

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (1626)

D.160 ADMISSION

Unless the Senate determines otherwise persons meeting any one of the following requirements qualify for admission as a candidate for the **Postgraduate Diploma in Business Administration – PGDip (Business Administration)** offered by the School of Business and Finance (SBF).

- D.160.1** A Bachelor's degree or equivalent in Management or Finance or a cognate subject or equivalent qualification.
- D.160.2** The Advanced Diploma in Management, Finance or Financial Planning or an equivalent HEQF level 7 qualification PLUS at least three years appropriate work experience;

OR

- D.160.3** Anyone who has passed both the SBF's Management Development Programme (MDP) and Senior Management Development Programme (SMDP) with a 60% in each module, having passed all eight modules in the minimum time period at the first attempt;

OR

- D.160.4** A Senior Certificate (Grade 12) with a Matriculation endorsement PLUS at least ten years appropriate work experience PLUS a demonstrated level of competence sufficient to ensure that they can successfully embark on the programme in compliance with University Rule A.2.14.

D.160.5 An application for admission will only be considered from applicants who have:

- D.160.5.1** completed the School's application form (UWC online application);
 - D.160.5.2** submitted proof of previous work experience;
 - D.160.5.3** provided the required referee reports from employers and lecturers;
 - D.160.5.4** submitted certified copies of all transcripts (not certificates) from all tertiary educational institutions attended;
 - D.160.5.5** written the School's online Admissions Evaluation at the stipulated time and place;
 - D.160.5.6** attended an interview and provided any other information if required to do so.
- D.160.6** Foreign language applicants, who have not completed three-years of tertiary education in English, will only be considered for admission if they provide proof of one of the following standards with their application:
- D.160.6.1** Paper score of 550 or Computer score of 213 in Test of English as a Foreign Language (TOEFL).
 - D.160.6.2** Band 6 International English Language Testing System (IELTS).
 - D.160.6.3** Passed the Cambridge Certificate of Advanced English (CAE).
 - D.160.6.4** Passed the Cambridge Certificate of Proficiency in English (CPE).

D.160.6.5 Passed the Cambridge Business English Certificate 3.

D.161 SELECTION

As only a limited number of students can be admitted to the programme, applicants will be subject to a selection procedure.

D.162 DURATION

Unless Senate decides otherwise the duration of the programme shall extend over one (1) year full-time or 2 years part-time.

D.163 CURRICULUM

D.163.1 The programme consists of eight (8) compulsory modules from the modules as listed below.

D.163.2 A student who:

D.163.2.1 Has completed module(s) equivalent to the listed modules at HEQF level 7 or higher within the past 5 years,

D.163.2.2 Has provided supporting evidence of the completed module outcomes and content, and

D.163.2.3 Has applied in writing for recognition of equivalence prior to the first registration, and

D.163.2.4 Whose application has been approved by the SBF Director

D.163.2.5 Shall register for alternate HEQF level 8 modules in cognate subjects selected from the list of Recommended Cognate Subjects that are aligned with the programme outcomes as approved by the SBF Director.

Module Name	Alpha Code	Cred
Economics for Managers MAN749	MAN749	15
Marketing Organization and Management 754	MAN754	15
Employee Management 755	MAN755	15
Operations and Information Management 761	MAN761	15
Accounting and Finance for Managers 762	MAN762	15
Principles of Management and Leadership 763	MAN763	15
Strategic Management 769	MAN769	15
Research & Communication for Business 711	RCB711	15
	TOTAL	120

Recommended Cognate Subjects

Module name	Recommended Cognate Subjects	Credits	Module Code
Principles of Management and Leadership	Advanced General Management Contemporary Management Topics	15	MAN701 MAN709
Marketing Organization and Management	Advanced Marketing Global Marketing	15	MAN702 MAN719
Operations and Information Systems	Supply Chain Management Management Information Systems	15	MAN730 MAN712
Accounting and Finance for Management	Financial Accounting	15	ACC781
Research & Communication for Business	Management Research	15	MRP711
Economics for Managers	Contemporary Management Topics	15	MAN709
Employee Management	Advanced General Management Contemporary Management Topics	15	MAN701 MAN709
Strategic Management	Project Management Supply Chain Management	15	MAN720 MAN730

D.164 ASSESSMENT

D.164.1 Unless Senate determines otherwise, the following will apply:

D.164.2 to be admitted to the examination for a module, a student must obtain a coursework mark of at least 50% for the applicable module, or must comply with Rule A.5.3.5 (c).

D.164.3. The final mark for each module is composed of either:

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

D.163.4 to pass a module a candidate must obtain a final mark of at least 50% and a sub-minimum of 50% in the examination or final assessment task, provided that Senate, on recommendation of the Director of the School, may accept a sub-minimum of 40% in the examination or final assessment for no more than two modules with a total credit value of 30 credits, if the final mark is no less than 50%.

D.164 PROMOTION RULES

Unless Senate decides otherwise and subject to Rule A.3.2.3:

D.164.1 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.164.2 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 has accumulated at least 90 credits within two years may be allowed to proceed to the following year to complete the programme.

D.165 RENEWAL OF REGISTRATION

The renewal of registration will be governed by the Rule A.4, as stipulated in the University Calendar: General Information Part 1.

D.166 SPECIAL REQUIREMENTS FOR THE PROGRAMME

There are no special requirements for this programme.