

LEGISLATION REQUIREMENTS (foreign students only)

Work / Study permit/temporary resident permits and permanent resident permits are the only permits students can use to write examinations in South Africa. If you are not a South African citizen and you are writing examinations in South Africa, please state the following:

PERMIT NUMBER: _____ **TYPE OF PERMIT:** _____ **PERMIT EXPIRY DATE:** _____ / _____ / 20 _____

- Do you want to join a study group on eLearn? Yes No
- Do you want to receive your academic results via SMS? Yes No
- Choose the communication channel for receiving general notifications: SMS Email Both

WHERE DID YOU HEAR ABOUT THE IMM Graduate School? *New students only* Advertisement Word of mouth Website Other _____

WHERE DID YOU ATTEND HIGH SCHOOL? *(New students only)* **SCHOOL NAME** _____

SUBURB _____ **CITY** _____

SECTION B: PAYMENT DETAILS

NOTE

NO CASH PAYMENTS ARE ACCEPTED AT ANY IMM Graduate School OFFICE.

The following proof of payment / documentation has been attached to this registration form.

- Bank Guaranteed Cheque Direct Deposit
- Credit / Debit Card EFT / e-payment
- Credit on account: R _____ , _____

BANK DETAILS

ACCOUNT NAME: IMM GSM (PTY) Ltd
BANK: ABSA Commercial Banking
BRANCH CODE: 632 005
EFT CODE: 632 005
SWIFT CODE: ABSAJJZZ
ACCOUNT NUMBER: 405 631 0798

Indicate your full name and surname or your IMM Graduate School student number as reference

Company / Sponsor responsible for payment: _____

SECTION C: ACADEMIC PROGRAMME DETAILS

Please tick the programme for which you wish to register.

UNDERGRADUATE PROGRAMMES

- Higher Certificate in Marketing Diploma in Export Management Single Module Entry
- Higher Certificate in Export Management Bachelor of Commerce in Marketing & Management Science Other _____
- Diploma in Marketing Management Bachelor of Business Administration in Marketing Management

POSTGRADUATE PROGRAMMES (Only to be completed once a Postgraduate Application has been approved)

- Postgraduate Diploma in Marketing Management Single Module Entry
- BPhil Honours in Marketing Management Other _____
- MPhil in Marketing

SECTION D: EXAMINATION MODULE DETAILS

A maximum of four modules may be examined in one examination session.

STATE MODULE NAMES IN FULL

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|---|--|
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| 1 | |
| 2 | |
| 3 | |
| 4 | |

SECTION E: EXAMINATION VENUE DETAILS

Please tick the venue most suited to you:

SOUTH AFRICA

- Bloemfontein Cape Town Durban Johannesburg Central* Midrand* Nelspruit
- Pietermaritzburg Polokwane Port Elizabeth Pretoria Stellenbosch Other nt: _____

*The IMM Graduate School reserves the right to only use one of the venues in the Greater Johannesburg Metropole, or to allocate certain students to a specific venue due to venue capacity. PLEASE NOTE: EXAMINATION VENUES CANNOT BE CHANGED AFTER 1ST APRIL IN SEMESTER ONE OR AFTER 1ST SEPTEMBER IN SEMESTER TWO.

BOTSWANA

Gaborone

NAMIBIA

Windhoek

SWAZILAND

Ezulwini

UNITED KINGDOM

Oxford

ZIMBABWE

Bulawayo

Harare

- Private Invigilation (Complete the Private Invigilation Application form) OTHER Namely: _____

PART 2: STUDENT DECLARATION

EXAMINATION DECLARATION

This Examination Declaration contains critical pre-examination rules and regulations which students are required to read before signing this document:

1. Students must be seated 15 minutes prior to the start of the examination. The doors to the examination venue will close 10 minutes prior to the start of the exam. Late students will only be permitted to enter after the examination has commenced. No additional time will be given to late students. No student will be allowed to enter the examination venue should they arrive later than one hour after the commencement of the examination.
2. The following identity documents are regarded as acceptable forms of identification in order to gain access to an examination venue. A student must have at least one of these with them in order to be allowed into the exam venue:
 - a. An original ID Book/Card
 - b. Driver's License with photograph
 - c. ID Book Application with photo as issued by the Department of Home Affairs (not older than 6 months)
 - d. Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
 - e. Learners License Certificate with photo as issued by the Department of Transport (not older than 6 months)

STUDENTS WILL NOT BE PERMITTED TO WRITE WITHOUT A VALID FORM OF ID

3. An Exam Confirmation Letter stating the name of the venue where the student arrived is compulsory in order to gain access to an examination venue. Such an Exam Confirmation Letter must be in printed format and not on an iPad or Tablet or similar device as the printed copy is required for control purposes by the invigilator. Each student must print out their Exam Confirmation Letter prior to the commencement of the examination session.
4. Examination Venues can not be changed after the 1st of April for the first semester and after the 1st of September for the second semester each year. Students must confirm that they are registered for the correct venue.
5. It is the responsibility of the student to ensure that the correct module question paper has been handed to him/her at the start of the examination. Students are required to compare the module code stated on the Exam Confirmation Letter with the module code on the question paper (eg. MAR101).
6. Students may not leave the examination venue within the first hour (including going to the bathroom) or the last fifteen minutes of the examination. Students who leave the examination venue during the first hour will not be allowed to return to the examination venue.
7. Students must keep their stationery in transparent pencil cases/plastic bags on their desks at the Examination Venue.
8. No cellphones or smart watches are permitted on one's person or on the desk during the examination.
9. Approved calculators may only be used during an examination if specifically authorised.
10. Failure to observe the above rules will be considered as cheating. Students who are found cheating or who are suspected of cheating, during an examination, may be suspended from the IMM Graduate School pending the outcome of a disciplinary inquiry.
11. Students acknowledge and accept that the IMM Graduate School is indemnified against all liability, loss, personal injury or damage, from any cause arising, which students and/or their dependents may sustain or suffer as a result of the student being on IMM Graduate School's premises and/or writing any examination in any examination venue chosen by the IMM Graduate School. Students are therefore specifically advised not to bring any valuables to the examination venue.
12. The interpretation and implementation of the IMM Graduate School policies, rules and regulations is at the discretion of the IMM Graduate School.

I, (first name) _____ (Surname) _____

have read the above examination rules and regulations. I understand what is expected of me during my examinations and acknowledge that actions will be taken should I fail to abide by the above rules and regulations. I am aware that a copy of this document is available on the student portal as well as on the IMM Graduate School's website.

STUDENT SIGNATURE _____ DATE _____ / _____ / 20 _____

GENERAL DECLARATION

- I have read the IMM Graduate School Prospectus and Yearbook.
- I understand and accept all policies and procedures pertaining to the IMM Graduate School, including the IMM Graduate School's examination policy, and agree to abide by the rules stated therein.
- I understand and accept that upon my acceptance to the IMM Graduate School, I immediately become liable to the IMM Graduate School for the full programme fees and therefore undertake to pay the full programme fees on or before the due dates.
- I understand and accept that should I withdraw from the programme at any time, I will give written notice of my intention and immediately pay all monies owing.
- I have read the Tutorial Fee Structure document where applicable.

IMPORTANT: I understand and accept that for each semester a separate Registration Form must be completed and that no faxed or emailed Registration Forms will be accepted by the IMM Graduate School.

STUDENT SIGNATURE _____ DATE _____ / _____ / 20 _____

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PART 3: STUDENT DECLARATION OF PROGRAMME

I, _____ (student name and surname), with student number

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, am fully aware that the programme I have enrolled on, is the:

- Higher Certificate in Marketing (SAQA ID: 86826)
- Higher Certificate in Export Management (SAQA ID: 79427)
- Diploma in Marketing Management (SAQA ID: 79546)
- Diploma in Export Management (SAQA ID: 79312)
- Bachelor of Business Administration (BBA) in Marketing Management (SAQA ID: 80967)
- Bachelor of Commerce (BCom) in Marketing and Management Science (SAQA ID: 90737)
- Postgraduate Diploma in Marketing Management (SAQA ID: 79846)
- Bachelor of Philosophy (BPhil) Honours in Marketing Management (SAQA ID: 79366)
- Masters of Philosophy (MPhil) in Marketing (SAQA ID: 86806)

and is registered with the Department of Higher Education and Training, as indicated on the registration certificate issued to the IMM Graduate School of Marketing dated _____ / _____ / 20 _____

Signed: _____ Date: _____ / _____ / 20 _____
Student

Signed: _____ Date: _____ / _____ / 20 _____
IMM Graduate School of Marketing staff member

Notes:
A copy of this document must be handed to the student.
Student signature as confirmation of receipt of a copy of this declaration: _____

OFFICE USE

| | | | | | | |
|---|-------------|---|-----------|-------------|---|---------------|
| Documents received by Student <i>(Please tick and sign)</i> | | Learning Material received by Student <i>(Please tick and sign)</i> | | | Learning Material Dispatched / Couriered | |
| 1. Important Dates | | Module Code | LG | DVD | Date Dispatched | / / 20 |
| 2. Text Book List | | | | | Dispatched by: | |
| 3. Student Yearbook | | | | | Registered Post Reference: | |
| 4. Prospectus | | | | | Date Dispatched | / / 20 |
| 5. Exam Declaration | | | | | Staff member signature: | |
| 6. Other: | | Other: | | | | |
| Total Received = | | Total Received = | | | | |
| Student Signature | | Student Signature | | | | |
| Consultant Name: | | Signature: | | Date | / / 20 | |
| Finance Approved: | Name | | | Date | / / 20 | |
| Data Capturer: | Name | | | Date | / / 20 | |

COMMENTS:

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National Office: Atlas Studio, 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0)11 726 4505, Email info@immgs.ac.za
Cape Town Student Support Centre: Level 3, Stadium on Main, Main Road, Claremont, Cape Town, 7708, P O Box 23998, Claremont, 7735, Tel +27 (0)21 671 4426, Email info.ct@immgs.ac.za
Durban Student Support Centre: 245 Peter Mokaba Road, Corner Valley View Road, Morningside, Durban, P O Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Email info.dbn@immgs.ac.za
Greenstone Student Support Centre: Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, P O Box 2780, Edenvale, 1610, Tel +27 (0)11 609 5003, Email info.greenstone@immgs.ac.za
Milpark Student Support Centre: 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 8029, Email info.milpark@immgs.ac.za
Pretoria Student Support Centre: 150 Anderson Street, Corner Jan Shoba Street, Brooklyn, Pretoria, 0181, Postnet Private Bag x 1, Menlo Park, 0102, Tel +27 (0)81 756 6016, Email info.pta@immgs.ac.za
Sandton Student Support Centre: Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, P O Box 414004, Craighall, 2024, Tel +27 (0)11 783 6662, Email info.sandton@immgs.ac.za
Stellenbosch Student Support Centre: Corner of Drukkers Road and Papegaai Road, Stellenbosch, 7600, Postnet Suite 15, Private Bag X5071, Stellenbosch, 7600, Tel +27 (0)21 883 9104, Email info.stellenbosch@immgs.ac.za
Zimbabwe Administrative Office: 21 Lezard Avenue, Milton Park, Harare, P O Box MP 394, Mount Pleasant, Harare, Tel +263 (0)86 7700 4806 or +263 (0)773 475 003, Email imm.zim@immgs.ac.za