



Graduate School  
Marketing • Supply Chain • Business

# CREDIT TRANSFER APPLICATION FORM 20

STUDENT NUMBER  
(New students to leave blank)

     

Semester 1

Semester 2

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

1. This Credit Transfer Application Form must only be completed by students wishing to apply for Credit Transfer.
2. This Credit Transfer Application Form may NOT be faxed or e-mailed to the IMM Graduate School of Marketing.
3. The IMM Graduate School cannot accept / process incomplete Credit Transfer Application Forms, even if full payment has been received. The onus is upon the student to provide all outstanding information / documentation in order for the IMM Graduate School to process the Credit Transfer Application Form.

## SECTION A: PERSONAL DETAILS

TITLE  Prof  Dr  Mr  Mrs  Ms  Miss Other \_\_\_\_\_ GENDER  Male  Female

SURNAME As per ID Document \_\_\_\_\_ PREFERRED NAME \_\_\_\_\_

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

ID NO               DATE OF BIRTH

## CONTACT DETAILS

TELEPHONE NO. WORK: ( \_\_\_\_\_ ) \_\_\_\_\_ HOME: ( \_\_\_\_\_ ) \_\_\_\_\_

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

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

## SECTION B: CREDIT TRANSER DETAILS

SAQA ID number of qualification (if applicable):

Applicants with qualifications from outside of South Africa will be required to submit additional supporting documentation, course curriculum, individual subject syllabus and the course rating. Applicants with qualifications from South Africa will be contacted by the IMM Graduate School should it be necessary to include supporting documentation.

IMM Graduate School Subject:	Subject considered compatible with IMM Graduate School subject	Name of University / institution	Year obtained	Marks	Notes (For office use only)

## SECTION C: STUDENT DECLARATION

I have read the Credit Transfer Procedure on page 2 of the Credit Transfer Application Form and agree to abide by the rules therein.

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



## SECTION D: CREDIT TRANSFER PROCEDURE

**Please note:**

1. A Credit Transfer Application fee must accompany this application form and can be found in the Prospectus under Fee Structure. (Direct deposit - Bank: ABSA, Branch: 632 005, Acc: 4056310798)
2. Only modules completed during the last 5 years will be considered for Credit Transfer.
3. A pass rate of 60% or above is applicable to be considered for Credit Transfer.

**Closing date for Credit Transfers:**

1st semester - last day of January

2nd semester - last day of June

**Credit Transfer PROCEDURE:**

- Complete the Credit Transfer Application Form and pay the Credit Transfer application fee by direct deposit or credit card.
- Post or hand in an original or certified copy of the academic record, with symbols or percentages, to the IMM Graduate School together with the Credit Transfer Application Form and proof of payment.
- If the marks obtained for a subject do not appear on the academic record, the student will not qualify for an Credit Transfer. The year the module was written must also appear on the academic record.
- A copy of the syllabus of the relevant subjects applicable to the period when the subject/s were completed should be attached to the application (one-pager)

**Please note:**

1. The Credit Transfer fee (per module) is determined annually. Please refer to the fee structure on the IMM Graduate School website.
2. All registered students, who have been granted, must pay the Credit Transfer fee per module. Only once the Credit Transfer fee has been paid will the Credit Transfer/s be reflected on their academic record.
3. Non-registered students must submit a copy of the Credit Transfer letter upon registering, together with proof of payment of the Credit Transfer fee, in order to complete the Credit Transfer process.
4. Credit Transfer fees are non-refundable.
5. If a student has attempted a module with the IMM Graduate School in the past, and failed this module, they may not apply for an Credit Transfer if they passed the said module at any time at another institution.
6. If a module has been passed at a public university, accepted by the IMM Graduate School, the pass rate accepted must be 60% or higher.
7. Modules that are exempted at another academic institution cannot automatically be considered for Credit Transfer.
8. Credit Transfers are valid for a specific period as stipulated on the Credit Transfer letter given to students.
9. The qualification used as the Credit Transfer source must registered with SAQA at NQF level 6 or above.
10. A maximum of 5 credit transfers are granted for IMM Graduate School Undergraduate Diploma or Degree programmes.

The Academic Board reserves the right to decide whether a university's academic standard is acceptable to the IMM Graduate School. The Academic Board decision is final.

## CREDIT TRANSFER GRID

Courses not registered on SAQA (Old NQF Level 6 / New NQF Level 6 or above)	No Credit Transfers
Postgraduate Programmes	No Credit Transfers
Public Universities and Private Institutions in South Africa	Pass of similar modules covered in IMM Graduate School programme except: Marketing 2 No 3rd year undergraduate modules No electives Applications from other countries: Follow SAQA procedure Exception: Zimbabwe Note: Foreign students must submit syllabus and SAQA evaluation.
National Certificate	Only N6 modules Exceptions: 3rd year modules Marketing 2
Public Universities and Private Institutions not in South Africa	A SAQA evaluation of the programme must be submitted
Chartered Institute of Marketing Marketing Society of Kenya RPL	Pass for similar modules covered on IMM Graduate School programme Marketing 1 No Credit Transfers RPL candidates would only be accepted for entry onto a programme - not to issue qualifications

**No Credit Transfer fees will be charged for modules previously written and passed with the IMM Graduate School.**

## FOR OFFICE USE ONLY

Consultant name:

Date application was received

Date application was updated

Authorised by





**National Office:** Atlas Studio, 33 Frost Avenue, Braamfontein Werf, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax to email 086 212 3272, Email info@immgs.ac.za

**Claremont Administration Office:** 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

**Greenstone Administration Office:** Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, Tel +27 (0) 11 609 5003, Email info.greenstone@immgs.ac.za

**Lynnwood Administration Office:** 408 Lynnwood Road, cnr Rosemary, Lynnwood, Pretoria, 0001, Tel +27 (0)81 756 6016, Email info.lynnwood@immgs.ac.za

**Morningside Administration Office:** 245 Peter Mokaba Road, cnr Valley View Road, Morningside, Durban, P O Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Fax +27 (0)31 312 6748, Email info.dbn@immgs.ac.za

**Sandton Administration Office:** Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, Tel +27 (0) 11 783 6662, Email info.sandton@immgs.ac.za

**Stellenbosch Administration Office:** 1st Floor, Aan de Gragt Building, 5 Plein Street, Stellenbosch, 7600, Tel +27 (0) 21 883 9104, Fax +27 (0) 21 883 9108, Email info.stellenbosch@immgs.ac.za

**Zimbabwe Administration Office:** 21 Lizard Avenue, Milton Park, Harare, P O Box MP 394, Mount Pleasant, Harare, Tel +263 86 7700 4806 or +263 773 475 003, Email imm.zim@immgs.ac.za