Degree Programmes

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.”
DBL (Doctor of Business Leadership)  4
MBL (Master of Business Leadership)  8
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Study School Dates and Application Forms
Extending the boundaries of business studies, by the generating, developing and exploring of management and leadership theory.

Introduction

A doctoral degree is the highest academic qualification a university can award. It indicates that the successful student is able not only to collect, arrange and use existing knowledge, but can also contribute to that knowledge.

The DBL programme has been structured to guide and support selected students to make a significant contribution to business and leadership studies.

Objectives

The DBL intends to:

- Generate, develop, extend and apply management and leadership theory
- Educate and develop management/leadership consultants and leaders
- Develop academic teaching staff and researchers, particularly in the African context

Admission Requirements

A prospective student:

- Must hold a three-year Bachelor's degree with 360 SAQA credits and an MBL or MBA, or equivalent degree from an approved tertiary institution, with an average pass mark of 60% and above for the master's degree. Relevant working experience will be an added advantage;
- Could be requested by the Graduate School of Business Leadership (SBL) to pass one or more departmental examinations or to complete additional MBL or MBA modules, if deemed necessary;
- Will be selected based on his/her academic performance;
- Has to apply for admission using the DBL application form available in this brochure or visit the SBL website: www.unisa.ac.za/sbl, a clear photocopy of the form can be used. The application form must be completed, signed and accompanied by the required documents as set out in Section 24 A-H of the application form. All correspondence will be done via email. Please ensure that all details are correctly recorded on the application form.

- Must submit a five-page expression of interest essay (in line with the requirements listed below), original certified copies of academic records as well as a Curriculum Vitae.

- Prospective DBL candidates will be considered for admission to the respective research focus areas in the School. 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. Topic
  2. Short literature review
  3. Potential contribution of the study
  4. Potential unit of analysis
  5. Access to the research context
  6. Personal motivation to pursue studies on this topic
  7. List of references (using the Harvard referencing method)

The following criteria will be applied equally to assess the expression of interest essay:

a) Academic merit: Quality in terms of originality, significance and rigour and impacts in terms of their reach and significance.

b) Evidence of higher order thinking: The candidate’s skills and abilities in analysing, synthesising, applying, and evaluating information.
c) 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.

d) Academic and professional experience: Strength and relevance relative to the candidate’s opportunities.

- Short-listed candidates will be required to meet with potential supervisors and present their expression of interest in person or via an electronic medium such as SKYPE.

- Successful candidates will be informed in writing whether they may register for the DBL research methodology module. The names of unsuccessful candidates and the reasons for their rejection will be submitted to the SBL Quality Assurance and Planning Committee for validation. Applicants have the right to appeal to the College Executive Management if admission is refused. Reasons for such refusal must be furnished to the applicant.

- The following possible alternative opportunities exist for applicants who do not meet the generic admission requirements for SBL:
  a) Applicants with degrees that have different structures from normal 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 applicants who do not meet generic admission requirements but who have applicable experience in research that may qualify them for admissions 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 applicant will be allowed to proceed with an application for admission, subject to all terms and conditions governing the admissions process.
  b) Students, who have been refused admission because of limited capacity within the academic department where the application was made, may reapply in subsequent years.
  c) In instances where a student has a weak academic record, a submission may be made to the department to allow such a student admission. Students 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 student
     - Alternative options for access into the programme
     - Any other factor deemed necessary by the department

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

First Registration

Admitted students must:

- Complete the research methodology programme 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 second year of registration
- If admitted, formally register and pay the tuition fees
- Note that applications will open in October each year

Annual renewal: Students have to renew their annual registration before 5 March each year. Students 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 apply again for acceptance to the DBL. Deferment will at most be granted twice.
DBL Curriculum

The curriculum comprises a thesis on an approved topic. The student must attend at least three colloquia to submit reports on the following:

(i)  Research proposal and extensive literature review
(ii)  Research methodology
(iii)  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 fora for discussion of a student’s presentations on his/her research progress. It is strongly recommended that all registered doctoral students attend these colloquia since they provide opportunities for constructive interaction between academics and students.
- The promoters/supervisors of (doctoral) students have to grant permission for a colloquium presentation.
- The promoters/supervisors make the final decision during the colloquia on whether the candidates can proceed with the work after considering the suggestions and recommendations made by other academics during the colloquium.

STAGE 1: Research Methodology

After registration, students must attend a compulsory Research Methodology seminar. For students residing in South Africa, Research Methodology seminars are conducted over weekends, for a period of six months. Special arrangements are made for international students to attend the seminars at the SBL in Midrand, Gauteng.

STAGE 2: Thesis and colloquia

Includes compulsory presentations at three colloquia and the writing of the thesis.

- **First Colloquium:** Full research proposal and literature review
- **Second Colloquium:** Research methodology
- **Third Colloquium:** Presentation of the research results, which entails the successful defence of the final results.

Thesis Defence

A student 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 0000 or www.unisa.ac.za/sbl.

Completion of Degree

Students will have a minimum of two years and a maximum of six years in which to complete the DBL degree successfully.
“The DBL is one of the most inspiring journeys I ever embarked on. To successfully complete this degree after years of hard work is like reaching the most exciting destination.”

Dr Rosemary Sibanda
Academic and Business Consultant
Managers at senior and top level will enhance their global and professional perspective as well as their strategic leadership skills in order to lead and change their organisations.

Introduction

The Master of Business Leadership (MBL) provides highly professional management development at postgraduate level with particular emphasis on the theory as well as the practice of management. It also offers an opportunity for the development of leadership qualities.

What is the MBL?

The MBL is a highly professional, three-year, postgraduate management development programme, which is offered on a largely distance learning platform. This distributed learning model offers a special learning opportunity and a unique self-development programme to graduates who want to follow management careers in the private and public sectors. Its unique structure incorporates contact with academics, group and individual work, and multimedia interaction through the distance learning system enhancing the learning experience. The economic environment of the organisation, the functions of the organisation and the integrated concepts of strategy and leadership are the main fields of study which are integrated into the MBL. The first two years of study deliver a broad spectrum of both theory and practice which covers aspects of management from the operational level through general management and culminates in strategic management and leadership.

During the final year, the student will have the opportunity to integrate the learning experience through a compulsory year module: Executive Project Management that includes a field study project and a research report. In addition, during the final year, advanced studies in certain modules are presented as an elective.

During the period of enrolment, students will have had the opportunity to apply learning experiences both personally and within their work environment.

The resulting Master’s degree equips the student with the skills to make a meaningful contribution in the management of both public and private sector organisations.

Admission Requirements

In order to be considered for admission to the programme, students must:

- Hold a three-year recognised Bachelor’s degree, with 360 SAQA credits or Higher National Diploma or Advanced Diploma from an accredited institution
- Have had at least three years’ managerial experience, to ensure that they can contribute meaningfully to group discussions, assignments and the study schools
- Have access to a computer and the Internet
- Submit a personal letter providing reasons for wishing to enrol for the MBL
How is the MBL structured?

The study period is three years and the programme is based on a combination of theoretical and applied content.

The first two years consist of compulsory core modules. The final year offers the opportunity to integrate all learning experiences through a research project, an executive project management module and one elective module.

The distributed distance learning element comprises self-tuition and group work in which the student must do both prescribed and recommended reading, complete assignments, and contribute to group activities. Attendance of the compulsory study schools and group meetings give students an opportunity to network with fellow students and to interact with academics. One open book exam will be written per module during October/November.

Programme Modules

First year (all modules are compulsory)
- Human Resource Management and Employment Relations (MBL911-K)
- Operations Management (MBL912-L)
- Marketing Management (MBL913-M)
- Financial and Management Accounting (MBL914-N)
- Strategic Management (MBL915-P)
- Economics and the Global Business Environment (MBL916-Q)

Second year (all modules are compulsory)
- Leadership and Organisational Dynamics (MBL921-M)
- Strategic Financial Management (MBL922-N)
- Strategy Dynamics and International Business (MBL923-P)
- Information Resource Management (MBL924-Q)
- Business Research (MBL925-R)
- Business Ethics (MBL926-S)

Third year
- A compulsory year module: Executive Project Management and a field study (MBLEPM-Y)
- A research report (MBLREP-P)
- An elective module

The elective module must be chosen from the following list:
- Change Management (MBL93A-R)
- Managing and Resolving Employment Relations Issues (MBL93B-S)
- Corporate Governance (MBL93C-T)
- Corporate Strategic Management (MBL93D-U)
- Advanced Financial Management (MBL93E-V)
- Advanced Financial Systems (MBL93F-W)
- E-business and Technology Management (MBL 93 G-X)
- Supply Chain Management (MBL 93 H-Y)
- Advanced Marketing (MBL93 J-4)

NB: All the elective modules will not necessarily be offered each year.
Study Schools

All study schools are held in Midrand. Attendance is compulsory.

Students are responsible for their own accommodation, travel arrangements and expenses incurred while attending the study schools.

Interactive study groups

Each student is allocated to a study group comprising five or more members in a specific geographical area. In exceptional cases a group of less than five students may be allowed with the permission of the Programme Delivery Manager. Group members meet on a weekly basis for interactive study and the preparation of group assignments. These sessions usually last a few hours. 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 distance learning system.

Assessment

Formative Assessment (assignments)

Assignments contribute 24% towards the final mark per module. A written test will constitute 16% towards the final mark. In all the modules, the weight of the year mark is 40% and that of the written examination 60%. In order to continue with the next year of studies, a student needs to pass at least three modules.

Summative Assessment (examinations)

Examinations consist of one four-hour open-book examination per module. Each module contributes 60% per module towards the final mark. Examinations will be written during October and November at centres designated by Unisa. Examination eligibility will be according to the rules and procedures applicable to the MBL.

Students will be required to adhere to the Unisa examination timetable as well as the designated Unisa examination centres.

Students may be required to write more than one module per day during the exam period.

Distance Learning System

Study material, contact with the SBL, academics and fellow students are provided through this system, 24 hours a day. Assignments are submitted electronically. 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.

Advantages of the distance learning system over conventional printed materials:

- It improves access to the programme.
- It teaches students more about business in conjunction with the latest computer technology.
- Students acquire knowledge about technology and how to utilise it in the different business environments.
- It allows for efficient communication.
- It is an environmentally friendly system.
Requirements: Distance Learning System

Students are required to have access to a computer and the Internet with Microsoft Office, Adobe Reader, Internet Explorer, Internet Explorer 7 or higher, Firefox or Safari.

In the interest of speed of contact, quality of delivery, and of developing a truly computer literate manager, all students are strongly encouraged to make use of the SBL distance learning system.

Language Medium

Prescribed material is available in English. Students should submit assignments and do examination in English. The language medium of study schools is English.

Application for Admission

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

The application form is included in this brochure or visit the SBL website: www.unisa.ac.za/sbl, a clear photocopy of the form can be used. The application form must be completed, signed and accompanied by the required documents as set out in Section 31 A-I of the application form. 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 December to mid-January.

“My desire to embark on the MBL journey was premised on my desire to challenge myself in a Master’s arena and having a natural affinity towards business.”

Dalen Lance
Entrepreneur / Model / TV Personality
Study material and required textbooks

Students are responsible for the purchasing of their own textbooks. No books are distributed by the SBL. Study information is only available on the distance learning system and can be accessed once registration is finalised. Instructions on how to use the distance learning system will be sent to students after registration has been completed.

Adequate progress and re-registration

For the duration of the three-year study period the student must re-register annually before the stipulated date. Re-registration at the SBL may be refused in any year on the grounds of inadequate progress and poor performance.

- A student must register for all the prescribed modules of the year of study concerned.
- Students failing one module during the first year will carry that module during the second year.
- Students failing two modules during the first year can either repeat the two modules before commencing with the second year or repeat the two modules whilst continuing with the second year.
- **Students failing three modules or more in the first academic year will not be allowed to continue with the MBL degree.**
- An electronic registration form for MBL2 and MBL3 will be emailed to students on request.
- Students failing three or more modules during their second year must register for the outstanding modules and cannot proceed to the third year unless they comply with the rules as stipulated in the Unisa calendar.
- Students are allowed to register for the prescribed modules of the third year if they do not have more than two modules outstanding from previous years.
- A student repeating any module will be required to follow the current year’s curriculum.

Concurrent registration

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

This programme will commence in January each year.

Completion of Qualification

Students will have a maximum of six years to complete the MBL degree curriculum successfully, after which students will be de-registered from the programme.

Upon completion of the programme, a student will receive the Master of Business Leadership degree, conferred by the University of South Africa.
Introduction

The qualification is intended for students with no or limited economic or management background, but hold a Bachelor’s degree or an equivalent qualification from a recognised institution in other fields, for example, Geology or Pharmacy. These students typically occupy managerial positions in their field of business. The Postgraduate Diploma will bring the knowledge and business understanding of these students on par before proceeding with a Master of Business Administration or Business Leadership.

What is the PGD?

The PGD intends to develop the ability of students to apply managerial competencies in workplace situations. It focuses on application that relates to decision-making, resolving problems and interacting in a leadership style by unlocking the talents and establishing vital managerial competencies in others.

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 from an accredited institution.
- Have at least two years’ managerial experience.
- Have access to a computer and the Internet.

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 programme that better prepares students to function efficiently as managers of businesses.

All modules are compulsory. There are no elective modules in the programme for this qualification. The programme is attended over a period of one year, based on a combination of theorised and applied content.

Please note that the first five semester modules are a prerequisite for the Integrated Management Practice module.

You need to pass all five of the modules before you can register for the Integrated Management Practice module.

Programme Details

The programme duration is 12 months.
Programme Modules

Semester 1

**Economics for Managers (PBA 4801)**

Students who complete this module will have the knowledge, skills, values and attitudes to analyse economics for managers with a view to making informed business decisions. This implies that they will be enabled to explain economic phenomena that influence business organisations; 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 that complete this module will be able to manage value chains for effective organisational functioning. Managing the value chain as a system is vital for purposes of upgrading and continuous improvement. Students will be taught how to manage a value chain with the objective of continuous 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 leading organisations effectively. More specifically, the purpose of the module is to gain knowledge, values, attitudes, skills, and competencies to analyse and solve problems related to current leadership challenges in the workplace. Specific reference is made to leadership theories of the 21st century, the relationship between leadership and organisational behaviour including matters such as employee motivation, conflict resolution, transformation and cultural diversity, as well as new forms of organisational design.

**Accounting for Managers (PBA 807)**

Students who complete this module will have the knowledge, skills, values and attitudes to interpret and evaluate the different financial reports; to read and analyse financial statements; understand the capital budgeting process; to evaluate a company’s management of working capital; to evaluate costing and product pricing decisions; and to evaluate the budgeting process of an organisation.

**Information and Knowledge Management (PBA 4808)**

Students who complete this module will have the knowledge, skills, values and attitudes to evaluate information and knowledge as leverage for effective organisational functioning with a view to making informed business decisions. This implies that they will be enabled to evaluate the various acquisition methods of data, information and knowledge; discuss and evaluate MIS and KMS; explain and evaluate IT strategy; manage various decision support systems and competitive intelligence tools.
Programme Modules

Semester 2

Global Business Environment (PBA 4802)

Students who complete this module will have the knowledge, skills, values and attitudes to analyse the global business environment with a view to making informed business decisions. This implies that they will be enabled to integrate closed and open systems thinking; to evaluate global business opportunities for purposes of decision-making; and to design solutions for cross-border business relationships.

Stakeholder Management (PBA 4803)

Students who complete this module will have the knowledge, skills, values and attitudes to gather, interpret and synthesise information for stakeholder group decision-making. This implies that they will be enabled to explain the influence of various contemporary theoretical perspectives on managing stakeholders; discuss the key institutional and legal frameworks that influence stakeholder group relations; assess the relationships between organisations and stakeholder groups; and incorporate stakeholder group issues and expectations into business decision-making.

Decision Support Systems for Managers (PBA 4804)

Students who complete this module will have the knowledge, skills, values and attitudes with a view to explaining the art and context of decision-making in business organisations. This implies that they will be enabled to evaluate the impact and consequences of decision-making in business organisations; applying quantitative and quantitative techniques to improve decision-making; and have the insight in explaining the importance of creativity and innovation in decision-making.

Integrated Management Practice (PBA 809)

Students who complete this module will have the knowledge, skills, values and attitudes to synthesise and integrate the eight discipline-based modules of the PGD (business administration). Students who complete this module will be able to determine the information to be gathered regarding the economy, stakeholder groups, value chains, leadership and organisational behaviour and the financial position of an organisation for well-informed decision-making. It implies a holistic framework, the required perspectives and the ability to empower other people, to unlock hidden talent and to enhance the required resources. For the module students need to synthesise and integrate cross-disciplinary knowledge and skills to connect application.
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 schools.

Interactive study groups

Each student is allocated to a study group comprising four or more members in a specific geographical area. In exceptional cases a group of less than four students may be allowed with the permission of the programme delivery manager. Group members meet on a weekly basis for interactive study and the preparation of group assignments. These sessions usually last a few hours. 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 distance learning system.

Assessment

Formative assessment (assignments)

The residential and self-tuition components of the programme are supported by two study group assignments. Group assignments count towards a year mark, which forms part of the final evaluation of the student. This will give students time to assimilate the theoretical and practical principles learnt and give them the opportunity to apply these principles in a working environment.

Summative assessment (examinations)

Each semester ends with an individual portfolio per module. Portfolio eligibility will be determined according to the rules and procedures applicable to the PGD. To pass an individual module, a student must obtain a portfolio mark of at least 40% for the module and a final, weighted-average mark of at least 50% for the module, where the weights for the final mark are as follows:

- Portfolio mark  60%
- Year mark  40%

Distance Learning System

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Advantages of the distance learning system over conventional printed materials:

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Study material and required textbooks

Students are responsible for the purchasing of their own textbooks. No books are distributed by the SBL. Study information is only available on the distance learning system and can be accessed after registration is finalised. Instructions on how to use the distance learning system will be sent to students after registration.

Concurrent registration

Concurrent registration at two or more universities is not permitted without the permission of all universities.
Student fees are broken down into the following:
1. Application fee
2. Acceptance deposit
3. Tuition fees
4. Additional fees for students outside of SA and outside of Africa
5. Miscellaneous fees

Application fees:
Formal programmes: R160 for manual applications.

Notes:
Application fees are non-refundable. Paying an application fee does not mean that your application will be successful.
The application fee may be paid by electronic fund transfer (EFT)/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-forma 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:

### MBL 1
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<thead>
<tr>
<th>Time</th>
<th>Percentage of Tuition</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On registration</td>
<td>50%</td>
<td>R 21 585.00</td>
</tr>
<tr>
<td>15 May 2016</td>
<td>25%</td>
<td>R 10 793.00</td>
</tr>
<tr>
<td>15 August 2016</td>
<td>25%</td>
<td>R 10 793.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>R 43 170.00</strong></td>
</tr>
</tbody>
</table>

### PGD
<table>
<thead>
<tr>
<th>Time</th>
<th>Percentage of Tuition</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On registration</td>
<td>50%</td>
<td>R 22 950.00</td>
</tr>
<tr>
<td>15 May 2016</td>
<td>25%</td>
<td>R 11 475.00</td>
</tr>
<tr>
<td>15 August 2016</td>
<td>25%</td>
<td>R 11 475.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>R 45 900.00</strong></td>
</tr>
</tbody>
</table>

### DBL
<table>
<thead>
<tr>
<th>Time</th>
<th>Percentage of Tuition</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On application</td>
<td>100% (non-refundable)</td>
<td>R 23 970.00</td>
</tr>
<tr>
<td>On application</td>
<td>Administration Levy</td>
<td>R 2 500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>R 26 470.00</strong></td>
</tr>
</tbody>
</table>

There will be a **once-off non-refundable application levy (for all programmes except DBL)** of R160 for manual applications. There will also be a non-refundable R2 500 administration levy for acceptance payable for the DBL programme.
Acceptance/registration fees:

- MBL 1: R 21 585.00
- PGD: R 22 950.00
- DBL: R 25 624.00

Notes:
The acceptance fee is payable on/or before registration. No registration will be processed if this registration fee is not settled.
The bursar (sponsorship) letter is not sufficient for registration.

Total Tuition Fees (including the acceptance fee):
Tuition fees cover the following: classes, tutorial, library access and ordinary university examinations.

- MBL 1: R 43 170.00
- PGD: R 45 900.00
- DBL: R 26 470.00

Notes:
The 2016 fees have yet to be approved by the University Council. Applicants can use the provisional schedule of 2016 fees (as per above) as a guideline. The fees remain provisional until Council approval later in the year.

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 distance learning system.

Withdrawal from programme (excluding DBL)
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.

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

Withdrawal from programme (DBL students)
Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows:
NB: 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.
Additional fees for students outside of SA and outside of Africa (foreign levies):
Please contact the Fees Office for these costs.

Miscellaneous fees
Please contact the Fees Office for these costs. These include but are not limited to various charges such as supplementary exam fees, re-mark, re-check, mark audit and library fees 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 or/and cancellations. Students whose accounts are cancelled or blocked will not have access to results on the myUnisa platform. Unsettled fees will be handed over for collection, and the student will be liable for legal costs of recovery. This has the potential of adversely affecting the delinquent student’s credit profile.

Failure to settle fees in full
Should a student fail to settle all outstanding amounts the student risks the following financial penalties:
- He/she will be unable to access his/her statement of results.
- He/she will not be allowed to form part of the graduation.
- He/she will not be accepted into the next academic year of study.
- He/she runs a risk of being handed over to a third party for collection of outstanding amounts.
Fees Office:
Tel: 011 652 0221/0226/0243/0312
Email: SBLFinance@unisa.ac.za

Student fees are broken down into the following:
1. Application fee
2. Acceptance deposit
3. Tuition fees
4. Additional fees for students outside of SA and outside of Africa
5. Miscellaneous fees

### MBL 2

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On registration + full cost of prescribed books</td>
<td>R 28 216.72</td>
</tr>
<tr>
<td>15 May 2016</td>
<td>R 10 677.00</td>
</tr>
<tr>
<td>15 August 2016</td>
<td>R 10 676.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>R 49 569.72</strong></td>
</tr>
</tbody>
</table>

### MBL 3

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On registration + full cost of prescribed books</td>
<td>R 21 433.50</td>
</tr>
<tr>
<td>15 May 2016</td>
<td>R 9 973.50</td>
</tr>
<tr>
<td>15 August 2016</td>
<td>R 9 973.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>R 41 380.50</strong></td>
</tr>
</tbody>
</table>

### DBL

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>On registration</td>
<td>R 23 970.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>R 23 970.00</strong></td>
</tr>
</tbody>
</table>

Acceptance/registration fees:
- MBL 2: R 28 216.72
- MBL 3: R 21 433.50
- DBL: R 23 970.00

Notes:
The acceptance fee is payable on/or before registration. No registration will be processed if this registration fee is not settled. The bursar (sponsorship) letter is not sufficient for registration.
2016 FEE STRUCTURE (RETURNING STUDENTS)

Total Tuition Fees (including the acceptance fee):
Tuition fees cover the following: classes, tutorial, library access, prescribed books and ordinary university examinations.

- MBL 2: R 49 569.72
- MBL 3: R 41 380.50
- DBL: R 23 970.00 (returning DBL Students)

Notes:
The 2016 fees have yet to be approved by the University Council. Applicants can use the provisional schedule of 2016 fees (as per above) as a guideline. The fees remain provisional until Council approval later in the year.

Study material
Students will receive a pack consisting of all prescribed textbooks on registration. The full cost of this pack is included in the registration fee above.

Withdrawal from programme (excluding DBL):
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.

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

Withdrawal from programme (DBL students)
Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows:
NB: 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.

Additional fees for students outside of SA and outside of Africa (foreign levies):
Please contact the Fees Office for these costs.

Miscellaneous fees
Please contact the Fees Office for these costs. These include but are not limited to various charges such as supplementary exam fees, re-mark, re-check, mark audit and library fees 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 or/and cancellations. Students whose accounts are cancelled or blocked will not have access to results on the myUnisa platform. Unsettled fees will be handed over for collection, and the student will be liable for legal costs of recovery. This has the potential of adversely affecting the delinquent student’s credit profile.

Failure to settle fees in full
Should a student fail to settle all outstanding amounts the student risks the following financial penalties:
- He/she will be unable to access his/her statement of results.
- He/she will not be allowed to form part of the graduation.
- He/she will not be accepted into the next academic year of study.
- He/she runs a risk of being handed over to a third party for collection of outstanding amounts.
PAYMENT DETAILS

1. Individual Students Only (Unisa Student Deposits)
   - Cash Deposits
     Beneficiary: Unisa Student Deposits
     Bank: Standard Bank
     Account Nr: 096R
     Branch Code: 010645
     Reference: Student nr 3000774039
     NB: Leave one space open between student number and allocation
   - Electronic Fund Transfers
     Unisa is listed as a COMPANY beneficiary (select from your bank’s list of preapproved company beneficiaries)
     Reference: Student nr 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: Student nr 3000774039

2. Corporate Clients/Bulk Payments
   Beneficiary: Unisa
   Bank: Standard Bank
   Account Nr: 011554622
   Branch Code: 010645
   Reference: 3000774039 Company Name
   NB: For bulk payments: The proof of payment, a list of students with student numbers and amounts to be allocated per student
   should be emailed to sblfinance@unisa.ac.za. This will facilitate quick allocation of payments to the relevant students’ accounts.

3. Foreign Students
   Beneficiary: Unisa
   Bank: Standard Bank
   Account Nr: 011554622
   Branch Code: 010645
   Swift Code: Sbzazajj
   Reference: Student nr 3000774039

4. 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 referencing
is used.
Sponsorship (bursar) letter and tax invoices
To facilitate preparation, companies sponsoring students must provide bursar/sponsorship letter in order to be furnished with a tax invoice. The bursar/sponsorship letter must include the following information:

a. A letter of sponsorship wherein the sponsor unequivocally assumes financial liability for the total or stated amount of the cost of studying. On the basis of a sponsorship letter, Unisa SBL will hold the sponsor legally responsible for the amount in the letter even if a cohort terminates his/her relationship with the sponsor. Unisa/SBL reserves the right to require a Memorandum of Agreement to obtain the condition above.
b. Full trading name of organisation
c. Postal address of organisation
d. VAT Number (if exempt, please indicate)
e. Full name and official title of account representative
f. Cost or amount for which the organisation is responsible
g. Full name of each student and student number (the national ID number if student number has not been issued)
h. Fax number or email address where a copy of invoice may be sent to
i. Bursar/Sponsorship letter should be on the company’s official letterhead

PAYMENT DETAILS (continued)

Study School Dates 2016

<table>
<thead>
<tr>
<th>Programme</th>
<th>1st Study School</th>
<th>2nd Study School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Diploma in Business Administration (PGD)</td>
<td>08-12 February 2016</td>
<td>06-10 June 2016</td>
</tr>
<tr>
<td>Master of Business Leadership (MBL1)</td>
<td>Group 1: 07-11 March 2016</td>
<td>Group 1: 04-08 July 2016</td>
</tr>
<tr>
<td>Master of Business Leadership (MBL2)</td>
<td>Group 1: 04-08 April 2016</td>
<td>Group 1: 18-22 July 2016</td>
</tr>
<tr>
<td>Master of Business Leadership (MBL Ethiopia)</td>
<td>18-22 April 2016</td>
<td>01-05 August 2016</td>
</tr>
<tr>
<td>Master of Business Leadership (MBL3)</td>
<td>09-13 May 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Submit completed form with supporting documents by 15 December 2015 to the address below:
DBL Applications: Unisa Graduate School of Business Leadership (SBL), PO Box 392, Unisa, 0003
Corner Janadel and Alexandra Avenues, Midrand, 1685.
NB: Read this before completing the form.
• Please complete this form WITH A BLACK PEN AND WRITE IN BLOCK LETTERS
• See 24 A-H on the next page
Programme fees are payable as set out in the brochure (NO VAT PAYABLE)
• Once registration has been finalised, the student will be liable for payment of all fees and will not be relieved of that liability
• **No application can be finalised unless the required documentation and application fee have been received**

1. Surname, initials, title (eg Smith RJ Mr)
2. (i) Full names
   (i) Preferred name
3. Maiden name and/or previous surnames
   (Marriage certificate must be submitted if surname on certificate or ID differs)
4. Date of birth YY MM DD
5. Male Female
6. Identity number Passport No.
7. Physical disabilities (i) None (ii) Other (specify)
8. Contact details
   Tel (h) ( )
   Tel (w) ( )
   Cellphone ( )
   Fax ( )
9. (i) Courier Address (for courier of study material during office hours) (ii) Physical Address (iii) Postal Address
   Postal Code Postal Code Postal Code
   Contact No. (office hours)
10. Employer
11. Job title
12. Country of your postal address (if not SA)
13. Home language

Your replies to questions 14-17 are required for statistical purposes only
14. Nationality
15. Population group
16. Occupation
17. Economic sector
18. Have you registered previously at Unisa or any other institution(s) for further study? Yes No
19. Highest qualification(s) attained (please enclose proof)

<table>
<thead>
<tr>
<th>Institution(s)</th>
<th>Degree(s)/diploma(s)</th>
<th>Year(s)</th>
<th>Student number(s)</th>
<th>If completed, state year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(eg Unisa, UP, NCP)</td>
<td>(eg BA, BA HONS, HED)</td>
<td>(eg 94-96)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB: The reverse side of this form must also be completed
20. Qualification code (supplied for your convenience): 08052

21. Details of payment (cheques should be made payable to Unisa)
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

22. By signing this form, in accordance with the rules set out in my Registration brochure, I hereby licence the University of South Africa to reproduce, in any manner or form, and disseminate for archival, teaching and research purposes a dissertation or thesis, or any part of it, that I may complete for the degree for which I am registering. (Exemption from this licence may, under special circumstances, be requested in an accompanying letter.)

23. Declaration and undertaking: I declare that all the particulars furnished by me are true and correct, and I undertake to comply with the rules, regulations and decisions of the University, and any amendments thereto, and have note of advice which may be applicable to applications in general and/or to the field of study for which I am registered.

24. Please include the following documents with the completed and signed application form. Failure to submit these documents with your application form will result in your application not being processed.

Please note that the application fee is non-refundable.
A. R2 500 application fee (provisional amount).
B. Complete history of employment career
   (on a separate page, use the following guidelines and list all your full-time positions, starting with the most recent)
   - Firm/employer
   - Nature of business
   - Date of assumption and termination of service
   - Applicant’s job title (eg Managing Director)
   - Your duties
C. A proposal on the topic you intend to research. Admission will be granted based on the outcome of the evaluation of the proposal.
D. A five-page expression of interest essay. Kindly refer to page 5 of the brochure for more information. You have to certify that this motivation is your own work and prepared solely by you for the application process.
E. Original official MBA/MBL academic records (not older than 6 months) issued by the university you attended, indicating the symbol or percentage obtained for each course. (An academic record is an original declaration issued and signed by the Registrar of a University, indicating all courses passed or failed (with percentages/symbols), and indicating whether or not the qualification was completed.)
   Kindly note that certified or faxed copies of your academic records are NOT acceptable.
F. Also include certified copies of both bachelor’s and MBA/MBL degree(s) and certificate(s). Foreign qualifications must be evaluated by SAQA before being sent to the SBL.
G. Attach a recent passport photo in the space provided.
H. Certified copy of ID or passport.

25. Your signature on the application for selection form implies that:
   - The required documents are included with the application for admission
   - You declare that you will obey the rules of the university
   - You accept that the tutorials will be conducted in English

26. A limited number of students are selected every year and it may happen that a person who meets all the above-mentioned requirements does not gain admission in a particular year.

27. You will be notified regarding your acceptance by the end of February 2016.

28. NB: No faxed application forms and documents will be accepted. Misrepresentation on the form can result in immediate dismissal from the programme.

How did you hear about this programme?

I have read and understand the financial policy pertaining to my enrolment in this programme, and accept that I am responsible for payment of the required fees stipulated.

APPLICANT’S SIGNATURE.................................................................................................... DATE.............................................................................

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

ADMISSION APPROVED........................................................................................................ DATE.............................................................................

Additional courses to be completed before

1. ............................................................................................................................
2. ............................................................................................................................
3. ............................................................................................................................
Submit completed form with supporting documents by 15 December 2015 to the address below:
MBL Applications: Unisa Graduate School of Business Leadership (SBL), PO Box 392, Unisa, 0003
Courier or personal deliveries must be made to the physical address: MBL Applications, Unisa SBL,
Corner Janadel and Alexandra Avenues, Midrand, 1685.
NB: Read this before completing the form.
• Please complete this form WITH A BLACK PEN AND WRITE IN BLOCK LETTERS
• See 31 A-l on the next page
• Programme fees are payable as set out in the brochure (NO VAT PAYABLE)
• Once registration has been finalised, the student will be liable for payment of all fees and will not be relieved of that liability
• No application can be finalised unless the required documentation and application fee have been received

1. Surname, initials, title (eg Smith RJ Mr)
2. (i) Full names
   (ii) Preferred name
3. Maiden name and/or previous surnames
   (Marriage certificate must be submitted if surname on certificate or ID differs)
4. Date of birth YY MM DD
5. Male Female
6. Identity number Passport No.
7. Physical disabilities (i) None (ii) Other (specify)
8. Contact details
   Tel (h) ( )
   Tel (w) ( )
   Cellphone ( )
   Fax ( )
   Email address:
   Please complete 9(i), 9(ii) and 9(iii)
9. You are being registered on the University’s General Student Voters Roll.
   May fellow students contact you for student representation purposes? Yes No
10. (i) Courier Address (for courier of study material during office hours) (ii) Physical Address (iii) Postal Address


Contact No. (office hours)
11. Suburb in which you reside
12. Postal code of suburb
13. Please indicate preferred location for study group
14. Employer Job title
15. Person/institution responsible for payment
16. Country of your postal address (if not SA)
17. Examination centre
18. Home language
19. Do you have access to the Internet? Yes No

Your replies to questions 20-23 are required for statistical purposes only
20. Nationality
21. Population group
22. Occupation
23. Economic sector (eg education)
24. Have you registered previously at Unisa or any other institution(s) for further study? Yes No
25. Highest qualification(s) attained (please enclose proof)

NB: The reverse side of this form must also be completed
MBL 1 Application (continued)

<table>
<thead>
<tr>
<th>Institution(s) (eg Unisa, UP, NCP)</th>
<th>Degree(s)/diploma(s) (eg BA, BA HONS, HED)</th>
<th>Year(s) (eg 94-96)</th>
<th>Student number(s)</th>
<th>If completed, state year(s)</th>
</tr>
</thead>
</table>

26. Qualification code (supplied for your convenience): 0605-X
27. You will be registered for all first MBL papers unless otherwise stated in your acceptance letter.
28. Details of payment (cheques should be made payable to Unisa)
   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
29. By signing this form, in accordance with the rules set out in my Registration brochure, I hereby licence the University of South Africa to reproduce, in any manner or form, and disseminate for archival, teaching and research purposes a dissertation or thesis, or any part of it, that I may complete for the degree for which I am registering. (Exemption from this licence may, under special circumstances, be requested in an accompanying letter.)
30. Declaration and undertaking: I declare that all the particulars furnished by me are true and correct, and I undertake to comply with the rules, regulations and decisions of the University, and any amendments thereto, and have note of advice which may be applicable to applicants in general and/or to the field of study for which I am registered.
31. Please include the following documents with the completed and signed application form. Failure to submit these documents with your application form will result in your application not being processed.

   Please note that the application fee is non-refundable.

   A. R160 application fee (provisional amount).
   B. Complete history of employment career (on a separate page, use the following guidelines and list all your full-time positions, starting with the most recent)
      - Firm/employer
      - Nature of business
      - Date of assumption and termination of service
      - Applicant’s job title (eg Managing Director)
      - Your duties
   C. A two-page double-spaced document motivating why you want to obtain an MBL degree. You have to certify that this motivation is your own work and prepared solely by you for the application process.
   D. A recommendation letter from your employer which supports your application selection and acknowledging your study obligations, using the guidelines below.
      - Name of employer
      - Job title (eg Managing Director)
      - Company
      - Address
      - Recommendation
      - Acknowledgement
      - Signature
   E. Original documentary proof of at least three years’ appropriate managerial work experience (eg a letter from your employer on an official letterhead), indicating your period of service or a certificate of service. If you operate your own business, the statement can be made by your auditor, accountant, attorney or partner.
   F. Also include certified copies of bachelor’s degree(s) and certificate(s).
   G. A certified copy of your transcript, indicating the symbol or percentage obtained for each paper. (A transcript is a declaration issued and signed by the Registrar of a University, indicating all papers passed or failed (with percentages/symbols), and indicating whether or not the qualification was completed.) Foreign qualifications must be evaluated by SAQA before being sent to the SBL.
   H. Certified copy of Identity Document or Passport. (Copy of driver’s licence is NOT acceptable.)
   I. Attach two recent clear passport photos in the space provided.
32. Your signature on the application for selection form implies that:
   - The required documents are included with the application for admission
   - You declare that you will obey the rules of the university
   - You accept that the tutorials will be conducted in English
33. A limited number of students are selected every year and it may happen that a person who meets all the above-mentioned requirements does not gain admission in a particular year.
34. You will be notified regarding your acceptance by the end of February 2016.
35. NB: No faxed application forms and documents will be accepted. Misrepresentation on the form can result in immediate dismissal from the programme.

How did you hear about this programme?

I have read and understand the financial policy pertaining to my enrolment in this programme, and accept that I am responsible for payment of the required fees stipulated.

APPLICANT’S SIGNATURE........................................................................................................ DATE.............................................................................

FOR OFFICE USE ONLY

A
B
C
D
E
F
G
H
I

FOR OFFICE USE ONLY

Application for exemption

YES NO

Syllabi submitted
Exemption granted
Modules exempted

FOR OFFICE USE ONLY

ADMISSION APPROVED................................................................. DATE.................................................................

FOR OFFICE USE ONLY

DATE.................................................................
Submit completed form with supporting documents before end of 15 December 2015 to the address below:
PGD Applications: Unisa Graduate School of Business Leadership (SBL), PO Box 392, Unisa, 0003
Courier or personal deliveries must be made to the physical address: PGD Applications, Unisa SBL, Corner Janadel and Alexandra Avenues, Midrand, 1685.

NB: Read this before completing the form.
• Please complete this form WITH A BLACK PEN AND WRITE IN BLOCK LETTERS
• See 30 A-I on the next page
• Programme fees are payable as set out in the brochure (NO VAT PAYABLE)
• Once registration has been finalised, the student will be liable for payment of all fees and will not be relieved of that liability
• No application can be finalised unless the required documentation and application fee have been received

1. Surname, initials, title (eg Smith RJ Mr)
2. (i) Full names
   (ii) Preferred name
3. Maiden name and/or previous surnames
   (Marriage certificate must be submitted if surname on certificate or ID differs)
4. Date of birth YY MM DD
5. Male Female
6. Identity number Passport No.
7. Physical disabilities (i) None (ii) Other (specify)
8. Contact details
   Tel (h) (   )
   Tel (w) (   )
   Cellphone (   )
   Fax (   )
9. Email address:
10. (i) Courier Address (for courier of study material during office hours) (ii) Physical Address (iii) Postal Address
   Postal Code Postal Code Postal Code
   Contact No. (office hours)

11. Suburb in which you reside
12. Postal code of suburb
13. Please indicate preferred location for study group
    Area of home
    Area of work
14. Employer
    Job title
15. Person/institution responsible for payment
16. Country of your postal address (if not SA)
17. Home language
18. Do you have access to the Internet? Yes No

Your replies to questions 20-23 are required for statistical purposes only
19. Nationality
20. Population group
21. Occupation
22. Economic sector (eg education)
23. Have you registered previously at Unisa or any other institution(s) for further study? Yes No

24. Highest qualification(s) attained (please enclose proof)

<table>
<thead>
<tr>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(eg Unisa, UP, NCP)</td>
</tr>
<tr>
<td>Degree(s)/diploma(s)</td>
</tr>
<tr>
<td>(eg BA, BA HONS, HED)</td>
</tr>
<tr>
<td>Year(s)</td>
</tr>
<tr>
<td>(eg 94-96)</td>
</tr>
<tr>
<td>Student number(s)</td>
</tr>
<tr>
<td>If completed, state year(s)</td>
</tr>
</tbody>
</table>

NB: The reverse side of this form must also be completed
Qualification Code (supplied for your convenience): PGD.

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

By signing this form, in accordance with the rules set out in my Registration brochure, I hereby licence the University of South Africa to reproduce, in any manner or form, and disseminate for archival, teaching and research purposes a dissertation or thesis, or any part of it, that I may complete for the degree for which I am registering. (Exemption from this licence may, under special circumstances, be requested in an accompanying letter.)

Declaration and undertaking: I declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the University, and any amendments thereto, and have note of advice which may be applicable to applicants in general and/or to the field of study for which I am registered.

Please include the following documents with the completed and signed application form. Failure to submit these documents with your application form will result in your application not being processed.

Please note that the application fee is non-refundable.

A. R160 application fee (provisional amount).
B. Complete history of employment career
   (on a separate page, use the following guidelines and list all your full-time positions, starting with the most recent)
   - Firm/employer
   - Nature of business
   - Date of assumption and termination of service
   - Applicant’s job title (eg Managing Director)
   - Your duties
C. A two-page double-spaced document motivating why you want to obtain an PGD degree.
   You have to certify that this motivation is your own work and prepared solely by you for the application process.
D. A recommendation letter from your employer which supports your application selection and acknowledging your study obligations, using the guidelines below.
   - Name of employer
   - Job title (eg Managing Director)
   - Company
   - Address
   - Recommendation
   - Acknowledgement
   - Signature
E. Original documentary proof of at least two years’ managerial work experience (eg a letter from your employer on an official letterhead), indicating your period of service or a certificate of service. If you operate your own business, the statement can be made by your auditor, accountant, attorney or partner.
F. Also include certified copies of bachelor’s degree(s) and certificate(s).
G. A certified copy of your transcript, indicating the symbol or percentage obtained for each paper. (A transcript is a declaration issued and signed by the Registrar of a University, indicating all papers passed or failed (with percentages/symbols), and indicating whether or not the qualification was completed.) Foreign qualifications must be evaluated by SAQA before being sent to the SBL.
H. Certified copy of Identity Document or Passport. (Copy of driver’s licence is NOT acceptable.)
I. Attach two recent clear passport photos in the space provided.

Your signature on the application for selection form implies that:
- The required documents are included with the application for admission
- You declare that you will obey the rules of the university
- You accept that the tutorials will be conducted in English

A limited number of students are selected every year and it may happen that a person who meets all the above-mentioned requirements does not gain admission in a particular year.

You will be notified regarding your acceptance by the end of February 2016.

NB: No faxed application forms and documents will be accepted. Misrepresentation on the form can result in immediate dismissal from the programme.

I have read and understand the financial policy pertaining to my enrolment in this programme, and accept that I am responsible for payment of the required fees stipulated.

How did you hear about this programme?

Applicant’s signature........................................................................................................ DATE.............................................................................
Graduate School of Business Leadership (SBL)
University of South Africa

Client Information Centre
Telephone: +27 11 652 0214/0000
Fax: +27 11 652 0299 · Email: sbl@unisa.ac.za

Registrations Office
Telephone: +27 11 652 0290
Fax: 086 632 4095
Email: sblregistrations@unisa.ac.za
Website: www.unisa.ac.za/sbl

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