



# Graduate School

## REGISTRATION FORM 20

☐ New Student☐ Renewal Student

STUDENT NUMBER

☐ Semester 1☐ Semester 2

- This registration form consists of three parts; Part 1 - Registration Form (Pages 1-2); Part 2 - Student Declaration; Part 3 - Programme Declaration
- Students wishing to support their distance learning with sessions, must complete the Learning Pathway Registration Form

### PART 1

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS FORM (IN BLOCK LETTERS USING A BLACK PEN).

1. Read the Yearbook as well as the Prospectus carefully before completing and submitting this Registration Form with all the relevant information.
2. The IMM Graduate School does not endorse third parties who offer tuition on IMM Graduate School programmes. Should an IMM Graduate School student enrol with any third party for tuition on IMM Graduate School programmes, the IMM Graduate School will be entitled to suspend the student's registration with the IMM Graduate School.
3. New students who meet the IMM Graduate School entry requirements, will only be registered once required payment as well as all required documents have been received.
4. The IMM Graduate School cannot accept/process incomplete Registration Forms, even if required payment has been received. The onus is on the student to provide all outstanding information/documentation in order for the IMM Graduate School to process the Registration Form.
5. Late registration fees will apply when the Registration Form is received after the due date, even if the payment was received by the due date.
6. Where reference is made to "Certified Copies", photocopies of the documents must bear an original stamp and signature of a Commissioner of Oaths.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS REGISTRATION FORM. ONCE YOU HAVE ATTACHED THE DOCUMENTS AS PER THE LIST BELOW, PLEASE ENSURE THAT YOU HAVE TICKED THE RELEVANT BOXES.

#### ALL STUDENTS

#### NEW/DORMANT STUDENTS

#### RENEWAL STUDENTS

- Proof of payment (as indicated in Section B: Payment Details)

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- Certified copy of ID Document

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- Certified copy of highest schooling certificate (e.g. NSC), as well as any additional academic qualifications

☐

#### FOREIGN STUDENTS ONLY

#### NEW STUDENTS

#### RENEWAL STUDENTS

- GCSE / GCE other, namely

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- Certified copy of SAQA evaluation certificate (if writing examinations in South Africa)

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- Relevant permit (if attending tutorials in South Africa)

☐☐

### SECTION A: PERSONAL DETAILS (ALL STUDENTS)

TITLE ☐ Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ MissGENDER ☐ Male ☐ Female

SURNAME (As per Identity Document) \_\_\_\_\_ PREFERRED NAME \_\_\_\_\_

FIRST NAME(S) (As per Identity Document) \_\_\_\_\_

NATIONALITY \_\_\_\_\_ RESIDENT COUNTRY \_\_\_\_\_

IDENTITY DOCUMENT NUMBER  DATE OF BIRTH 

CELL PHONE NO. (1) \_\_\_\_\_ (2) \_\_\_\_\_ TELEPHONE NO. EORK ( \_\_\_\_\_ ) \_\_\_\_\_

NEXT OF KIN ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL (1) (COMPULSORY) \_\_\_\_\_ EMAIL (2) \_\_\_\_\_

#### ADDRESS DETAILS (new students only, or if details changed)

POSTAL ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

#### WORK DETAILS (new students only, or if details changed)

OCCUPATION \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ COMPANY TEL NO. \_\_\_\_\_

#### LEGISLATION REQUIREMENTS (new students only, or if details changed)

\*ETHNIC GROUP ☐ Black ☐ Coloured ☐ Indian ☐ White

\*As required by the Department of Higher Education and Training to allow the IMM Graduate School and the government to track progress of the transformation of Further & Higher Education.

HOME LANGUAGE: \_\_\_\_\_

Do you have a disability? ☐ Y ☐ N

If yes, please provide details: \_\_\_\_\_

## 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 \_\_\_\_\_

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 has been attached to this application form.

- ☐ Credit / Direct Deposit (at IMM GS Office) ☐ Direct Deposit  
☐ Credit on account: R \_\_\_\_\_, \_\_\_\_\_ ☐ EFT / e-payment

## BANK DETAILS

ACCOUNT NAME: IMM GSM (PTY) Ltd  
BANK: ABSA Commercial Banking  
BRANCH CODE: 632 005  
EFT CODE: 632 005  
SWIFT CODE: ABSAZAJJ  
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 ☐ BCom in International Supply Chain Management ☐ Single Module Entry  
☐ Higher Certificate in Project Management ☐ Bachelor of Commerce in Marketing & Management Science ☐ Elective \_\_\_\_\_  
☐ Higher Certificate in Supply Chain Management ☐ Bachelor of Business Administration in Marketing Management ☐ Other \_\_\_\_\_  
☐ Diploma in Marketing Management

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

- ☐ Postgraduate Diploma in Marketing Management ☐ MPhil in Marketing ☐ Single Module Entry  
☐ BPhil Honours in Marketing Management ☐ BCom Honours in Supply Chain Management ☐ Other \_\_\_\_\_

## SECTION D: EXAMINATION MODULE DETAILS

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

STATE MODULE NAMES IN FULL			
SEMESTER 1		SEMESTER 2	
1		5	
2		6	
3		7	
4		8	

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

SEMESTER 1 (LECTURES/TUTORIALS)		SEMESTER 2 (LECTURES/TUTORIALS)	
	SSC or Campus Name:		
1		5	
2		6	
3		7	
4		8	

\*Please refer to the terms and conditions within the learning pathway registration form.

## PART 2: STUDENT DECLARATION

## ACADEMIC INTEGRITY DECLARATION BY THE STUDENT

I hereby acknowledge and agree to the Academic Integrity Statement as set out below and I further acknowledge that this Academic Integrity Statement applies for the duration of my studies at the IMM Graduate School:

1. I will not receive nor will I elicit any assistance from/to another student in the process of completion of any assessment.
2. I understand that academic discussions with other students are encouraged, but not to provide answers to assessment questions in the process of completion of an assessment. Therefore my assessment answers will be entirely my own work and not the work of other students, regardless of any academic discussions I was part of.
3. I will not plagiarise the work of others and submit it as my own, nor will I self-plagiarise using excerpts from work I may have submitted previously for assessment whether at the IMM Graduate School or any other institution. I recognise that I am responsible for understanding and applying the provisions of the IMM Graduate School Policy on Plagiarism Prevention.
4. I will not outsource any academic work to a third party by allowing someone else to contribute to or complete assessments on my behalf.
5. I understand and acknowledge that any act of academic dishonesty may result in academic misconduct procedures being instituted against me to its full extent as prescribed by IMM Graduate School policies. If found to have breached the IMM Graduate School policies, I will submit to the academic inquiry process and acknowledge that an outcome of this process may lead to me receiving zero percent for an assessment, or even that I may be disenrolled.

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.
- The IMM Graduate School does not endorse third parties who offer tuition on IMM Graduate School programmes. Should an IMM Graduate School student enrol with any third party for tuition on IMM Graduate School programmes, the IMM Graduate School will be entitled to suspend the student's registration with the IMM Graduate School.
- 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, when registering.
- 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 due.
- I have read and accept the terms and conditions.

**IMPORTANT: I understand and accept that for each semester a separate Registration Form must be completed.**

## PART 3: STUDENT DECLARATION OF PROGRAMME

I, \_\_\_\_\_ (student name and surname), with student number \_\_\_\_\_, am fully aware that the programme I have enrolled on, is the:

- ☐ Higher Certificate in Marketing (SAQA ID: 118439)
- ☐ Higher Certificate in Project Management (SAQA ID: 118438)
- ☐ Higher Certificate in Supply Chain Management (SAQA ID: 117683)
- ☐ Diploma in Marketing Management (SAQA ID: 79546)
- ☐ Bachelor of Business Administration (BBA) in Marketing Management (SAQA ID: 118283)
- ☐ Bachelor of Commerce in International Supply Chain Management (SAQA ID: 110628)
- ☐ 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)
- ☐ Bachelor of Commerce (BCom) Honours in Supply Chain Management (SAQA ID: 117085)
- ☐ 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 \_\_\_\_\_

- The IMM Graduate School (IMM) does not endorse third parties who offer tuition on IMM programmes. Should an IMM student enrol with any third party for tuition on IMM programmes, the IMM will be entitled to suspend the student's registration with the IMM.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

## OFFICE USE

IMM GS staff member name & surname: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Signed: \_\_\_\_\_

## COMMENTS:


## Student Support Centres and Regional Offices

## Cape Town

The Cruise Terminal,  
Duncan Road,  
Block B,  
Floor 1,  
Victoria & Alfred Waterfront,  
Cape Town  
Tel +27 (0)21 671 4426

## Durban

Hollywoodbets Kings Park Stadium,  
Suite 752, Ramp 4,  
Jacko Jackson Drive,  
Stamford Hill,  
Durban  
Tel +27 (0)31 312 2239

## Parktown

No.2, 3<sup>rd</sup> Avenue,  
Parktown,  
Johannesburg  
Tel +27 (0)11 628 2000

## Pretoria

150 Anderson Street,  
Corner Jan Shoba Street,  
Brooklyn,  
Pretoria  
Tel +27 (0)87 898 8471

## Stellenbosch

Bosmans Business Centre,  
Floor 2,  
Distillery Street,  
Bosman's Crossing  
Stellenbosch  
Tel +27 (0)21 883 9102

## Zimbabwe

21 Lezard Avenue,  
Milton Park,  
Harare,  
Zimbabwe  
Tel +263 86 7700 4806