

## **ADVANCED DIPLOMA IN MANAGEMENT (Full Time – 1612) / (Part Time - 1613)**

### **D.102 ADMISSION**

Unless the Senate determines otherwise candidates will be required to meet the following criteria to be enrolled for the **Advanced Diploma in Management – AdvDip (Management)**

- D.102.1** Persons meeting any one of the following requirements qualify for admission as a candidate for the Advanced Diploma in Management (ADM) offered by the School of Business and Finance [SBF];
  - D.102.1.1** A Bachelor's degree or a three-year national diploma or equivalent in any field other than Management or Finance;
  - D.102.1.2** A Senior Certificate (Grade 12) with a Matriculation endorsement PLUS at least ten years appropriate practical experience;
  - D.102.1.3** Anyone who has passed the SBF's Senior Management Development Programme (SMDP) with a 50% average, having passed all Senior MDP modules;
  - D.102.1.4** Anyone who has passed the SBF's MDP, having passed all four modules with a minimum of 60% at the first attempt in the minimum time period (2 semesters part-time)
  - D.102.1.5** Under University regulation A.2.1.4 applicants who do not have a national diploma or degree are required to demonstrate that they have attained a level of competence sufficient to ensure that they can successfully embark on the programme.
- D.102.2** Foreign national applicants, who have not completed three-years of tertiary education in English, will only be considered for admission to the ADM if they provide proof of one of the following standards with their application:
  - D.102.2.1** Paper score of 550 or Computer score of 213 in Test of English as a Foreign Language (TOEFL)
  - D.102.2.2** Band 6 International English Language Testing System (IELTS)
  - D.102.2.3** Passed the Cambridge Certificate of Advanced English (CAE)
  - D.102.2.4** Passed the Cambridge Certificate of Proficiency in English (CPE)
  - D.102.2.5** Passed the Cambridge Business English Certificate 3.
- D.102.3** An application for admission will only be considered from applicants who have:
  - D.102.3.1** Completed the SBF and the UWC Application Form (UWC Online application);
  - D.102.3.2** Furnished proof of previous work experience;
  - D.102.3.3** Provided the required referee reports from employers and lecturers;
  - D.102.3.4** Submitted certified copies of all transcripts (not certificates) from all tertiary educational institutions attended;

**D.102.3.5** Written the SBF's online Admissions Evaluation at the stipulated time and place;

**D.102.3.6** Attended an interview and provided any other information if required to do so.

### **D.103 SELECTION**

As a limited number of students can be admitted to the programme, applicants will be subject to a selection procedure. Places in the programme will be allocated by the SBF on a competitive basis. Priority will be given to students based on prior academic record, work experience, referee reports from employers/academics and performance in the School's admission evaluation.

### **D.104 DURATION**

Unless the Senate determines otherwise, the curriculum shall extend over 1 year full-time (if offered) or 2 years part-time and shall consist of modules with a total credit value of at least 120 NQF credits.

### **D.105 CURRICULUM**

**D.105.1** Students are required to complete 8 modules. There are five core modules plus a choice of one Finance module. In addition, students may choose any two electives.

<b>Module Name</b>	<b>Alpha Code</b>	<b>Cred</b>
<b>Core Modules (5 modules = 75 credits)</b>		
Business Information Systems 647	ADM647	15
Principles of Management and Business 618	ADM618	15
Marketing 620	ADM620	15
Operations Management 623	ADM623	15
Contemporary Business Communication 626	ADM626	15
Business Finance 668	ADM668	15
<b>Electives: Choose at least 2</b>		
<b>Recommended Electives: Admission to Honours</b>		
Economics for Managers 617	ADM617	15
Principles of Management Accounting 619	ADM619	15
<b>Other Electives: Choose a maximum of 2</b>		
Entrepreneurship and Enterprise Development 607	ADM607	15
Quantitative Analysis 616	ADM616	15
Strategic Management 629	ADM629	15
Project Management 620	MAN620	15
Employee Management 651	MAN651	15
	<b>TOTAL</b>	<b>120</b>

**D.105.2** Where a student has passed equivalent courses within a completed qualification at undergraduate level, or graduate level, replacement modules to the equivalent credit value offered by the SBF shall be completed from the electives listed above, subject to the approval of the Head of Division: Management.

**D.105.3** A student who:

- (a) has completed module(s) equivalent to the listed modules at HEQF level 6 or higher within the past 5 years;

- (b) has provided supporting evidence of the completed module outcomes and content, and
- (c) has applied in writing for recognition of the equivalence prior to the first registration and
- (d) whose application has been approved by the SBF Director;
- (e) shall register for alternate HEQF level 7 modules selected from the list of replace modules that are aligned with the programme outcomes as approved by the SBF Director.

**D.105.4** Where a student has passed equivalent courses within an incomplete qualification at undergraduate level, or graduate level, up to 5 years prior to application, application for recognition of such credits may be considered by the School on an individual basis.

## **D.106 ASSESSMENT**

Unless the Senate determines otherwise, the following will apply:

**D.106.1** To be admitted to the examination for a module, a student must obtain a coursework mark of at least 40% for the applicable module.

**D.106.2** The final mark for each module is composed of either:

- (i) 50% coursework and 50% examination; or
- (ii) 60% coursework and 40% examination.

**D.106.3** To pass a module a candidate for the ADM must obtain a final mark of at least 50% and a sub-minimum of 40% in the examination for the module; provided that Senate, on recommendation of the head of Management division, accepts a sub-minimum of 45% as a final mark in two modules with a total credit value of 30 credits.

**D.106.4** A student who has only one module outstanding for the completion of the ADM shall be awarded a Senate Discretionary Assessment (SDA) if s/he meets the requirements of A.5.2.8. (General University Calendar).

**D.106.4 Note:** This rule shall not apply to electives as the student may complete any elective in one semester to complete the qualification.

**D.106.5** Unless otherwise stated the General Assessment rules for First Degree Studies (A.5.2) shall apply.

## **D.107 PROMOTION RULES**

### **D.107.1 Full-time**

Unless Senate decides otherwise, a full-time student shall complete the programme in one year. A student who passed at least 90 credits may proceed with his/her studies to complete the programme the following year.

### **D.107.2 Part-time**

Unless Senate decides otherwise, a part time student shall complete the programme in two consecutive years and accumulate at least 45 credits per annum to proceed with his or her studies. A student who accumulated 90 credits within two years may be allowed to proceed to the following year to complete the programme.

### **D.108 RENEWAL OF REGISTRATION**

**D.108.1** A full-time student will not be allowed to renew his/her registration unless he/she has passed 90 credits (or 6 modules) in the first year of enrolment and can complete the ADM in the second year of enrolment.

**D.108.2** A part-time student will not be allowed to renew his/her registration unless:

**D.108.2.1** He/she has passed 45 credits (or 3 modules) for every year (2 semesters) of enrolment;

**D.108.2.2** He/she can complete the ADM in the third year of enrolment.