



# IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE  
AND INFORMATION TECHNOLOGY

TEL: +264 -61 - 433600

FAX: +264-61 - 4336152

E-MAIL: ium@ium.edu.na

**WINDHOEK - NAMIBIA**

## **GRADUATION 2017 - RULES AND GUIDELINES FOR IUM GRADUANDS**

**Securing your place** - To secure a place at the International University of Management (IUM) Graduation on 29 September 2017 you must:

1. Have successfully completed all required elements of an IUM Higher Diploma, Honours Degree or Masters Degree before you request attendance.
2. As soon as possible and no later than **10 August 2017:**
  - a. Check and confirm at any IUM Campus that your name and the qualification you are graduating with are accurately listed for 2017 Graduation. It is also planned for this list to be available on the student portal and updated regularly. This list will be the basis for qualifications printed and the graduation booklet so you must check the accuracy.

If YES, the name and qualification are correct (or name corrected at an IUM campus) – go to **c.**

If NO the qualification is not correct – go to **b.**, then **c.**

- b. IF NO qualifications are not correct
  - Provide certified copies of a complete set of your marks for the graduating qualification (academic records, portal print out or transcript). Incomplete marks cannot be accepted.
  - A copy of any exemption letter. (**All students qualifying for an Honours Degree via Stand Alone and any who have received exemptions for non-IUM studies**).
  - A **clear** copy of your passport/id (this name will appear on your certificate)

These documents are not needed if your name and qualification(s) are fully and accurately listed.

- c. Complete a Graduation Attendance Request Form
  - d. Attach evidence of the appropriate payment for processing fee, gown, mortar board and hood (copy of deposit slip or IUM Receipt with your STUDENT NUMBER and GRADUATION clearly marked). You must keep the original receipt for when you collect your attire.
  - e. Have no debt outstanding with the University. Any graduands requesting attendance with a debt outstanding on or after 10 August 2017 will not be processed.
  - f. Keep a copy of these rules and guidelines for your own reference.
3. Submit the attendance request form and other documentation required to
    - ✓ Any University reception (Dorado Park, Windhoek City Campus, Ongwediva, Swakopmund or Walvis Bay, or Nkurenkuru) or
    - ✓ Fax to 061 433 6152 or
    - ✓ Post to IUM Graduation, Private Bag 14005, Bachbrecht, Windhoek (IUM cannot accept responsibility for any forms lost in the post). or

You will receive confirmation by SMS when your registration to graduate is processed and your confirmation letter is ready for collection – this will be in late August.



# IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE  
AND INFORMATION TECHNOLOGY

TEL: +264 -61 - 433600

FAX: +264-61 - 4336152

E-MAIL: [ium@ium.edu.na](mailto:ium@ium.edu.na)

**WINDHOEK - NAMIBIA**

#### 4. In The Week Before Graduation - 22-28 September 2017

You must visit the IUM Dorado Park Campus to collect your graduation attire, graduation tickets and the certificate/qualification you listed (if not notified to collect before).

#### 5. On the day of the graduation ceremony

Details of the programme and what is required on the day of Graduation will be in your confirmation letter.

The University understands that graduands want their family around them when they graduate.

However numbers are restricted and so guests are limited to a maximum of **two** guests per graduand.

Gowns, mortar boards, tassels and hoods are compulsory for the ceremony.

**Note: Forms and attached papers received after 10<sup>th</sup> August 2017 will not be processed and you will be unable to take part in the ceremony. Be safe and submit your registration form early.**

#### CONTACT NUMBERS

TEL: 081 443 9910 / 081 443 9908 / 061 433 6000

Fax: 264 61433 6152

EMAIL: [graduation@ium.edu.na](mailto:graduation@ium.edu.na)

#### Fees Payable:

LEVEL	HOOD	MORTAR BOARD/CAP	Tassel	GRADUATION PROCESSING FEE	TOTAL COMPULSORY FEE PAYABLE
Higher Diploma	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00
Degree	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00
Masters	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00

The following items can be hired from the university:

ITEM	REFUNDABLE DEPOSIT	PRICE FOR HIRE	TOTAL PAYABLE
Gown Diploma	N\$ 245.00	N\$ 245.00	N\$ 490.00
Gown Degree	N\$ 245.00	N\$ 245.00	N\$ 490.00
Gown Masters	N\$ 700.00	N\$700.00	N\$ 1400.00