

## **IUM SUMMER GRADUATION 2022 – INFORMATION AND FAQS**

### **When will the Summer Graduations taking place?**

The Summer Graduation which will take place on Friday, 28 October 2022.

### **Where will the Summer graduation ceremony take place?**

The Summer Graduation will be in a form of a live/face to face ceremony, to take place in Windhoek, Dorado Park Campus.

### **When will the graduation help desk open for the Summer Graduation?**

The graduation helpdesks for summer graduation will open on Monday, 08 August 2022 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 2022 Summer 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 Summer graduation list
- (c) If your name is not listed, ensure you submit required documentation by **02 September 2022**

### **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 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.

**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.

**When is the deadline for graduation attendance request submission?**

All forms must be submitted and fees paid by 02 September 2022. 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 ceremony, if any. 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 2022 Supplementary /Late Final/Special exams, am I still eligible for this year’s graduation?**

Yes, all students who wrote and passed their last subject(s) during the end of Semester 1 - June 2022 Exams, July Supplementary /Late Final exams or the 2022 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 2022?**

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 2022 Summer graduation, all projects for Honours Degrees, Postgraduate Diplomas and Masters degrees were initially scheduled for submission by 29 July 2022.

### **LEAVE LETTERS**

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

### **GRADUATION ATTIRE**

The complete information regarding the attire and costs for graduands attending the ceremony will be released soon through the graduation helpdesk.

### **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.

### **DEADLINES**

The deadlines to submit forms and documentation are as follows

- **Summer Graduation : 02 September 2022**

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](mailto:graduation@ium.edu.na)**