



Doctor of Business Leadership (DBL NQF10)

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."

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DOCTOR OF BUSINESS LEADERSHIP (DBL) (NQF 10)



Doctor of Business Leadership (DBL) (NQF 10)

Introduction

The more informed you are, the more empowered you are and the greater your chances of achieving success. Beyond gaining knowledge, Doctor of Business Leadership students are given the platform, skills and competence to make a significant contribution to new knowledge in Business Management and Leadership.

What is the DBL?

The DBL allows candidates to produce a doctoral research thesis which meets international standards of scholarly and professional writing under supervision in the discipline of business leadership.

Admission Requirements

- Hold a three-year Bachelor's degree with 360 SAQA credits.
- Hold an MBL or MBA, or equivalent Master's degree from a SAQA-approved tertiary institution.
- Have an average pass mark of 65% and above for the Master's degree (transcript to be submitted).
- Must submit a five-page expression of interest essay (in line with the requirements listed below).
- Submit original certified copies of academic records.
- Submit a Curriculum Vitae.
- Apply for admission using the DBL application form available from the website: www.unisa.ac.za/sbl
The application form must be completed and accompanied by the required documents. All correspondence will be done via email.
- A candidate that applied for admission but who did not meet the above-mentioned admission requirements for the DBL will forfeit their admission fee.

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Selection Requirements

1. The selection of candidates for Doctoral studies will be done through the assessment of the five-page expression of interest essay (maximum of 2 500 words) describing the following:
 - 1.1 Topic
 - 1.2 Short literature review
 - 1.3 Potential contribution of the study
 - 1.4 Potential unit of analysis
 - 1.5 Access to the research context
 - 1.6 Personal motivation to pursue studies on this topic
 - 1.7 List of references (using the Harvard referencing method)
2. The following criteria will be applied equally to assess the expression of interest essay:
 - 2.1 Academic merit: Quality in terms of originality, significance, rigour and impact in terms of reach and significance.
 - 2.2 Evidence of higher order thinking: The candidate's skills and abilities in analysing, synthesising, applying, and evaluating information.
 - 2.3 Writing skills: The extent to which the essay conveys coherent and well-developed arguments that are supported with relevant, detailed and convincing evidence; the logical sequence of paragraphs with content-based transitions; the use of appropriate diction and tone, constructively varied sentence structures, and the use of correct grammar, punctuation, spelling and syntax.
 - 2.4 Academic and professional experience: Strength and relevance relative to the candidate's opportunities.
3. Candidates will be selected depending on the availability of supervision capacity in a specific area as well as available places as stipulated in the SBL enrolment plan.
4. Relevant work experience will be an added advantage.
5. Selection to the DBL is a competitive process and will be guided by the number of available places.
6. Successful candidates will be informed in writing whether they may register for the DBL research proposal module. They will be required to attend compulsory research proposal workshops.

Alternative Opportunities

The following alternative opportunities exist for applicants who do not meet the generic admission requirements for the DBL:

- **Recognition of Prior Learning (RPL)**

Candidates with degrees that have different structures from South African MBL/MBA degrees, applicants whose degrees do not clearly correspond to generic SBL admission requirements (e.g. no mark awarded for previous dissertations, no clear evidence of having completed a research related module as part of the previous qualification, etc.) or candidates who do not meet generic admission requirements but who have applicable experience in research that may qualify them for admission to a DBL degree, will be required to apply for recognition of prior learning (RPL).

- Prior academic and research activity by the applicant will be evaluated in accordance with formal Unisa RPL procedures and the outcome of the RPL process will be submitted to and approved by the SBL Executive Committee.
- If the approved outcome of the RPL process is positive, the candidates will be allowed to proceed with an application for admission, subject to all terms and conditions governing the admissions process.

- **Limited capacity**

Candidates, who have been denied admission due to limited capacity within the academic department within which the application was made, may reapply in subsequent years.

- **Unsatisfactory academic record**

In instances where a candidate has an unsatisfactory academic record, a submission may be made to the department to allow such a candidate admission. Candidates must provide a written motivation of no more than three pages requesting admission to the department. The department will consider the application, taking into account:

- The relevant experience, work or otherwise of the candidate.
- Alternative options for access into the programme.
- Any other factor deemed necessary by the department.

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Research Focus Areas

Candidates are encouraged to pursue their research in the listed focus areas that are available on the SBL website at www.unisa.ac.za/sbl. All applications will be considered but are subject to availability of suitable supervisors.

First Registration

Admitted candidates must:

- Complete the research proposal module in the first year of registration
- Submit a title and an approved research proposal for the projected thesis not later than the end of the first year of registration
- If admitted, formally register and pay the tuition fees

Candidates are required to successfully complete the research proposal module as well as successfully defend their research proposal in the first year of registration.

Annual Renewal

Once the proposal module is passed and the candidate is registered for the thesis module, candidates will have to renew their annual registration before 4 March each year. Candidates, who, for legitimate reasons are unable to pursue their studies during a particular academic year, may request for a deferment of their studies.

Failure to apply for deferment may result in the student not being allowed to re-register. Failure to re-register for the DBL will require the student to reapply for acceptance to the programme. Deferment will at most be granted twice.

DBL Curriculum

The curriculum comprises a proposal followed by a thesis as per the prescribed timetable on an approved topic. The students must attend at least four colloquia to submit reports on the following:

- (i) Research proposal idea
- (ii) Approved research proposal and extensive literature review
- (iii) Research methodology
- (iv) Research results (findings)

Satisfactory progress must be demonstrated at the colloquia to ensure re-registration.

DBL Colloquia

At least three colloquia are held every year to provide open discussion of a candidate's presentations on his/her research progress. It is strongly recommended that all registered doctoral candidates attend these colloquia since they provide opportunities for constructive interaction between academics and candidates.

STAGE 1: Research proposal module (24 Credits)

After registration, candidates must attend compulsory research proposal module workshops. For candidates residing in South Africa, research proposal module workshops are conducted over weekends, for a period of six months. For international candidates, dates for the workshops will be communicated.

- Colloquium: Research proposal idea and literature overview

STAGE 2: Full thesis module and colloquia (336 Credits)

This includes compulsory presentations at three colloquia and the writing of the thesis.

- First colloquium: Approved research proposal and extensive literature overview
- Second colloquium: Research methodology
- Third colloquium: Presentation of the research results, which entails the successful defence of the final results

Thesis Defence

A candidate may be required to defend the thesis before a panel of examiners.

General Rules for Doctoral Degrees

General information is obtainable from +27 11 652 0210 or www.unisa.ac.za/sbl

Completion of Degree

Candidates will have a minimum of two years and a maximum of six years in which to complete the DBL degree successfully.

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Virtual Learning Environment (VLE)

The SBL seeks to provide a practical learning experience for its students. Therefore, the SBL has developed a unique educational structure based on online delivery. This method involves, to a large extent, independent study and learning that takes place through a number of delivery methods such as text, video and audio, as well as through interactions in a Virtual Learning Environment (VLE).

The VLE developed by the SBL to create opportunities for interaction between students and lecturers, is known as edsOnline. Students have access to this system 24 hours a day. Students 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 Readers, 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 do examinations in English. The language medium during the DBL colloquia and workshops is English.

Application for admission

Application for admission must be made from 15 September to 31 January 2017. Successful students will be notified by email not later than end of January of the following year.

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

All correspondence will be done via email. Please ensure that all details are correctly recorded on the application form. Once admission is approved, student registration will take place from January - March.

Study material and required textbooks

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 system will be communicated to students after registration.

Concurrent registration

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

2017 Fee Structure and Application of Unisa Financial Policies

Application fees and administration levy

R2 500

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.

Sponsors can request tax invoices or pro-fees once a copy of the sponsorship award letter has been forwarded to the Fees Office.

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

DBL

On application	100% of tuition (non-refundable; paid annually)	R23 970
On application	Administration levy (non-refundable; once off payment)	R 2 500
Total		R26 470

Additional costs:

DBL Research Proposal Module R3 500 (payable in full upon registration)

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 2017 (below) 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 any finance-related enquiries, contact the Finance Office at:

Tel: 011 0226/0243/0312

Email: SBLFinance@unisa.ac.za

Total tuition fees

Total tuition fees include:

- Colloquia
- Research Proposal Module Workshops
- Access to library

R26 470

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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).

Withdrawal from programme

Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows: no refunds will be processed if students withdraw from the DBL programme; the student is liable for the full cost of the programme irrespective of date of withdrawal. Registered students who wish to withdraw from any SBL programme must do so in writing to the Programme Administrator.

Additional fees for students outside of South Africa (foreign levies)

Please contact the Fees Office for more information on 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.

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

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 statements of the 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

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>
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 your student number and the allocation number (3000774039)

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

This will facilitate quick allocation of payments to the relevant student's account.

Payment Details (continued)

Foreign Students

Beneficiary: Unisa Student Deposits
Bank: Standard Bank
Account Nr: 011554622
Branch Code: 010645
Swift Code: SBZAZAJJ
Reference YourStudent 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.
- Sponsorship letter should be on the organisation's official letterhead.



Graduate School of Business Leadership (SBL)

University of South Africa

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Website: www.unisa.ac.za/sbl

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(Only for courier and personal deliveries)