



Dear Graduand

The IMM Graduate School is looking forward to hosting you at the upcoming graduation ceremony:

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| Graduation ceremony: | Durban  |
| Date:                | Friday, April 4, 2025   |
| Time:                | The graduation ceremony formally commences at 13h00.<br>Doors close 15 minutes before the start of the ceremony.<br>Registration and collection of academic regalia starts at 10h00.<br>Graduation photos will end at 12:00 and resume after the ceremony.    |
| Venue:               | <b>Premier Splendid Inn Umhlanga</b><br>1 Umhlanga Ridge Boulevard,<br>Umhlanga Ridge,<br>Prestondale,<br>Umhlanga  |
| Parking:             | Parking is available in the parkade from Level 3A to Level 9. Enter via 1 Umhlanga Ridge Boulevard, with the entrance marked by the Premier Hotel. The venue is also accessible by public transport. All guests should enter the venue through the boom gate. |

#### **Dress Code**

Please note that Graduation Ceremonies will be formal, and all qualifying students will be permitted to participate on stage wearing the prescribed academic regalia of their newly conferred qualification. Kindly be reminded that academic regalia from previous qualifications will not be permitted.

#### **Registration**

Please check in at the registration desk upon arrival on **Level 10 (Conferencing)** of the venue. The desk will be clearly marked and easily visible as you enter the floor. Upon registration, you will receive two cards with your pre-allocated seat number, assigned according to your academic programme.

#### **Academic Regalia**

Academic regalia must be collected after registration. Please use your name card to collect the regalia.

#### **Proceedings**

- Please present the seat number card to an usher upon entering the graduation venue to be directed to your seat.
- The assembly will be requested to stand when the academic procession enters the venue. Please remain standing until the academic procession is seated.
- Graduands and guests will be formally welcomed, followed by a graduation address by a guest speaker.
- Ushers will guide Graduands to the stage. When instructed, Graduands will present their name card to the name reader at the podium.
- When called, Graduands will cross the stage individually and take part in the commencement ceremony. An official stage photographer will capture the moment.
- Graduands will return to their seats when exiting the stage. Doors to the venue will remain closed and Graduands and guests remain seated for the duration of the ceremony.
- Academic awards will be awarded toward the end of the ceremony.

Regards

The IMM Graduate School