



INFORMATION BOOKLET



WELCOME TO YOUR FUTURE

EDUCATION IS THE GREATEST EQUALISER



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DEAR IOL STUDENT

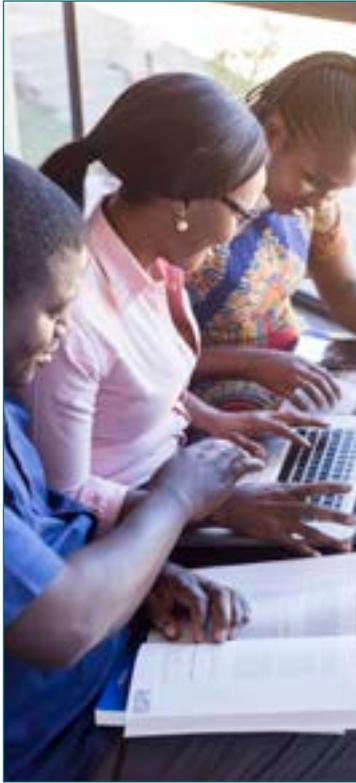
Thank you for choosing the Institute for Open Learning (IOL) as your partner in education.

Congratulations, you are now successfully registered as an IOL student; welcome to the IOL team!

We are proud to inform you that all IOL qualifications are accredited by the Namibian Qualifications Authority (NQA), and registered with the National Council for Higher Education (NCHE) and the Namibian Training Authority (NTA).

You received a SMS with your student number, registered subjects and the password to the IOL Student Portal. If you have not received this important information, please contact our IOL call centre.





1. REGISTRATION, ASSIGNMENT & EXAMINATION DUE DATES

One of the advantages of studying through IOL is that you can register throughout the year. However, it is important to take note of the following dates:

Semester (Registration)	Assignment due date	Examination
First semester: Register before 15 November	15 January of the year	April/May – during the school holidays
Second semester: Register before 15 April	June of the year	August/September – during the school holidays
		Supplementary: November/December

The due date for the June assignment submission depends on the Ministry of Education's school calendar as examinations will be written in the school holidays.

2. IOL PROVIDES THE FOLLOWING STUDENT SUPPORT SERVICES:

2.1 STUDENT PORTAL

Upon registration, all students have access to the IOL student portal. The portal contains all the important information as well as study material needed for an effective and pleasant study experience. As the portal is available upon registration, you can start with your studies immediately and do not necessarily have to wait for your study materials.



How to login:

- Log onto the IOL website, www.iol.na;
- Click on the Student Portal link.
- Login with your username and password (received via SMS upon registration);

Forgot password?

Click on 'Forgot password', and you will be redirected to a new page where you will be asked to enter your student number. Once your student number has been entered, a new password will be sent to you via text message and you will be able to log onto the Student Portal using the new password.

- You will be requested to change your password once you have logged in.

STUDENT PORTAL CONTENT

You will find the following important and useful information on your student portal.

1. MY STUDIES

Information booklet

Subject

- Assignment and Exam feedback
- Kindle files
- Old question papers
- Study guides
- Assignments
- Contact Classes presentations
- Course information
 - Tutor lists
 - PoA
 - Student card
- Exam credit balance
- SBS information
- SRS Feedback report
- YouTube videos

2. PROFILE

You can request for your personal details to be changed on the system. Keep your personal details updated, to ensure open communication channels.

3. ACADEMIC HISTORY

All prior or further studies can be updated here.

4. FINANCES

Statement, should you have a loan from Trustco Finance.

5. ACADEMIC INFORMATION

Your latest Academic Record. Should there be discrepancies, contact the IOL office.

6. EXAM TIMETABLE

After you have booked for your examination, your examination timetable will be available for you to print and submit for study leave.

7. EXAM BOOKING

Where you book for your examination and confirm your examination venue (see booking procedure for IOL examinations).



2.2 ELECTRONIC BOOK/KINDLE

All education qualifications and the Diploma in Policing are offered with an Electronic Book, called the Kindle. The Kindle is pre-loaded with all the necessary study material for the enrolled qualification. New material can be uploaded from the portal onto the Kindle at any time throughout the study period.

The dispatching of Kindles, textbooks and study guides will be done directly from the IOL Head Office in Windhoek. IOL will dispatch the material via postal or courier services to the nearest

NamPost office.

Study material sent through NamPost, must be collected within 15 working days. If the material is not collected within the stipulated 15 working days, it will be returned to IOL. If you have not received your material within three (3) weeks after registration, you should contact the nearest IOL Regional Office. No study material will be dispatched while stock take is in process. Stock take will be done on every last weekday of the month, as well as the first three (3) weekdays of the next month.

kindle fire



2.3 FREE MICROSOFT OFFICE 365

The Institute for Open Learning will provide Microsoft Office 365 free of charge to every active student.

This means that, for as long as you are an active IOL student, you will always have access to the latest version of the full office productivity suite for free. The suite includes Word, Excel, Outlook, PowerPoint Teams, One Note and many other programmes that are available for offline and online use.

What does this mean for you?

- Install Office 365 on up to five (5) compatible PCs and Macs, plus five (5) tablets (including iPad);
- Use it with OneDrive to automatically sync all your devices;
- Gain valuable skills on the world's most popular productivity software; and
- Use the same programmes as IOL to ensure full file fidelity.

Follow these simple steps to get your Office 365:

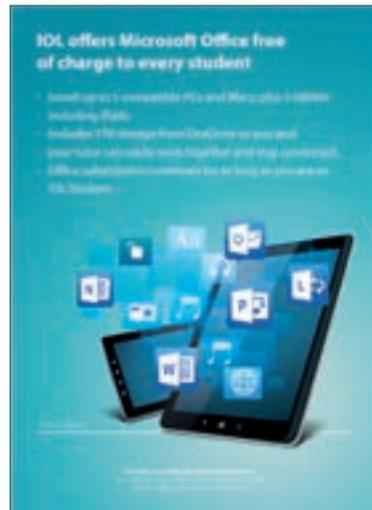
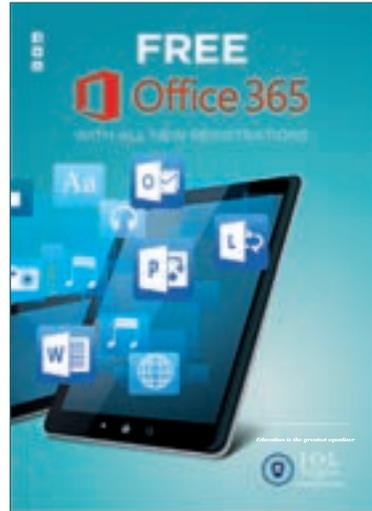
For PC and Mac:

- Log onto the IOL Student Portal;
- Click on the Office 365 icon;
- You will receive a text message with your username and password;
- Sign in with the IOL credentials and download;
- On the installation page, select your language and install.

For iOS and Android:

- Download Office 365 from your app store;
- Sign in with the IOL credentials for full editing capability.
- To activate account, send an SMS to 711, with keyword O365, and your student number.
- To access Microsoft Office 365, click sign in and enter the email address and password provided by IOL. If you have any trouble, please contact the IOL call centre on 061 270 9100 or email: iol@tgh.na

Log onto <http://aka.ms/office365help> if you experience trouble installing Office 365 for a guide to resolve your issue.



2.4 EXAMINATION BASED RECORDINGS

The examination-based Recordings is available on the IOL YouTube Channel.

You can thus watch recordings of relevant subject specialists who will advise on the examinations and give academic guidance and information pertaining the qualifications.

The PowerPoint presentations of these recordings are also available to you on your Student Portal. You can therefore watch the recording when preparing for any of the examinations scheduled for the year. Content based recordings are also available on the IOL YouTube channel.

The contact details (cell number and e-mail address) of every tutor is available on the tutor list on the Student Portal, on the assignment cover page as well as on all the PowerPoint presentation. Tutors attend to telephonic inquiries between 18:00 to 20:00 during weekdays, but are not available on the day prior to the examination in the specific subject. Always be respectful, professional, and stick to the point when you contact your tutor(s) telephonically, via SMS or e-mail.

REGISTRATION OPEN
throughout the year.

Regardless of the time of year, our doors will stay open for you to step up to your potential.

Because education is the greatest equaliser.



2.5 IOL SOCIAL MEDIA PUBLICATIONS

Should urgent matters arise, IOL will publish the important information on all IOL social media platforms.

Please note this information will be available on the IOL website, the Student Portal, Facebook and Instagram.

2.6 IMPORTANT PRE-RECORDED INFORMATION SESSIONS (INDUCTIONS)

IOL opted to record the pre-recorded information sessions and made it available on IOL's YouTube Channel.

The purpose of the pre-recorded Information session initiative is to take all IOL students through the IOL processes. You will be introduced to all the various qualifications and all student support services and gadgets such as the Student Portal and Kindle respectively.

These information sessions include the following information:

- Registration
- Assignments
- Examinations, examination credits and examination bookings
- Assessment policy
- Pre-recorded Contact Classes
- Electronic books/Kindle
- Student Portal
- Office 365
- IOL YouTube channel
- Student Representative Council (SRC)
- School Based Studies (SBS)
- Basic First Aid (BFA)
- Counselling Services
- Study Buddy system
- Resource Centres and Regional Coordinators/Course Coordinators
- The graduation ceremony
- Alumni
- And more



2.7 STUDENT COUNSELLING

A student counsellor is available to assist students with any social, personal and/or academic counselling that may be needed. The counsellor can also be reached telephonically at 061 - 270 9186 or sms "counsel" to 711 and the counsellor will call you back.

2.8 STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC is the liaison between IOL and the student body. The names and contact details of the SRC members are available on the IOL website. Students are free to contact their SRC members regarding IOL-related matters.

SRC members submit a monthly report to IOL after which the institution provides feedback which is loaded onto the student portal.

2.9 STUDY BUDDY SYSTEM

This system was initiated to encourage study groups registered for the same academic field and living in the same area. You can contact IOL for a list of students' contact details. These lists are only available on request.



3. IMPORTANT QUALIFICATION INFORMATION

Please see table below for detailed information relating to all Education qualifications.

Course	Minimum and Maximum duration	Number of subjects per year	To submit assignments for the next year	School Based Studies (SBS): • Requirements to qualify • Duration • School	To qualify for BFA
Advanced Certificate Primary Education (ACPE) NQF Level 7	Minimum: 1 year Maximum: 3 years	12 Subjects	N.A.	<ul style="list-style-type: none"> • After 7 subjects are passed. • 3 weeks. • At a school with senior primary (Gr. 4 – Gr. 7). 	N.A.
Diploma in Secondary Education (DSE) NQF Level 7	Minimum: 18 months Maximum: 3 years	18 Subjects Year 1 - 14 Subjects Year 2 - 4 Subjects	N.A.	<ul style="list-style-type: none"> • After 7 subjects are passed. • 3 weeks. • At a secondary school (Gr. 8 – Gr. 12). 	N.A.
Bachelor Education Honours (BEDHONS) NQF Level 8	Minimum: 2 years Maximum: 4 years	10 Subjects Year 1 - 4 subjects Year 2 - 6 subjects	2nd year: Three 1st year subjects, including Career Specialisation, passed	No SBS	N.A.
Bachelor in Education (BESP) NQF Level 8	Minimum: 4 year Maximum: 8 years	50 Subjects Year 1 - 11 Subjects Year 2 - 13 Subjects Year 3 - 12 Subjects Year 4 - 14 Subjects	2nd year: Seven 1st year subjects passed. 3rd year: Ten 1st year and 7 2nd year subjects passed. 4th year: Ten 1st year, twelve 2nd year and six 3rd year subjects passed.	<ul style="list-style-type: none"> • Phase 1: After six subjects are passed. • 4 weeks. • Phase 2: After nine 1st year and six 2nd year, including SBS1 are passed. • 4 weeks. • Phase 3: After ten 1st year, ten 2nd year, including SBS2 are passed. • 4 weeks. • Phase 4: After ten 1st year, twelve 2nd year, six 3rd year and SBS 3 are passed. • 5 weeks. • At schools with senior primary (Gr. 4 – Gr. 7). 	Only six (6) subjects outstanding

<p>Diploma in Junior Primary Education (DJPE) NQF Level 7</p>	<p>Minimum: 3 years Maximum: 6 years</p>	<p>41 Subjects Year 1 - 14 Subjects Year 2 - 14 Subjects Year 3 - 13 Subjects</p>	<p>2nd year: Eight 1st year subjects passed. 3rd year: Thirteen 1st and eight 2nd year subjects passed.</p>	<ul style="list-style-type: none"> • Phase 1: After 7 subjects passed. • Phase 2: After twelve 1st year, seven 2nd year subjects and SBS1 are passed. • Phase 3: After thirteen 1st year, eleven 2nd year subjects and SBS2 are passed. • Phase 4: After thirteen 1st year, fourteen 2nd year subjects and six 3rd year and SBS3 are passed. • All phases are 4 weeks. • All phases done at a school with Junior Primary (Gr.0 – Gr. 3). 	<p>Only six (6) subjects outstanding</p>
<p>Diploma in Pre-Primary Education (DPPE) NQF Level 7</p>	<p>Minimum: 3 years Maximum: 6 years</p>	<p>39 Subjects Year 1 - 12 Subjects Year 2 - 14 Subjects Year 3 - 13 Subjects</p>	<p>2nd year: Seven 1st year subjects passed. 3rd year: Eleven 1st year and eight 2nd year subjects passed</p>	<ul style="list-style-type: none"> • Phase 1: After 6 subjects passed. • Phase 2: After ten 1st year and seven 2nd year subjects and SBS1 are passed. • Phase 3: After eleven 1st year, eleven 2nd year and SBS2 are passed. • Phase 4: After eleven 1st year, fourteen 2nd year, six 3rd year and SBS3 are passed. • All phases are 4 weeks. • All phases done at a school with Junior Primary (Gr.0 – Gr. 2). 	<p>Only six (6) subjects outstanding</p>
<p>Diploma in Education: Secondary (DE) Post graduate NQF Level 7</p>	<p>Minimum: 18 months Maximum: 3 years</p>	<p>18 Subjects Year 1 - 13 Subjects Year 2 - 5 Subjects</p>	<p>No requirements</p>	<ul style="list-style-type: none"> • Phase 1: After 6 subjects passed. • Phase 2: All 1st year (semester 1 and 2) subjects passed. • 4 weeks for each phase. • At a secondary school. 	<p>Only six (6) subjects outstanding</p>

Diploma in Education: Secondary (DES) NQF Level 7	Minimum: 3 years Maximum: 6 years	32 Subjects Year 1 - 10 Subjects Year 2 - 11 Subjects Year 3 - 11 Subjects	2nd year: Six 1st year subjects passed. 3rd year: Nine 1st year and six 2nd year subjects passed.	<ul style="list-style-type: none"> • Phase 1: After 6 1st year subjects passed. • Phase 2: After nine 1st year, SBS1 and six 2nd year subjects passed. • Phase 3: After nine 1st year, nine 2nd year, SBS2 are passed. • Phase 4: Nine 1st year, all (11) 2nd year, including SBS3 are passed. • 4 weeks for each phase. • At a secondary school. 	Only six (6) subjects outstanding
Certificate in Early Childhood Development (CECE) NQF Level 5	Minimum: 1 year Maximum: 3 years	15 Subjects	No requirements	<ul style="list-style-type: none"> • Phase 1: After 5 subjects passed. • Phase 2: After nine subjects are passed. • 3 weeks for each phase. • Early childhood classes. 	N.A
Diploma in Early Childhood Development (DECE) NQF Level 6	Minimum: 1 year Maximum: 3 years	15 Subjects	No requirements	<ul style="list-style-type: none"> • Phase 1: After 5 subjects passed. • Phase 2: After nine subjects are passed. • 3 weeks for each phase. • Early childhood classes. 	Only six (6) subjects outstanding
Diploma in Policing (POLD) NQF Level 6	Minimum: 2 year Maximum: 4 years	Year 1 - 12 subjects Year 2 - 10 subjects	2nd year: Seven 1st year subjects passed.	No SBS	N.A

3.1 Qualification duration (Maximum & minimum duration)

The table minimum and maximum duration notes the exact course duration of your qualification. Should you exceed your course duration, you will receive a notice informing you that you only have one more examination opportunity before your course status is set to term-complete. Contact IOL for more information if your studies have been set to term-completed.

3.2 Re-registration

3.2.1 First time re-registration

Should your course be term-completed and you wish to re-register for outstanding subjects, you will have to submit a re-registration form and make a payment. You will receive two semesters to complete the outstanding subjects before your course is set to term-complete again. You will be required to re-submit assignments for all outstanding subjects.

3.2.2. Second re-registration

Should your course be term-completed after a re-registration you will only be allowed to re-register for a second time should you have six (6) or less subjects outstanding. You will then receive two (2) semesters to complete the outstanding subjects before your course will be permanently term-completed. You will be required to re-submit assignments for all outstanding subjects.

3.3 SCHOOL BASED STUDIES (SBS)

School Based Studies (SBS) is a compulsory subject for all the education qualifications, except for BEDHONS. You must qualify to do SBS at a school of your choice. Each phase has a specific number of weeks (see the Table on previous pages 14 & 15).

- You will receive a SMS notification that you qualify to do SBS. You are required to submit a completed Principal Permission Letter (PPL) which is available on your student portal once you qualify to do SBS.
- The SBS assignment and study guide will be made available to you after submission of the completed PPL.
- After this, you may conduct SBS for the required period at the specific school stated on the PPL.
- Should you wish to change schools you need to do so before the SBS starts and you have to re-submit a PPL for the new school.
- The SBS Tutor or the Regional/Course Coordinator may pay you an evaluation visit at any time during the SBS period. Should you not be at the school, the SBS subject will be cancelled and you will have to re-apply to do the subject SBS during another time at a school of your choice.
- After the specific period at the school lapses, you should then submit the completed SBS documents not later than the date stated on the PPL. These documents will then be sent for marking.
- You must obtain at least 60% per section (Assignment; Preparation; Presentation) to pass School Based Studies. Should the minimum mark of 60% not be obtained, you will get the opportunity to re-do the section(s). If you fail your redo, you will only be allowed to resubmit the next re-do in the following semester. Should you fail the first re-do, you will be required to pay for the second re-do.
- The marked study guide will be sent back to you, once the results for SBS is released.
- All SBS results will be released via Office 365.

3.4 BASIC FIRST AID (BFA)

Basic First Aid is a compulsory subject in most of the IOL teaching qualifications. See the Table.

- Once you qualify, you will be informed via text message to book for BFA training. The BFA training sessions will be on Saturdays in the different regions.
- The BFA expenses are covered by IOL, but you will be required to pay for the training should you have booked and missed the scheduled training session or should you fail and have to re-do the BFA.
- You have the option to attend BFA training elsewhere at own cost as long as the provider offering the Basic First Aid (BFA) is accredited. You should submit your certificate to IOL and exemption will be granted.
- The Certificate is valid for two (2) years so you should make sure that the BFA Certificate is still valid upon graduation.
- Should your BFA expire before graduation you will be required to re-do at your own cost through IOL or at an accredited BFA provider.

RESEARCH: BEDHONS & BESP

BEDHONS: The Research Project is a 2nd year subject (Bed-RP22). You need to pass 3 first year subjects including Educational Research and you should be registered for the 2nd year to start with your Research.

BESP: The Research Project is a 4th year subject (BES-RPP241). You need to have completed ten 1st year subjects, twelve 2nd year and six 3rd year subjects. You should be registered for the 4th year to start with your Research.

Students who meet the requirements to do the Research need to do the following:

- Print the Research proposal and project format from the student portal.
- Watch the Research recording on the IOL YouTube channel. (type: Institute for Open Learning to access the recording.
- You must have your OWN email address.
- Stick to one email thread. (email chain)
- Submit your Research PROPOSAL and PROJECT (typed in Microsoft word) to the following email addresses - BEDResearch@tgh.na for BEDHONS and BESPresearch@tgh.na for BESP.

Research Proposal and Project:

- You first need to submit a research topic for approval once the topic is approved you can start with your proposal which should be about 15 pages (Title page, Contents and Reference pages excluded).
- You should start with your research at least 18 months before the study period of the course lapses.
- Your Career Specialization subject should guide you to choose a research topic.
- Once your topic is approved you can start with your proposal which should be about 15 pages. (Title page, Contents and Reference pages excluded).
- 60% Pass is required for the Proposal.
- There is no examination but once your proposal is approved you must submit your Project.
- Students who do not achieve the required 60% must resubmit their Research.
- The marking of the Research is done according to a standard checklist.

4. ASSIGNMENTS

All assignments can be found on the Student Portal and should be submitted online and on time.

Due dates: 15 January/June of each year. (The June date will depend on the Ministry of Education's official school calendar and will be communicated to students).

All assignments may only be submitted online. IOL implemented this amongst others to reduce the cost of printing assignments, as well transport or courier fees and to offer even more convenience. All assignments are available on the student portal and should be downloaded, answered/completed in the spaces provided and then uploaded back onto the student portal in MS Word format. The answers must be typed in the spaces provided, no scanned or hand-written assignments will be accepted. The system will accept your last upload as your final submission. When you save the assignment in your documents, you should not change the file name as the file name will ensure submission.

Assignments with a pass mark of at least 50%, ensure admission to the examination. Should a mark of less than 50% be obtained, you have to re-do the assignment.

- Go onto IOL the website; Login to the student portal using your student number as your username and password
- Click on My Studies
- Go down to the Word assignments where you can download all your assignments
- Download the assignments and save it on your computer device
- Complete the assignments in the spaces provided
- After completing the assignments save it on your computer until the due date when you can submit the assignments

The Disciplinary Committee will evaluate any academic misconduct which include: Cheating (the use or attempted use of unauthorized materials, unauthorized copying or **collaboration**)

- Fabrication (intentional misrepresentation or invention of any information)
- Plagiarism (the use of another's words, ideas, data, or product without appropriate acknowledgement)
- Collusion (assisting another to commit an act of academic dishonesty)
- Academic Misconduct (grade tempering, fraud, misrepresentation, obtaining or distributing any part of a test)

Action taken (to be completed by IOL Head / COO)

- Disciplinary admonition and warning by Registrar
- Academic penalty on assignment by Registrar
- Mark of a lower or failing grade for the subject by Head / Registrar
- Suspension from IOL for 1 academic year
- Expulsion from IOL by Head of Student Development
-

4.1 ASSIGNMENT CREDITS AND RE-WRITE

You have two assignment credits for each subject. You will be allowed a free assignment re-write should you fail an assignment. You will however have to apply and pay to re-write the specific assignment should the assignment be failed for a second time. The assignment can be submitted during the next assignment submission. Re-write application forms are available at the IOL offices or www.iol.na.

5. ASSESSMENT POLICY

Assessment per semester module consists of one (1) assignment. A 50% semester assessment mark (assignments), SM, is required for admission to examinations. A sub-minimum of 50% must be achieved to pass the examination (EM).

A final pass mark (FM) of 50% is required, calculated on 60% of the examination mark and 40% of the assignment (assessment) mark.

The setting and marking of examination papers and assignments are moderated.

6. EXAMINATIONS

You are advised to write at least three (3) subjects of your qualification per examination session to ensure completion of studies within the given time frame.

Once the Examination results are released via Office 365, the students will receive a sms informing them of the due date for examination queries and to apply and pay for the remarking of examination answer scripts.

After the remarking period, the final results will be released, where after the answer scripts, as per the directive of the Ministry of Education, will be destroyed.

6.1 RE-MARKING

After the examination marks are released, you will have a period of three (3) days to apply and pay for remarking of the examination script(s). The re-mark Application Form is available at all IOL offices.

Personal viewing of examination answers scripts is not allowed, but if you insist, you can work through the Registrar and your legal advisor.

6.2 BOOKING PROCEDURE FOR IOL EXAMINATIONS

You will receive a SMS notification as soon as the booking period opens; it will contain examination booking deadlines. All bookings should be done via the Student Portal.

Process to book for your examination via the Student Portal:

- Log onto your Student Portal using your student number and password.
- Click on the Exam Booking tab at the top of the screen.
- Select and confirm your examination venue.
- Only the subject(s) for which you qualify will be available to select; select the subject(s) that you wish to write.
- Select "Yes" for the subject you wish to write and "No" for the ones you will not sit for. Please note if you do not select the "No" option, your booking will be invalid
- Confirm the final examination venue and the subject(s).
- Ensure that you receive a confirmation e-mail/SMS once you complete the process.
- The registration period will be open for atleast a week.
- You risk forfeiting one examination credit per subject should you, after booking, fail to turn up to write the subject without a valid reason.
- Valid reasons are authenticated only by the submission of a medical or death certificate.

Reversal of exam credits now charged at NAD330/subject for absence from exams and only on submission of Medical/Death Certificate submission

6.3 SUPPLEMENTARY EXAMINATIONS

To academically qualify for the Supplementary Examination you must have obtained 45% to 49% in the examination prior to the Supplementary Examination.

6.4 EXAMINATION BOOKING AND VENUES

IOL implemented an online examination booking system which allows you to write examinations at a time convenient to your schedule. You will need to confirm your examination venue when booking for the examination. You can only write the examination at the examination venues indicated on your Admission Permit.

6.5 EXAMINATION CREDITS AND REWRITE

You have two examination credits for each subject. You will be allowed a free examination re-write should you fail a subject. You will however have to apply and pay to re-write the specific subject should the subject be failed for the second time. The subject can then be written during the following examination session. Rewrite application forms are available at the IOL offices or on the IOL website www.iol.na.



7. CHANGES IN PERSONAL INFORMATION

It is important to inform IOL of any changes in your personal details (address, mobile phone number, surname etc.) You can do this by sending an e-mail to iol@tgh.na, or by completing a 'Change of Details' form. You can also update your information on the Student Portal. It is important that you update your information to ensure that valuable information from IOL reaches you on time.

8. GRADUATION CEREMONIES

Due to the new normal, all IOL graduation ceremonies, going forward, will be done virtually. The virtual graduations will be broadcast live on IOL's Facebook page. In order for IOL to personalise the graduations, IOL will need a photo of every student. You should take a photo, in the comfort of your home and then upload the photo on the student portal. You may also upload or email us additional photos of your graduation with your family to graduation@tgh.na

IOL will make the V-neck stoles available for purchase to graduates. The V-neck stoles will be couriered to your nearest Nampost or collections can be done at the IOL Windhoek head office. Furthermore, graduates will be able to download the graduation booklet, with your name in it, from the IOL website. IOL always look forward to celebrating this prestigious ceremony with the students.

Please note that certificates and diplomas will only be printed on specific dates as decided by the institution. The dates depend on examination results and SBS submission dates.

9. QUERIES/FEEDBACK

All queries will be submitted and dealt with online. For any enquiries or additional support, students are advised to contact the IOL Call Centre on 061 270 9100, WhatsApp us on 085 715 4864 or email IOL@tgh.na. You can also find us on Facebook at Institute for Open Learning (@IOLnam). It is of utmost importance that you visit our Facebook page daily for updates and relevant information. You can also instantly chat to us via the IOL Website www.iol.na.

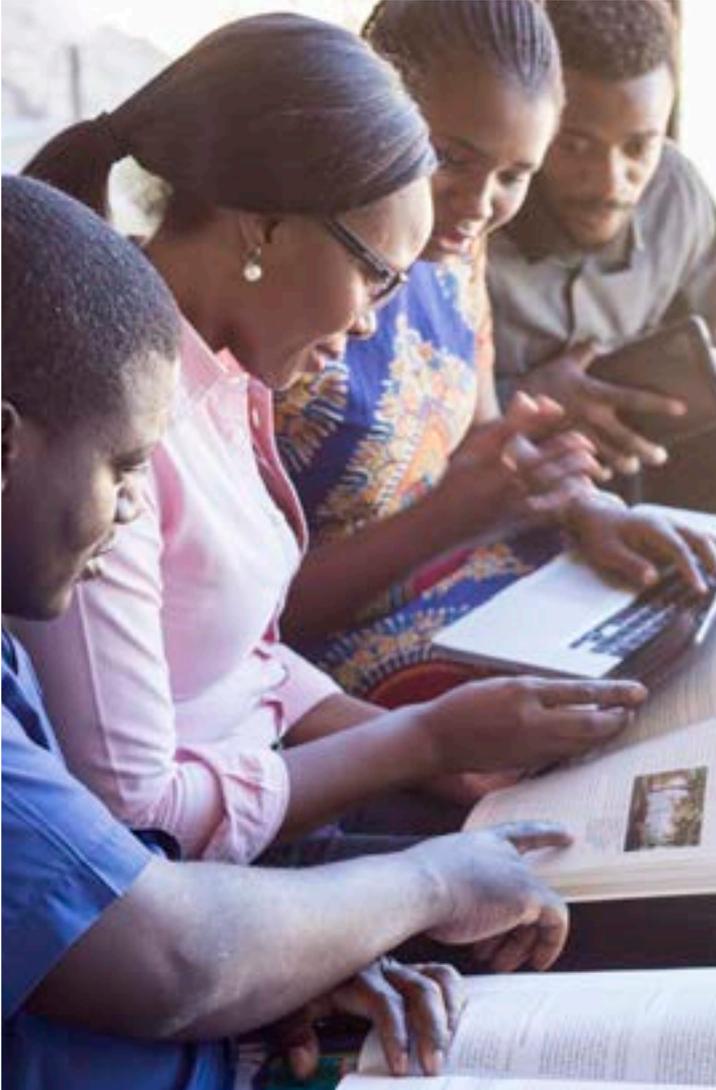
In future, students will be able to register online, receive important course inductions, as well as participate in important information sessions online. IOL will also make research material available online, which will include but are not limited to, academic websites and online library material to facilitate learning. Students are encouraged to visit the student portal for more information about accessing online services.

10. ALUMNI ASSOCIATION

When you complete your studies, you will form part of the IOL Alumni. IOL wishes to keep in touch with its students and to stay updated on all your accomplishments. Therefore, IOL will appreciate it that you keep us updated about your accomplishments. You can do this via your Student Portal by completing our developmental impact questionnaire.

For more information, please visit www.iol.na or contact the IOL Call Centre at 061-270 9100.

**Good luck with your studies and
may you succeed in all your future endeavours.
Remember: Education is the greatest equaliser**



Email: iol@tgh.na Website: www.iol.na • Call Centre: +264 61 270 9100

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