

Our alumni hold key positions in top global companies. **Are you ready to fill their shoes?**

Sandrine Prinsloo
Head of Marketing,
Business Banking and
RRB at Nedbank

*BPhil Hons in Marketing
Management*

Dear Graduate

DURBAN GRADUATION CEREMONY

Congratulations! You have achieved your qualification following a path to marketing and business excellence.

In recognition of your achievement and commitment, we cordially invite you to attend the annual IMM Graduate School Graduation Ceremony, where you will be awarded your qualification.

You may invite three guests to accompany you to share in your success (we regret no children under 12). Please note we unfortunately cannot accommodate more than three guests per graduate.

DATE	Thursday, 12 April 2018
TIME	The graduation ceremony starts promptly at 14h00 Gown collection and photographs from 11h00 Graduates to register from 11h00 Everyone to be seated by 13h45
VENUE	Silver Ring Greyville Racecourse 150 Avondale Road Durban (Entrance at Gate 7)
DRESS	Jacket and Tie / Smart / Traditional Casual dress such as jeans/denims will not be allowed
RSVP	Please fill in RSVP form and send to Maxine Swart by Friday, 9 March 2018 Telephone: +27 (0) 31 312 2239 email: graduation.dbn@immgsm.ac.za

We look forward to welcoming you.

IMM Graduate School

Please read the following page for information on the graduation:

IMPORTANT

Your First Name(s) and Surname as indicated on your student portal (Student info) will appear on your certificate.

Please ensure that you inform us of any errors by the end of February, to avoid any delay in receiving your certificate.

Kindly note the following procedures with respect to the graduation ceremony:

REGISTRATION

You will be able to register from 11h00. All graduates and guests must be seated by 13h45. You will receive a graduation card with your certificate/diploma/degree details. This card also advises you of your allocated seat. Graduates are seated in seat number order, from the front row of the hall. The card is then handed to the Master of Ceremonies, who will announce your name.

ACADEMIC DRESS

Academic dress for certificate graduates consists of a black gown.

Academic dress for diploma and degree graduates, consisting of a black gown and neckband, is compulsory for the ceremony. The IMM Graduate School has appointed Cum Laude to supply graduates with the gowns and neckbands. Only degree and postgraduate graduates may wear caps.

Please order your gowns in advance and take note that you can collect them from 10h00 at the Graduation venue on the day of the graduation. Kindly complete the order form, available from the website www.immgsm.ac.za, click on the Graduation button, and forward it directly to Cum Laude to whom payment must be made.

PHOTOGRAPHS

The IMM Graduate School has appointed Prestige Photographic Services as the official photographer for the ceremony. Photographs will be taken during and after the ceremony. The photographer will give you details, on the day, about the procedure. All students will be photographed and the photographs will be made available to order. The photography order form is available on the IMM Graduate School website.

NO PRIVATE PHOTOGRAPHERS WILL BE ALLOWED.

AWARDS IN ABSENTIA

Candidates who are unable to attend the ceremony may collect their certificate from the IMM Graduate School Regional Office in Durban from the Monday after the graduation ceremony. If you elect someone to collect your certificate on your behalf please ask them to bring a copy of their ID for our records and a letter confirming that they may collect the certificate.

Any certificates not collected, within one month of the graduation date, from the Regional office, will be sent to National office in Johannesburg for safekeeping.