



SPECIAL EXAMINATIONS 2024: 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 new **2018-2023 curricula** are available on special examinations.

Special examinations are also meant to clear phased **out subjects** that are no longer available in the new/current curriculum. Applying for **more than one Phased out subject** 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** Students who have one or more outstanding phased out subject(s) that is/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 older curricula such as those phased out end of 2018 to 2019.
- 3.6.** Students who failed or missed a special examination previously.

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 13 May 2024 and ends on 25 June 2024. Forms submitted after the due date will not be accepted.
- 5.2** Hard copy applications can be submitted to the Admissions Office at any campus from the 13 May 2024 until the last day of application on the 25 June 2024.
- 5.3** The following documents must be attached to application forms: **(a)** Proof of payments of the application fee, **(b)** LATEST 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: **SE230002289**

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 2024 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 15 July 2024 to 02 August 2024 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 2024.

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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IUM
THE INTERNATIONAL
UNIVERSITY OF MANAGEMENT

**SPECIAL EXAMINATION
APPLICATION FORM: 2024**

DUE DATE: 25 JUNE 2024

Non-Refundable Fees payable:

- Application fee – N\$100-00
- Special Examination fee (Undergraduate) - N\$950-00
- Special Examination fee (Postgraduate) - N\$1500-00

STUDENT NUMBER:

Bank Details:

Bank Name: Bank Windhoek
Beneficiary Name: IUM-Book Fund
Branch Name: Kudu Branch, Windhoek
Branch Code: 482172
Account Number 3000338051
Special Exam Reference Number:
**SE and your Student Number without
any space,**
Example: SE230000025

REGISTRATION FOR SPECIAL EXAMINATION JULY 2024

- Complete in clear BLOCK LETTERS and in BLACK ink. (Mark with an X where applicable)
- Application deadline is strictly 23 June 2023 and NO late applications will be accepted.
- **Application fees are payable upon submission of the application form, while Examination fees are payable ONLY upon confirmation of you qualifying to sit for the intended examination.**

Surname																						
First Names																						
Date of Birth	d	d	m	m	y	y	y	y	Namibian ID /Passport No.													Cell phone Number:

I only have ONE subject outstanding which prevents me to graduate with a:							
Certificate		Diploma		Bachelor Degree		Postgraduate Diploma	
				Honours Degree		Master Degree	

Full Course Name:		
Subject Code:	Subject Name	CA Mark Obtained

Undertaking:

I understand that my application must be assessed and approved before I can sit for the intended Special Examination to complete the programme I have indicated above.
I know if I miss this examination, monies paid towards writing the examination cannot be refunded or transferred and will be forfeited.
I will comply with the University policies, rules and regulations when sitting the Special examinations. I understand that to be eligible to sit for the Special Examination, I must pay an Application fee of N\$100-00 as well as the Special Examination fee stated above and which is applicable to me to the University, show my student card or ID and evidence of Financial Clearance, before sitting for the Special Examination.

Signed _____ on this _____ day of _____ month of the year 20_____

For Office Use Only		
CA Mark Obtained: <input type="text"/>	Confirmation of Qualification for Special Examination:	
SE Application Approved? Yes / No		
If No, Provide reason (s) for disapproval		
Admission officer:	Signature:	Date: