



Dear Graduate

Congratulations! You have achieved your qualification following your path to marketing 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 **two** guests to accompany you to share in your success (we regret no children under 12).

DATE	Friday, 24 April 2020
TIME	The graduation ceremony starts promptly at <b>14h00</b> Graduates to register from <b>11h30 to 13h30</b> Everyone to be seated by <b>13h45</b>
VENUE	<b>Celebration Centre</b> 162 Swan Drive, Borrowdale West Harare
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 Gaylin Campbell by <b>Thursday, 5 March 2020</b> <b>Telephone:</b> +263 86 7700 4806 or +263 773 475 003 <b>email:</b> <a href="mailto:graduation.zim@immgsm.ac.za">graduation.zim@immgsm.ac.za</a>

We look forward to welcoming you.

**IMM Graduate School**

Please read 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 15th of February, to avoid delay in receiving your certificate.**

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

**REGISTRATION**

You will be able to register from 11h30. 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 auditorium. You will hand the card 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. Only degree and postgraduate graduates may wear caps. The academic regalia pricelist is available on the IMM Graduate School website. The hood can be purchased from the Harare office.

**PHOTOGRAPHS**

The IMM GSM has appointed “EOS Photography” as official photographers for the ceremony. Photographs will be taken during and after the ceremony. If you intend to have any photographs taken, please make arrangements to arrive 2 hours before the ceremony in order to place your order. The photography pricelist 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 Harare 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 from the regional office within one month of the graduation date, will be sent to National Office in Johannesburg for safekeeping.

**RSVP**

Should you RSVP and not attend the graduation, a charge of ZWD\$300 will be levied before you can collect your certificate. This is due to the catering costs for numbers that we are required to pay prior to the graduation.