Marks for Honours Degrees, Postgraduate Diplomas and Masters degrees are scheduled for submission by 13 March 2023.

INDIVIDUAL GRADUATION LETTERS

All students eligible for graduation in 2023 will receive an individual Graduation Letter. This letter will be sent to individual private emails. Ensure that your email address is indicated on the graduation list.

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 main Campus before graduation.

GRADUATION ATTIRE

The complete information regarding the attire and costs for graduands attending the ceremony will be available at the graduation helpdesk.

DEADLINES

The deadlines to submit forms and documentation are as follows

- **Winter Graduation : 20 April 2023**

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

CONTACT NUMBERS: Graduation Helpdesk

TEL: 081 7005 852

EMAIL: graduation@ium.edu.na