2025

BUSINESS SCHOOL

RULE BOOK

BE WORTH MORE

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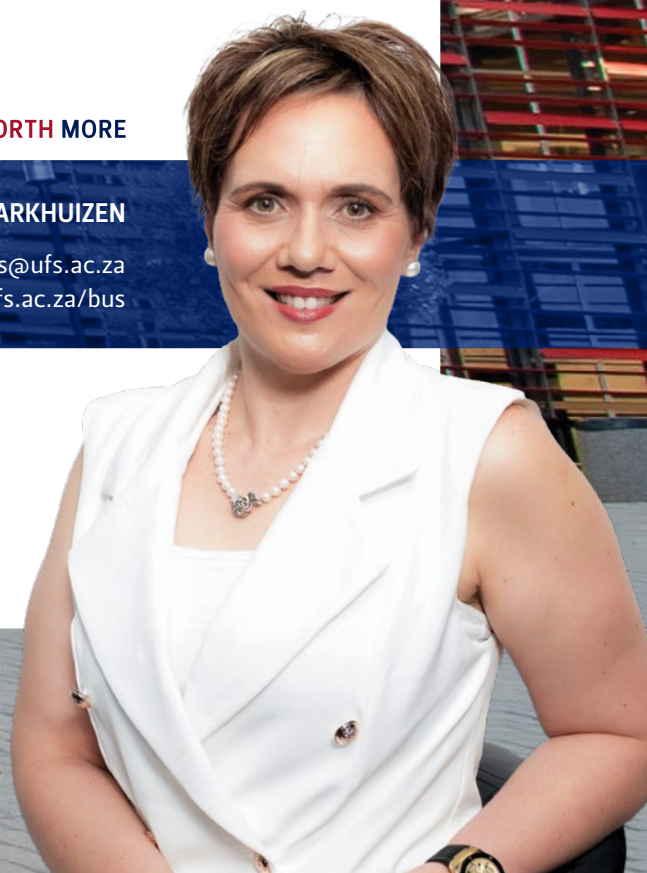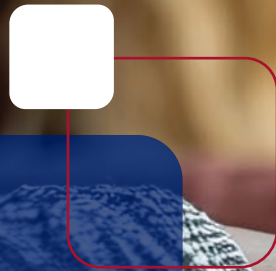
UNDERGRADUATE
PROGRAMMES

General Orientation

This section of the Rule Book of the University of the Free State (UFS) sets out the rules in respect of the undergraduate programmes and study programmes of the Business School.

The Protection of Personal Information Act (POPIA) No. 4 of 2013 promotes the protection of personal information by public and private bodies. The POPIA Act, therefore, influences how the faculty collects, stores or disseminates the personal information of its students. As such, any personal student information, including information about academic performance, may not be disclosed to third parties, including sponsors and parents, without the written consent of the student.

All registered EMS students must adhere to the **Business School Rules and General Academic Rules and Regulations** (hereafter referred to as Business School Rules and General Academic Rules, respectively).

For all the various formal programmes, a number of rules apply:

1 **General Academic Rules**, which are applicable to all faculties and consequently apply to programmes in the Business School. Unless specifically stated otherwise, the **General Academic Rules** apply to all the programmes.

The General Academic Rules contain basic information such as the following:

- Student registration; module modifications; simultaneous registration; curriculum compilation; duration of study; preconditions; acknowledgement of modules passed at other institutions; etc.
- Semester and year marks; requirements for passing; programme with distinction; re-admission and exclusion of a student; incorrect reading of examination timetable; marks and final results; etc.

2 **Business School Rules and Rules and Procedures,** which specifically apply to the formal programmes in the Business School. It is the responsibility of students to be conversant with the General Academic Rules as well as the Business School Rules (contained in the Rulebook and Rules and Procedures).

- **Faculty Rules** are described in this publication. These rules apply specifically to the programmes in this faculty. Each rule pertaining to curriculum is indicated by the letter "F" followed by a number, e.g. "Rule F1", "Rule F2", etc.
- Other rules pertaining to EMS students are indicated by the letters "EMS" followed by a number, e.g. "Rule EMS1", "Rule EMS2", etc.

Taking the NBTs is not required with respect to the undergraduate programmes in the Business School.

HIGHER CERTIFICATE PROGRAMME

HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT

Information

The Business School, within the Faculty of Economic and Management Sciences, has established itself as a leader in South Africa in the provision of management programmes. A dynamic supplement to this spectrum of management programmes on offer is a Higher Certificate in Management Development. The Higher Certificate emphasises leadership development, the broadening of insight by exposure to the most important management disciplines and its integration into a total management approach. This tailor-made qualification has been designed to assist institutions in both the private and public sectors. It is aimed at developing employees, especially focused on middle management group level, to enterprising and professional managers.

This programme will not be offered in any academic year if, in the sole discretion of the UFS, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- At least 22 years of age
- A National Senior Certificate (NSC) with appropriate subject combinations and levels of achievement or a National Certificate Vocational (NCV) with appropriate subject combinations and levels of achievement
- A permanent full-time work appointment of at least two (2) years with relevant experience;
- Three (3) years of management experience or five (5) years of work experience
- A manager's/supervisor's recommendation
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy

Admission based on Recognition of Prior Learning (RPL):

Applicants who do not qualify for admission to an academic qualification may apply for admission in terms of the RPL process in accordance with the following requirements:

- National Senior Certificate (from 2008) or a School-leaving Certificate (prior to 2008), with at least five years' applicable work experience, including formal and non-formal learning. This work experience must include three years of management experience.
- The number of candidates admitted through the RPL process must not exceed 10% of the total intake.

HCert (Management Development)

Minimum total credits	135
NQF exit level	5
Academic plan code	BC618084
Total core modules	16
Total electives to select	2
Minimum duration	1 year
Maximum duration	2 years
SAQA ID	96567

RULE F19

Core Modules

Core Modules	Credits	Module code	
		Semester 1	Semester 2
Business and Information Technology	1	BITC1511/BITC1521	
Foundation Skills	1	FOSK1511/FOSK1521	
General Management and Communication	3	GMAN1513/GMAN1523	
Economics and Banking for Managers	9	ECON1519/ECON1529	
Project and Programme Management	10	PMAN1511/PMAN1521	
Strategic and Change Management	11	SMAN1511/SMAN1521	
Institutional Memory and Knowledge	1		MEMO1511/MEMO1521
Enterprise Risk Management	2		RMAN1512/RMAN1522
Ethics and Governance	1		GOVE1511/GOVE1521
Operations and Logistics Management	2		OMAN1512/OMAN1522
Marketing and Digital Marketing	12		MARK1513/MARK1523
People Management	12		HRMA1513/HRMA1523
Entrepreneurship and Innovation	20		ENTR1515/ENTR1525
Leadership Development	22		LEAD1515/LEAD1525
Core (compulsory) module credits	107		

Elective Modules

Choose 2 modules (1 x 20 credit and 1 x 8 credit module)

Elective modules	Credits	Module code	
		Semester 1	Semester 2
Financial Management and Cost Accounting	20	FMAN1514/FMAN1524	
OR			
Financial Management in the Public Sector*	20	FPUB1515/FPUB1525	
AND			
Labour Relations	8	LABO1512/LABO1522	
OR			
Business Challenge*	8	BUSC1511/BUSC1521	
Elective module credits	28		

* Electives within the HCert in Management Development exclusively apply to in-house intakes in the public sector.

BACHELOR'S DEGREE PROGRAMME

BACHELOR OF MANAGEMENT LEADERSHIP

Information

The Bachelor of Management Leadership is a degree programme for working adults, focusing on management and leadership. It employs an experiential learning strategy and assesses and recognises prior learning. This approach integrates practical experiences to foster the knowledge, skills, and attitudes essential for successful managerial leadership. The programme achieves its objectives through a series of components designed to facilitate adult learning:

- A dynamic curriculum that engages adults in diverse learning experiences in management leadership.
- A competence framework that recognises valid prior learning, provides for diverse goals, and believes in different learning styles.
- A committee that monitors each student to help the student tailor the framework, utilise their background and achieve a specific goal.
- Counsellors that assist and support students with challenges that they might experience.
- A commitment to dialogue and negotiation that enables the adult student to own their learning.

The programme will not be offered if, at the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- At least 23 years of age
- A permanent full-time work appointment of at least two (2) years with relevant experience
- A National Senior Certificate or the National Certificate (Vocational) with appropriate subject combinations and levels of achievement
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy

Admission based on recognition of prior learning (RPL):

- Applicants who do not qualify for admission to an academic qualification may apply for admission in terms of the RPL process in accordance with the following requirements:
  - National Senior Certificate (from 2008) or a School-leaving Certificate (prior to 2008), with at least five years' applicable work experience, including formal and non-formal learning. This work experience must include three years of management experience.
  - The number of candidates admitted through the RPL process must not exceed 10% of the total intake.

Except for students with full matriculation exemption, students admitted to the BML programme must complete an additional module, BMLB3710/BMLB3720, as approved by the Senate of the UFS.

A selection process takes place twice a year, and the admission requirements apply. If necessary, an applicant may be invited for an interview.

RULE **F20**

BML

Minimum total credits	365
NQF exit level	7
Academic plan code	BC638300
Total core modules	57
Total electives to select	0
Minimum duration	3 years
Maximum duration	6 years
SAQA ID	16944

Modules	Credits	First academic level	Second academic level	Third academic level
Portfolio Development				
Who Am I?	5	PDCB1511/1521[1]		
Business Communication	10	PDCB1518/1528[1]		
Group Dynamics	2	PDCB1519/1529[1]		
Computer Literacy	3	PDCB1517/1527[1]		
Numeracy	7	PDCB1515/1525[1]		
Building on PDC: Numeracy	4		PDCB2614/2624[1]	
Building on PDC: Language	3		PDCB2612/2622[1]	
Building on PDC: Case study	1		PDCB2613/2623[1]	
Environment Domain				
Political Dynamics	4	ENMB1612/1622		
The Principles of Micro-economics	10	ENMB1616/1626		
Basic Macro-economics	10	ENMB1617/1627		
Introduction to Law	3	ENMB1615/1625		
Capstone: Integrating the Environment and the Organisation	2	ENMB1710/1720[1]		
How to Think and Reason in Macro-economics	10		ENMB2614/2624	
The Law as a Regulatory Framework for Management	10		ENMB2634/2644	
Managing Culture	5		ENMB2636/2646	
Criminology issues in management	4		ENMB2612/2622	
Capstone: Environmental impact on Organisational operations	3		ENMB2710/2720[1]	
The Role of Labour in the Economy	10			ENMB3715/3725
International Finance	10			ENMB3712/3722
Financial Systems	10			ENMB3717/3727
Capstone: Integrating Finance in the Business Environment	5			ENMB3710/3720[1]
TABLE CONTINUES ON THE NEXT PAGE				

a[1] : No RPL credit request is possible for the modules indicated with a[1]

Management Domain				
General Management	10	MAMB1618/1628		
Innovation Management	5	MAMB1615/1625		
Introduction to Marketing	5	MAMB1616/1626		
Fundamental Financial Accounting	12	MAMB1613/1623		
Personal Financial Management	5	MAMB1617/1627		
Capstone: Integrating Management	2	MAMB1730/1740[1]		
Entrepreneurship	12		MAMB2615/2625	
Advanced Marketing for Managers	10		MAMB2616/2626	
Business Finance I	12		MAMB2612/2622	
Business Finance II	12		MAMB2613/2623	
Capstone: A Toolkit for Analysing the Business	3		MAMB2710/2720[1]	
Strategic Management	12			MAMB3715/3725
Small Business Management	12			MAMB3714/3724
Capstone: Analysing Business Performance	5			MAMB3710/3720[1]
Leadership Domain				
Introduction to the BML and Leadership Models	3	LEMB1618/1628[1]		
Enhancing Teamwork in a Group	3	LEMB1616/1626		
Decision–making	3	LEMB1614/1624		
Managing Personal Stress	3	LEMB1615/1625		
Understanding Who You Are, Knowing Your Strengths and Weaknesses	4	LEMB1612/1622		
Creating a Balance Between Myself, My Work and My Family	4	LEMB1613/1623		
Communication in the Workplace	5	LEMB1619/1629		
Capstone: What Have I Learnt About Myself So Far?	2	LEMB1710/1720[1]		
Leadership Theories	5		LEMB2619/2629	
Power and Networking	4		LEMB2612/2622	
Conflict Management and Negotiation	4		LEMB2631/2641	
Optimising Human Capital	12		LEMB2617/2627	
Capstone: Evaluating your Current Leadership Toolkit	3		LEMB2730/2740[1]	
Motivation	6			LEMB3717/3727
Leadership and Ethics	8			LEMB3719/3729
Leading Change in Organisations	4			LEMB3714/3724
Diversity in Organisations	6			LEMB3718/3728
TABLE CONTINUES ON THE NEXT PAGE				

a[1] : No RPL credit request is possible for the modules indicated with a[1]

Rule F20 continued

Leadership Domain				
Career Planning	8			LEMB3731/3741
Capstone: Life after the BML	5			LEMB3730/3740[1]
Major Piece of Work				
Major Piece of Work: Proposal	5		MPWB2731/2741[1]	
Major Piece of Work: Research project	20			MPWB3711/3721[1]
Core credits	365			

a[1] : No RPL credit request is possible for the modules indicated with a[1]

Rules

F20.1. No RPL credit request is possible for the modules indicated with a[1].

F20.2. For the presentation of any module to be sustainable, at least ten students (excluding modules needed for completion of studies) must register for the particular module.

F20.3. An academic year is not equal to one calendar year. The BML is a part-time programme, and therefore, it takes students longer to complete an academic year. One academic year takes approximately 15 calendar months to complete.

F20.4. Students who fail modules will take longer to graduate.

F20.5. Class attendance of all modules is compulsory.

Portfolio Development Course (PDC) modules

F20.6 Class attendance of the PDC modules is compulsory.

F20.7 The PDC is a prerequisite for the continuation of the BML.

F20.8 The PDC is the final step in the selection process. Students will be re-evaluated on completion of the PDC. Students who fail two or more PDC modules will not be admitted to the rest of the BML programme.

F20.9 Students who fail PDCB1515 or PDCB1525 will not be allowed to continue with their online BML studies.

F20.10 On completion of the PDC, an additional selection process may be executed.

BML programme

Module	Module prerequisite
All modules in the BML programme	Portfolio Development Course
Environment Domain	
ENMB1710 or ENMB1720	All the environment modules (ENMB) in the first academic year
ENMB2614 or ENMB2624	ENMB1616 or ENMB1626 and ENMB1617 or ENMB1627
ENMB2634 or ENMB2644	ENMB1615 or ENMB1625
ENMB3712 or ENMB3722	ENMB1616 or ENMB1626 ENMB1617 or ENMB1627 ENMB2614 or ENMB2624
ENMB2636 or ENMB2646	ENMB1612 or ENMB1626
ENMB2710 or ENMB2720	All the environment modules (ENMB) in the second academic year
ENMB3715 or ENMB3725	ENMB1615 or ENMB1625 and ENMB2634 or ENMB2644
ENMB3717 or ENMB3727	ENMB2614 or ENMB2624
ENMB3710 or ENMB3720	All the environment modules (ENMB) in the third academic year
Management Domain	
MAMB1730 or MAMB1740	All the management modules (MAMB) in the first academic year
MAMB modules in the second academic year	All management modules (MAMB) presented in the first academic year
MAMB1617 or MAMB1627	MAMB1613 or MAMB1623
MAMB2612 or MAMB2622	MAMB1613 or MAMB1623 and MAMB1617 or MAMB1627
MAMB2613 or MAMB2623	MAMB1613 or MAMB1623 and MAMB1617 or MAMB1627 MAMB2612 or MAMB2622
MAMB2710 or MAMB2720	All the management modules (MAMB) in the second academic year
MAMB modules in the third academic year	All management modules (MAMB) presented in the second academic year
MAMB3710 or MAMB3720	All the environment modules (ENMB), management modules (MAMB) and leadership modules (LEMB) in the third academic year
Leadership Domain	
LEMB1613 or LEMB1623	LEMB1612 or LEMB1622
LEMB1710 or LEMB1720	All leadership modules (LEMB) in the first academic year
LEMB modules in the second academic year	All LEMB modules presented in the first academic year
LEMB2730 or LEMB2740	All leadership modules (LEMB) presented in the second academic year
LEMB modules in the third academic year	All leadership modules (LEMB) presented in the second academic year
LEMB3714 or LEMB3724	LEMB2617 or LEMB2627
LEMB3730 or LEMB3740	All leadership modules (LEMB) in the third academic year

Major Piece of Work	
MPWB2741 or MPWB2741	All modules in the first and second academic year
MPWB3711 or MPWB3721	The final presentation, which forms part of MPWB3711 or MPWB3721, may only be done in the last semester of the third academic year. Previously used MPW titles are not allowed for future registration. Business plans cannot be submitted to satisfy the requirements for the research project.
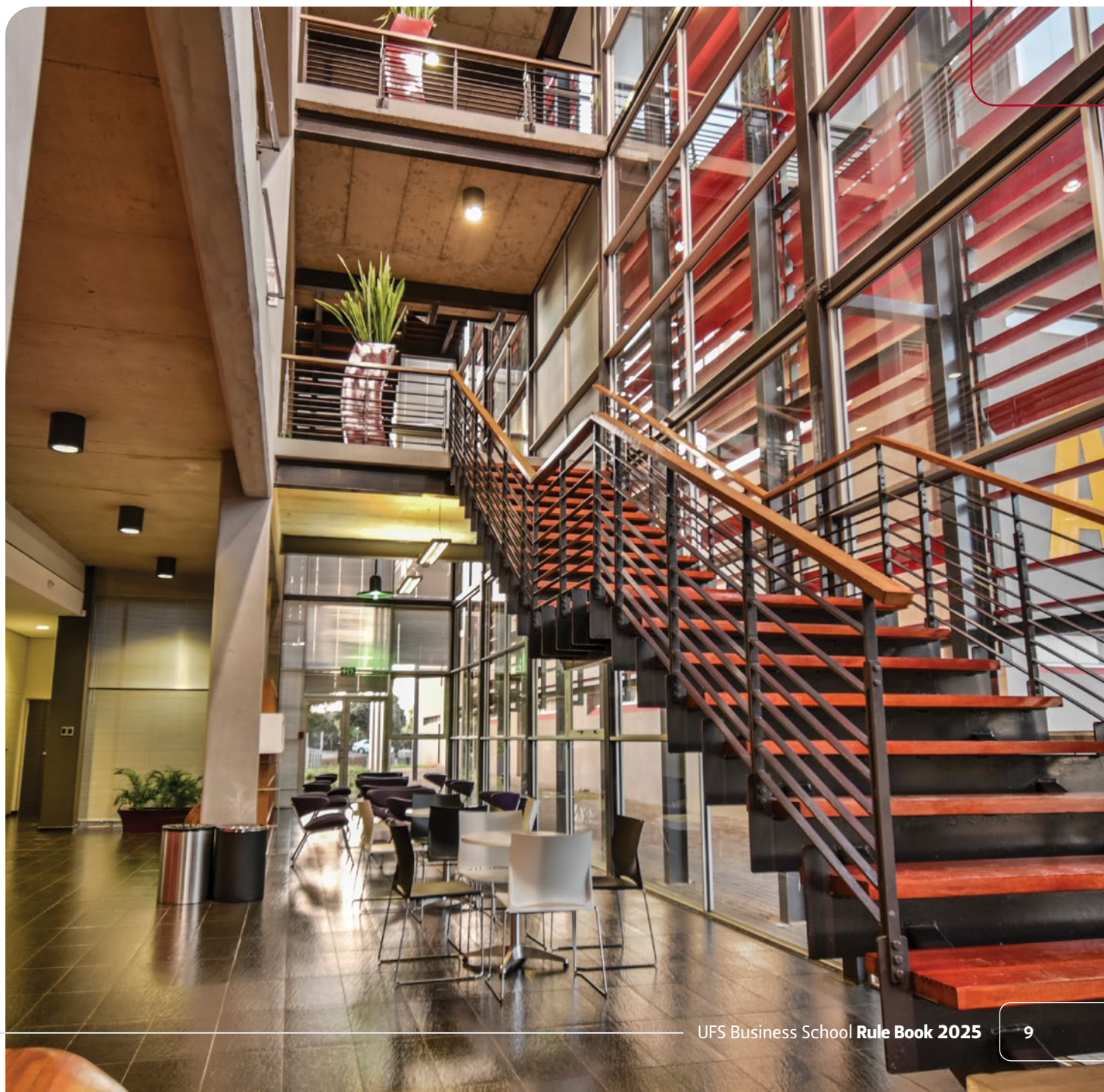
POSTGRADUATE
PROGRAMMES

General Orientation

This section of the Rule Book sets out the rules in respect of the postgraduate programmes in the Business School.

The Protection of Personal Information Act (POPIA) No. 4 of 2013 promotes the protection of personal information by public and private bodies. The POPIA Act, therefore, influences how the faculty collects, stores or disseminates the personal information of its students. As such, any personal student information, including information about academic performance, may not be disclosed to third parties, including sponsors and parents, without the written consent of the student.

For all the various formal programmes, a number of rules apply:

1 **General Academic Rules**, which are applicable to all faculties and consequently apply to programmes in the Business School. Unless specifically stated otherwise, the **General Academic Rules** apply to all the programmes.

The General Academic Rules contain basic information such as the following:

- Student registration; module modifications; simultaneous registration; curriculum compilation; duration of study; preconditions; acknowledgement of modules passed at other institutions; etc.
- Semester and year marks; requirements for passing; programme with distinction; re-admission and exclusion of a student; incorrect reading of examination timetable; marks and final results; etc.

2 **Business School Rules and Rules and Procedure document,** which specifically apply to the programmes in the Business School. It is the responsibility of students to be conversant with the General Academic Rules as well as the Business School Rules (contained in the Rulebook and Rules and Procedure document).

POSTGRADUATE DIPLOMA

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

Information

The Postgraduate Diploma in Business Administration provides a valuable articulation route to students with relevant undergraduate planning to register for an MBA in future.

The programme will not be offered if, at the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- At least 24 years of age;
- Successful completion of any undergraduate Bachelor's degree at NQF Exit Level 7 or an Advanced Diploma NQF Exit Level 7 comprising of at least 360 credits;
- A permanent full-time work appointment of at least two (2) years with relevant experience;
- Proficiency in English;
- Proficiency in Mathematics; and
- Adequate computer literacy.

Admission to the Postgraduate Diploma in Business Administration is subject to a selection process that consists of two phases.

1 **Phase 1**: Evaluation of previous academic performance and compliance with minimum admission requirements. A minimum weighted average of at least 60% for NQF level 7 modules is required for phase 1;

2 **Phase 2:** Participation in psychometric tests.

The final selection is based on a combination of the results of phases 1 and 2.

The selection process takes place twice a year. If necessary, an applicant may be invited for an interview.

Once admitted, a prospective student has one year to register for the Postgraduate Diploma in Business Administration. Students admitted to the programme and who do not register within two semesters have to apply again.

PGDip (Business Administration)

Minimum total credits:	120
NQF exit level:	8
Academic plan code:	BC658100
Total core modules:	12
Total electives to select:	0
Minimum duration	1 year
Maximum duration	2 years
SAQA ID	97200

RULE F23

Semester Modules	Credits	Semester 1	Semester 2
Business Skills	8	PGBS5810/PGBS5820	
Integrating Management and Leadership	8	PGML5810/PGML5820	
Economics for Managers	12	PGEC5813/PGEC5823	
Digital Transformation	10	PGDT5813/PGDT5823	
Marketing for business managers and leaders	10	PGMA5813/PGMA5823	
Supply chain management	8	PGSC5810/PGSC5820	
Ethics and corporate governance	8	PGCG5810/PGCG5820	
Financial and Managerial Accounting	12		PGAC5813/PGAC5823
Entrepreneurship	8		PGEN5810/PGEN5820
Human Capital Optimisation	12		PGHR5813/PGHR5823
Operational Management and Logistics	12		PGLO5813/PGLO5823
Systems Thinking	12		PGST5813/PGST5823
Total credits	120		

Module Prerequisites

Module	Module prerequisite
PGAC5813 or PGAC5813	PGEC5813 or PGEC5823
PGLO5813 or PGLO5823	PGML5810 or PGML5820

MASTER'S DEGREE PROGRAMME

MASTER OF BUSINESS ADMINISTRATION

Information

A focus on niche markets where South Africa's management needs are the greatest combined with collaboration with one of the best business schools in the USA. These are just two of the reasons why the MBA programme of the faculty can be considered a career investment.

Our aim is to train and develop skilled high-level managers in the field of general management whilst also providing a new generation of innovative managers in those fields where expertise is in short supply.

Graduates of the MBA programme will be able to compete in both the domestic and global economy.

These programmes will not be offered if, at the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- At least 25 years of age.
- A permanent full-time work appointment of at least three (3) years with relevant work experience.
- Relevant managerial experience.
- A Postgraduate Diploma in Business Administration (NQF Exit Level 8); or
- An applicable Honours Degree (NQF Exit Level 8)
- An RPL process (prospective students admitted according to an RPL process cannot be more than 10% per intake)

A selection process takes place twice a year, and the admission requirements apply. If necessary, an applicant may be invited for an interview.

RULE F57

MBA
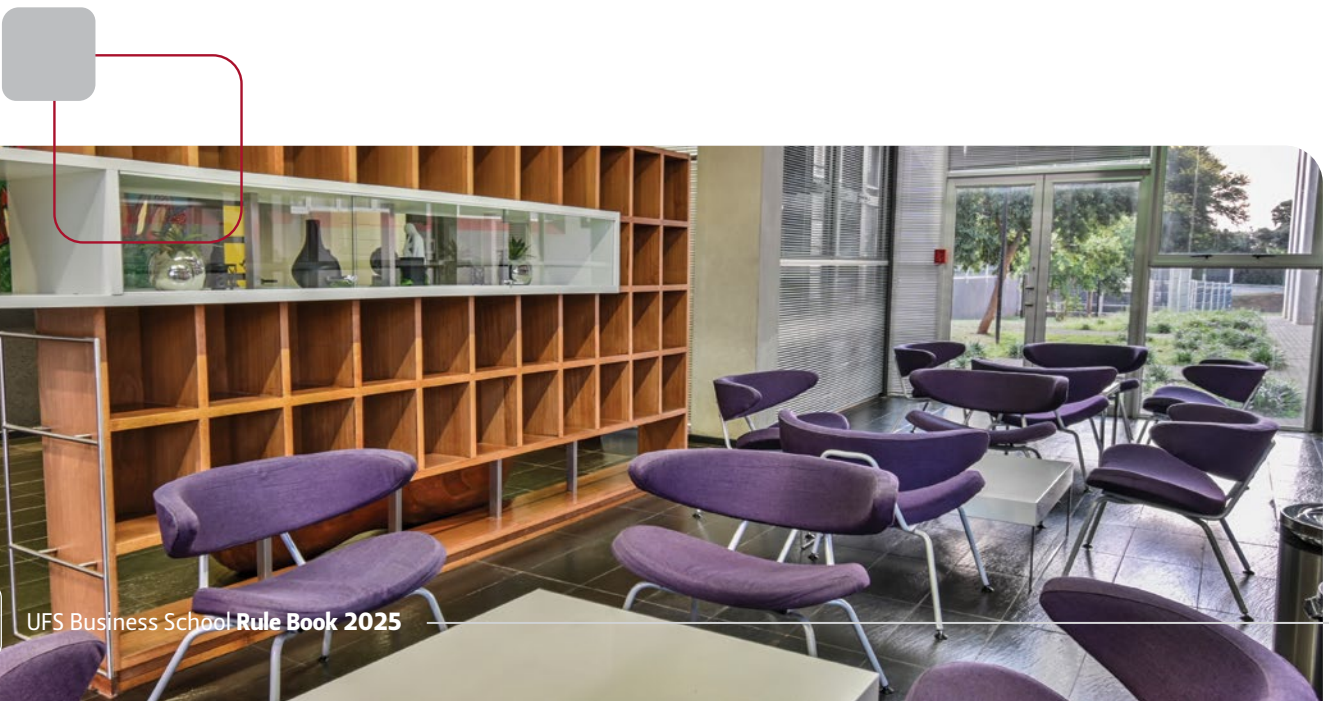
Minimum total credits	195
NQF exit level	9
Academic plan code	BC678100
Total core modules	14
Total electives to select	1
Minimum duration	2 year
Maximum duration	3 years
SAQA ID	94841

Core Modules

Module	Credits	Semester 1	Semester 2	Semester 3	Semester 4
Personal Development	5	MPDV7910/7920			
Financial Management	10	MFIN7950/7960			
Leadership	10	MLEA7950/7960			
Strategic Marketing	10	MMAR7910/7920			
Analytical Methods	10		MANL7910/7920		
Business Conditions Analysis	10		MBCA7910/7920		
Corporate Strategy and leading innovation	10		MCOR7910/7920		
Business Research Methods	10		MBRM7910/7920		
Corporate Governance and Business Law	10			MLAW7910/7920	
Organisational Behaviour and Change	10			MBEH7910/7920	
New Venture Creation	10			MNVC7910/7920	
Research Project	60			MBRP7900	
Managing Society and the Future	10				MMSF7910/7920
Scenario Planning	10				MSEN7910/7920
Elective	10				Elective
Total core credits	**185**				
Total elective credits	**10**				

TABLE CONTINUES ON THE NEXT PAGE

Elective Modules

Select one elective

Module	Credit	Module code
Business Negotiations	10	MBNE7910/7920
Data and Business Analytics	10	MBAN7910/7920
Digital Marketing	10	MDMA7910/7920
International Business	10	MIBS7910/7920
Investment and Portfolio Analysis	10	MIPA7910/7920
Project management	10	MPRO7910/7920
Risk Management	10	MRSK7910/7920
Social Entrepreneurship	10	MENT7910/7920
Total elective credits	10	

All elective semester modules will not necessarily be presented every year, and the decision may be influenced by the availability of lecturers and other internal circumstances. For the presentation of an elective semester module to be feasible, at least ten students must enrol for it.

Module Prerequisites

Module	Module Prerequisite
MBRP7900	MBRM7910 or 7920
MMSF7910 or 7920	This is a capstone module and must be registered for in the last semester of the MBA studies.

DOCTORAL DEGREE
PROGRAMMES

DOCTOR OF PHILOSOPHY
WITH SPECIALISATION IN BUSINESS ADMINISTRATION

Information

A Doctoral Degree is intended for people who want to pursue further studies after completing a relevant Master's Degree. A Doctoral degree can be granted in the Business School on the grounds of a thesis or multiple interrelated, publishable manuscripts/ published articles.

General Admission Requirements

- An MBA or equivalent Master's Degree (on NQF level 9 with at least 180 credits) with an average of 65% for all modules; and

- At least 65% for Business Research Methods done at a Master's level; and

- For consideration for admittance to a PhD with specialisation in Business Administration, the MBA Research Report must meet the following criteria:
  - It must be an expanded report with a minimum of 60 credits.
  - The duration should be at least one academic year.

The process for admission to the PhD programme is initiated by the confirmation of the selection fee payment (non-refundable). Once this payment is received, the selected process begins.

The selection process for the PhD programme consists of three phases.

1   **Phase 1:** Evaluation of previous academic performance and compliance with minimum admission requirements;

2   **Phase 2:** A panel evaluation of an abbreviated proposal.

The guidelines for the abbreviated proposal are:
- Length – maximum 2000 words (excluding reference list);
- The following aspects need to be addressed in the proposal:
  - A real–world problem;
  - An abbreviated review of the existing literature;
  - A problem statement and rationale for the study;
  - The primary objective of the study, possibly extended into secondary objectives;
  - The proposed method to be employed; and
  - A consideration of the viability of the study in terms of the literature available, the data needed and the financial and other resources required to reach the stated objectives of the study.

3   **Phase 3**: Availability of promotors for the proposed research topic.

Adherence to the above requirements will not necessarily guarantee admission to the PhD programme.

Admission is subject to approval by the Director of the UFS Business School.

All students registered should, in collaboration with the promoter(s), prepare at least one publishable manuscript in an approved research journal before the thesis is submitted for examination. Students who wish to pursue the interrelated, publishable manuscripts/published articles route should do so in compliance with the General Academic Rules.

DOCTORAL DEGREE

DOCTOR OF PHILOSOPHY WITH SPECIALISATION IN BUSINESS ADMINISTRATION

RULE F60

PhD with specialisation in Business Administration

Minimum total credits	360
NQF exit level	10
Academic plan code	BC690100
Minimum duration	2 years
Maximum duration	5 years
SAQA ID	116979

Module code

PDBA9100

Research proposal

An acceptable research proposal and provisional title must be approved by the faculty research committee within the first twelve months following registration.

EMS 17: RULES APPLICABLE TO FORMAL PROGRAMMES IN THE BUSINESS SCHOOL

EMS17.1

Validity period of selection results in the BML, PGDIP and MBA programme

The validity period of a successful selection is eighteen months (18) for a returning student.

Should the student have interrupted his/her studies for two (2) years or longer, the student will be subjected to the selection process when re-applying for admission to the programme.

EMS17.2

Waiting period after unsuccessful selection

After an unsuccessful selection, there's an eighteen-month (18) waiting period. Once this period has passed, students are eligible to re-apply.

EMS17.3

Class attendance

A prescribed minimum of at least 80% in the BML and 75% in the PGDIP and MBA prorgramme attendance of class and online sessions in a module is compulsory.

EMS17.4

Sick notes

All sick notes must be received within 24 hours of the final due date.

EMS17.5

Turnitin results

Assignments exceeding a Turnitin percentage of 5% from a single source without adequate citation or surpassing overall percentages of 25% (BML), 20% (PGDip), 15% (MBA), or 10% (PhD) will receive a mark of zero.

EMS17.6

Summative assessments other than examinations

Students with only one (1) module remaining to complete their qualification, which is evaluated not through an examination but through methods such as a project, portfolio, essay, or research report, and who have scored below 50% but no less than 45%, are granted a final opportunity to resubmit their improved work. All resubmissions must be done within the UFS-prescribed deadlines.

EMS17.7

Previously academically excluded students

Students who were previously academically excluded from the University can apply for re-admission to a programme in the Business School, with the following prerequisites:

A period of five years or more must have passed after the student has been excluded.

No modules passed in the previous enrolment of the qualification can be used to obtain recognition for prior learning when applying for re-admission to the same programme. The student starts afresh with the curriculum.

The student must go through the selection process again.

Students who are admitted to the programmes have five (5) years to complete the BML, two (2) years to complete the PGDIP in Business Administration and four (4) years for the MBA. If a student interrupts their studies, the year(s) in absence will not count towards the study period.

Students who have previously been excluded from the programme in the Business School for disciplinary/misconduct reasons may not apply for re-admission to the programme.

EMS17.8

Shelf life of Business School modules

The shelf life of the modules in the formal programmes in the Business School is five years, except if specifically otherwise indicated by the lecturer.

EMS17.9

Taking part in assessments

In the case of a student being emotionally or physically unwell, the student should not partake in the assessment opportunity. No additional opportunities will be granted to students who accessed an assessment.

Importantly, once a student accesses an assessment, it counts as if the student participated in the assessment opportunity, even if they begin feeling unwell during the assessment.

PROGRESSION RULES

Progression rules for Higher Certificate in Management Development (HCert)

Rule	HCert (n + 1) = 2 Years (4 Semesters)		
EMS18	**SEMESTER**	**MINIMUM CREDITS REQUIRED TO PASS PER SEMESTER**	**TOTAL NUMBER OF CREDITS REQUIRED TO PASS FOR AN ACADEMIC YEAR/LEVEL**
EMS18.1	Semester 1	33 credits	End of the first (1) year of study = 67 credits
	Semester 2	34 credits	
EMS18.2	Semester 3	34 credits	End of the second (2) year of study = 135 credits
	Semester 4	34 credits	
EMS18.3	No further re-admission in the Higher Certificate is allowed after two years of registration for the programme.		

Progression rules for Postgraduate Diploma in Business Administration (PGDIP BA)

Rule	PGDIP BA (n + 1) = 2 Years (4 Semesters)		
EMS20	**SEMESTER**	**MINIMUM CREDITS REQUIRED TO PASS PER SEMESTER**	**TOTAL NUMBER OF CREDITS REQUIRED TO PASS FOR AN ACADEMIC YEAR/LEVEL**
EMS20.1	Semester 1	30 credits	End of the first (1) year of study = 60 credits
	Semester 2	30 credits	
EMS20.2	Semester 3	30 credits	End of the second (2) year of study = 120 credits
	Semester 4	30 credits	
EMS20.3	No further re-admission in this programme is allowed after two years of registration		

Progression rules for Bachelor of Management Leadership **(BML)**

Rule	BML (n + 2) = 6 Years (12 Semesters)		
EMS19	**SEMESTER**	**MINIMUM CREDITS REQUIRED TO PASS PER SEMESTER**	**TOTAL NUMBER OF CREDITS REQUIRED TO PASS FOR AN ACADEMIC YEAR/LEVEL**
EMS19.1	Semester 1	30 credits	End of the first (1) year of study = 60 credits
EMS19.1	Semester 2	30 credits	End of the first (1) year of study = 60 credits
EMS19.2	Semester 3	30 credits	End of the second (2) year of study = 120 credits
EMS19.2	Semester 4	30 credits	End of the second (2) year of study = 120 credits
EMS19.3	Semester 5	30 credits	End of the third (3) year of study = 180 credits
EMS19.3	Semester 6	30 credits	End of the third (3) year of study = 180 credits
EMS19.4	Semester 7	30 credits	End of the fourth (4) year of study = 241 credits
EMS19.4	Semester 8	31 credits	End of the fourth (4) year of study = 241 credits
EMS19.5	Semester 9	31 credits	End of the fifth (5) year of study = 303 credits
EMS19.5	Semester 10	31 credits	End of the fifth (5) year of study = 303 credits
EMS19.6	Semester 11	31 credits	End of the sixth (6) year of study = 365 credits
EMS19.6	Semester 12	31 credits	End of the sixth (6) year of study = 365 credits
EMS19.7	No further re-admission in this programme is allowed after six years of registration.		

Progression rules for Master of Business Administration **(MBA)**

Rule	MBA (n + 1) = 3 Years (6 Semesters)		
EMS21	**SEMESTER**	**MINIMUM CREDITS REQUIRED TO PASS PER SEMESTER**	**TOTAL NUMBER OF CREDITS REQUIRED TO PASS FOR AN ACADEMIC YEAR**
EMS 21.1	Semester 1	35 credits	End of the first (1) year of study = 67 credits
EMS 21.1	Semester 2	32 credits	End of the first (1) year of study = 67 credits
EMS 21.2	Semester 3	32 credits	End of the second (2) year of study = 131 credits
EMS 21.2	Semester 4	32 credits	End of the second (2) year of study = 131 credits
EMS 21.3	Semester 5	32 credits	End of the third (3) year of study = 195 credits
EMS 21.3	Semester 6	32 credits	End of the third (3) year of study = 195 credits
EMS 21.4	No further re-admission in this programme is allowed after three years of registration		

Progression rules for Doctor of Philosophy with specialisation in Business Administration **(PhD)**

Rule	PhD (n + 2) = 5 Years (10 Semesters)
EMS 22	No further re-admission in this programme is allowed after five years of registration

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