Postgraduate Diploma in Business Administration (PGD NQF8)

Building leaders who go beyond
Vision
To be the leading African business school of choice offering internationally recognised leadership and management education.

Mission
Preparing today’s leaders for tomorrow’s challenges through the provision of affordable quality education and knowledge.

Training and developing dynamic, ethical leaders for Africa and globally, who value diversity and are educated to enhance human prosperity on the African continent and globally.

Effectively utilising Open Distance Learning (ODL) to deliver quality business education in Africa.

To continuously engage in cutting-edge research to produce new knowledge in the fields of management and leadership.

Values
We care deeply about the future of Africa and its people.

We value integrity and ethics in all we do.

We are professionally dedicated to the service of our internal and external stakeholders.

We value continuous learning and change to be relevant in a dynamic global environment.

We are committed to offer affordable quality education.

Philosophy
“Innovative, socially responsible, ethically engaged and globally informed.”
PGD Postgraduate Diploma in Business Administration (NQF 8)
2017 Fee Structure and Application of Unisa Financial Policies
Payment Details
POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGD) (NQF8)
Introduction

A PGD is your stepping stone towards a successful business leadership career. It will broaden your business and management perspective, providing you with the tools to effectively lead as you journey towards the upper-echelons of the business sphere. The PGD qualification is intended for students with no or limited economic or management background, but who hold a Bachelor’s Degree or equivalent qualification from a recognised institution in other fields, for example, Geology or Pharmacy. The Postgraduate Diploma in Business Administration will equip you with the necessary knowledge and competencies within the business and management field before proceeding with a Master of Business Administration (MBA) or Master of Business Leadership (MBL). Students who successfully complete the PGD will be eligible to transfer two modules (Accounting for Managers and Economics for Managers) towards the MBA or MBL.

What is the PGD?

The PGD intends to develop your ability to apply managerial competencies in workplace situations. It focuses on application that relates to decision-making and problem-solving, by unlocking talent and establishing vital managerial competencies.

Admission Requirements

In order to be considered for admission, students must:

- Hold a three-year, 360-credit Bachelor’s Degree or National Higher Diploma or Advanced Diploma (accredited by the CHE or from an accredited institution);
- Have at least two years’ managerial/professional experience.

The Graduate School of Business Leadership may institute additional selection criteria as deemed necessary.

How is the PGD structured?

The careful selection of the modules for the Postgraduate Diploma in Business Administration makes it an interdisciplinary diploma that prepares students to function efficiently as managers of businesses. There are no elective modules for this diploma. All modules are compulsory. The diploma is attended over a period of one year, based on a combination of theorised and applied content.
Diploma Modules

Semester 1

Economics for Managers (PBA 4801)

Students who complete this module will be able to explain economic phenomena that influence business organisations. They will be able to predict the effect of changes in economic variables; analyse the impact of economic changes on specific business organisations; and revise business decisions by monitoring changes in economic phenomena.

Value Chain Management (PBA 4805)

Students who complete this module will be able to manage value chains for effective organisational functioning. Effective management of the value chain as a system is vital for continual upgrading and improvement.

Leadership and Organisational Behaviour (PBA 4806)

Students who complete this module will be able to lead and manage individuals and teams, and contribute to effective leadership within organisations. They will gain knowledge, values, attitudes, skills and competencies that will enable them to analyse and solve problems related to current leadership challenges in the workplace.

Accounting for Managers (PBA 4807)

Students who complete this module will be able to interpret and evaluate the different types of financial reports; to read and analyse financial statements; understand the capital budgeting process and evaluate a company’s management of working capital. They will further be able to evaluate costing and product-pricing decisions; and evaluate the budgeting process of an organisation.

Information and Knowledge Management (PBA 4808)

Students who complete this module will be able to evaluate the various acquisition methods of data, information and knowledge. They will further be able to evaluate management information and knowledge management systems; explain and evaluate information technology strategy, as well as manage various decision support systems and competitive intelligence tools.
Semester 2

Global Business Environment (PBA 4802)

Students who complete this module will be able to analyse the global business environment with a view to making informed business decisions. They will be able to integrate closed and open systems thinking; to evaluate global business opportunities for purposes of decision-making and design solutions for cross-border business relationships.

Stakeholder Management (PBA 4803)

Students who complete this module will be able to gather, interpret and synthesise information for stakeholder group decision-making. They will be able to explain the influence of various contemporary theoretical perspectives on managing stakeholders; discuss the key institutional and legal frameworks that influence stakeholder group relations and access the relationships between organisations and stakeholder groups. They will also be able to incorporate stakeholder group issues and expectations into business decision-making.

Decision Support Systems for Managers (PBA 4804)

Students who complete this module will be able to explain the art and context of decision-making in business organisations. They will be able to evaluate the impact and consequences of decision-making in business organisations, as well as apply quantitative and qualitative techniques to improve decision-making. They will further be able to explain the importance of creativity and innovation in the decision-making process.

Integrated Management Practice (PBA 4809)

Students who complete this module will be able to synthesise and integrate the eight discipline-based modules of the PGD. They will be able to determine the information that is required of the operating environment of an organisation to make well-informed decisions. Students will have to synthesise and integrate cross-disciplinary knowledge and skills.

Assessment

**Formative assessment**
The residential and self-tuition components of the diploma are supported by two study group assignments. Group assignments count towards a year mark, which forms part of the final evaluation of the student.

**Summative assessment**
Each semester ends with an individual portfolio per module. Portfolio submission eligibility will be determined according to the rules and procedures applicable to the PGD.

Study schools

All study schools are held in Midrand and attendance is compulsory. Students are responsible for their own accommodation, travel arrangements and expenses incurred while attending the study school.
Interactive study groups

Each student is allocated to a study group comprising four or more members in a specific geographical area. International students as well as students residing in remote areas will be allocated to ‘virtual groups’, which will function largely by using electronic media such as the virtual learning environment.

Virtual Learning Environment (VLE)

The SBL seeks to provide a practical learning experience for its students. That is why we have developed a unique educational structure based on online delivery. This method involves, to a large extent, independent study and learning through various delivery methods.

Students have access to this system 24 hours a day and will work on common projects, share ideas, information and understanding, and create new ideas or solutions. Using the system means that distance between students, members of their group and the SBL becomes irrelevant.

Requirements: Virtual Learning Environment (VLE)

For optimal use of the VLE, students are required to have access to a computer and the Internet with Microsoft Office, Adobe Reader, Internet Explorer 7 or higher, Firefox or Safari.

Language medium

All SBL prescribed material is only available in English. Students will be required to submit assignments and complete examinations in English. The language medium during study schools is English.

Application for admission

Application for admission must be made from 15 September to 30 November 2016. Successful students will be notified by email not later than end of January the following year.

Kindly visit the SBL website to apply for admission to the PGD: www.unisa.ac.za/sbl

All correspondence will be done via email. Please ensure that all details are correctly recorded on the application form. Students are responsible for the purchasing of their own textbooks. No books will be distributed by the SBL. Study information is only available on the VLE and can be accessed after registration is finalised. Instructions on how to use the VLE will be communicated to students after registration.

Study material and required textbooks

Students should source their prescribed books from Unisa-approved booksellers. The list of booksellers will be available on the SBL website and the SBL Virtual Learning Environment (VLE).

Concurrent registration

Concurrent registration at two or more universities is not permitted without the permission of all universities.
Completion of qualification

Students will have a maximum of two years to complete the PGD curriculum successfully. A student may apply for one additional year of study to the Registrar. After this time the student will be removed from the SBL system. Upon completion of the programme, a student will receive the Postgraduate Diploma in Business Administration, conferred by the University of South Africa.
PGD Fees 2017

Application fees and administration levy

R160

Application fees are non-refundable. Paying an application fee does not mean that your application will be successful. The application fee may be paid via electronic fund transfer (EFT), by credit card or cash deposit at your nearest bank. Note that Unisa SBL is a cashless environment.

Bursars (sponsors) can request tax invoices or pro-fees once a copy of the bursary (sponsorship) award letter has been forwarded to the Fees Office.

Total provisional tuition fees need to be settled at the following intervals:

<table>
<thead>
<tr>
<th>PGD</th>
<th>Registration fee</th>
<th>50% of tuition</th>
<th>R22 950</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 May 2017</td>
<td>25% of tuition</td>
<td>R11 475</td>
<td></td>
</tr>
<tr>
<td>15 August 2017</td>
<td>25% of tuition</td>
<td>R11 475</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>R45 900</td>
</tr>
</tbody>
</table>

Disclaimer: The 2017 fees have yet to be approved by the University Council. The table above does not take into consideration a 7.69% increase, which will be confirmed once Council approval is received. Applicants can use the provisional schedule of 2016 (above) as a guideline. The fees remain provisional until Council approval later in the year.

The registration fee is payable on/or before registration. No registration will be processed if this registration fee is not settled. A bursar (sponsorship) letter will not be accepted as proof of payment for registration.

Total tuition fees (including registration fee)

Total tuition fees include:
- Study schools
- Tutorial classes
- Access to library
- Ordinary university examinations

R45 900

Study material

Students should source their prescribed books from Unisa-approved booksellers. The list of booksellers will be available on the SBL website and the SBL Virtual Learning Environment (VLE).

For any finance-related enquiries, contact the Finance Office at:

Tel: 011 652 0226/0243/0312
Email: SBLFinance@unisa.ac.za
Withdrawal from programme

Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows:
Registered students who wish to withdraw from any SBL programme or offering for any reason must do so in writing to the Programme Administrator. Failure to do so will result in the student being liable for the full tuition fees of the programme.

**January programme**
- Withdrawal before the programme commencement date will be refunded in full.
- Withdrawal after the programme commencement date but before 15 May 2017 will result in a liability equal to 50% of tuition fees.
- Withdrawal after the programme commencement date but before 15 August 2017 will result in a liability equal to 75% of tuition fees.
- Withdrawal after the programme commencement date but after 15 August 2017 will result in a liability equal to 100% of tuition fees.

**June programme**
- Withdrawal before the programme commencement date will be refunded in full.
- Withdrawal after the programme commencement date but before 15 August 2017 will result in a liability equal to 50% of tuition fees.
- Withdrawal after the programme commencement date but before 15 March 2018 will result in a liability equal to 75% of tuition fees.
- Withdrawal after the programme commencement date but after 15 March 2018 will result in a liability equal to 100% of tuition fees.

**Additional fees for students outside of SA and outside of Africa (foreign levies)**

Please contact the Fees Office for more information of what these costs entail.

**Miscellaneous fees**

These include but are not limited to various charges such as supplementary exam fees, re-mark, re-check, mark audit and library fees that could be levied during the course of the academic year. Such charges often appear late in the year. It is therefore the student’s responsibility to check for these charges to avoid financial penalties.

**Financial blocks and cancellations**

Unsettled accounts are subject to financial blocks and/or cancellations. Students whose accounts are cancelled or blocked will not have access to their statement of results. Unsettled fees will be handed over for collection, and the student will be liable for legal costs of recovery.

**Failure to settle fees in full**

Students who failed to settle all outstanding amounts will not be accepted into the next academic year of study, or if the student is in the final year, participate in the graduation.
Payment Details

Payment details

Individual Students Only (Unisa Student Deposits)

- **Cash Deposits**

  Beneficiary: Unisa Student Deposits  
  Bank: Standard Bank  
  Account Nr: 096R  
  Branch Code: 010645  
  Reference Your Student Nr + 3000774039

  **NB:** Leave one space between your student number and the allocation number (3000774039)

- **Electronic Fund Transfers**

  Unisa is listed as a COMPANY beneficiary (select from you bank’s list of preapproved company beneficiaries)  
  Reference Your Student Nr + 3000774039

  **NB:** Leave one space between your student number and the allocation number (3000774039)

- **Credit Card Payments** – (Credit Cards are restricted to Visa and MasterCard. Credit Card payments are accepted if you pay or register in person at Unisa SBL in Midrand)

  The preferred method of payment for national or international students is via the Unisa website.  
  The web payment link is as follows: [https://registration.unisa.ac.za/info/payment/index.html](https://registration.unisa.ac.za/info/payment/index.html)  
  Reference Your Student Nr + 3000774039

  **NB:** Leave one space between your student number and the allocation number (3000774039)

- **Corporate Clients/Bulk Payments**

  Beneficiary: Unisa Student Deposits  
  Bank: Standard Bank  
  Account Nr: 011554622  
  Branch Code: 010645  
  Reference Company Name + 3000774039

  **NB:** Leave one space between the allocation number (3000774039) and the company name

  Proof of payment for bulk registrations should include a list of students with student numbers and amounts to be allocated per student and should be emailed to [SBLfinance@unisa.ac.za](mailto:SBLfinance@unisa.ac.za).  
  This will facilitate quick allocation of payments to the relevant student’s account.
**Foreign Students**

Beneficiary: Unisa Student Deposits  
Bank: Standard Bank  
Account Nr: 011554622  
Branch Code: 010645  
Swift Code: SBZAZAJJ  
Reference Your Student Nr + 3000774039

**myUnisa payments**

For existing students: use the payment link by logging onto your myUnisa platform.

**https://my.unisa.ac.za/portal**

To facilitate quick and correct allocation of payments to student accounts, please ensure that the correct reference number is used.

**Sponsorship (bursar) letter and tax invoices**

To facilitate preparation; companies sponsoring students must send bursar/sponsorship letters in order to be furnished with a tax invoice. The bursar/sponsorship letter must include the following information:

- A letter of sponsorship wherein the sponsor unequivocally assumes financial liability for the total or stated amount of the tuition fees. On the basis of a sponsorship letter, Unisa SBL will hold the sponsor legally responsible for the amount in the letter if a student terminates his/her relationship with the sponsor. Unisa SBL reserves the right to request a Memorandum of Agreement to obtain the condition above.
- Full trading name of organisation.
- Postal and physical address of organisation.
- VAT Number (if exempt, please indicate).
- Full name, official title and contact details of the account representative.
- Cost or amount for which the organisation is responsible.
- Full name of each student and student number (the national ID number if student number has not been issued).
- Email address where a copy of invoice may be sent to.
- Bursar/sponsorship letter should be on the organisation’s official letterhead.