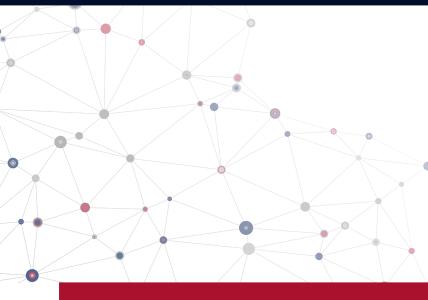
# **UFS BUSINESS SCHOOL**

# **BROCHURE AND APPLICATION FORM**



T: +27 51 401 3497 | E: bus@ufs.ac.za | www.ufs.ac.za/bus

Inspiring excellence, transforming lives through quality, impact, and care.





**BUSINESS SCHOOL** BE WORTH MORE



he city of Bloemfontein, situated in the South African province of the Free State, is home to the University of the Free State.

Founded in 1904, the UFS currently serves more than 35 000 residential and non-residential students. Thanks to a tradition of excellence and progressive learning programmes, the University of the Free State is regarded as one of the top academic institutions in the country.

The UFS Business School, located in the Faculty of Economic and Management Sciences, has firmly established itself as a leader in the provision of management and leadership programmes within South Africa, specifically central South–Africa.

The UFS Business School provides an exceptional opportunity to **Be Worth More.** 



# DECIDING WHICH DEGREE IS THE MOST APPROPRIATE

How old are you? (minimum age requirement, although the average age of Business School students are 35)	What are your previous qualifications?	Do you have any work experience?	Additional requirements to keep in mind	Consider the following qualificatior
23	A Senior certificate	A permanent work employment 2 years work experience	Proficiency in Maths, English and Computer literacy	BML
24	Any Bachelor's degree or advanced diploma on NQF 7 with 360 credits	A permanent work employment 2 years work experience		PGDIP
25	An applicable 4 year Bachelor/Hons/PGDIP on NQF 8	A permanent work employment 3 years work experience		MBA
	A Bachelor degree on NQF 7 with 360 credits An Hons or PGDIP on NQF 8 An MBA or Masters on NQF 9	Not applicable	Masters degree with at least 65% for all modules Masters level research project = at least 65% Masters level Research methods =65%	PhD

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Invest in your career and **Be Worth More** 



# The UFS Business School is fully accredited by

The Council on Higher Education (CHE) Central and East European Management Development Association International Accreditation (CEEMAN IQA)

It was a strategic imperative of the UFS Business School to become internationally accredited to highlight the quality education, research and value-adding engagement offered by the School. The CEEMAN IQA accreditation is an endorsement of the important role fulfilled by the UFS Business School in South Africa in empowering business leaders, as well as an endorsement of a quality academic offering. The accreditation is an investment in the alumni and students of the Business School.

# Memberships

- **AABS** (Association of African Business Schools)
- **AACSB** (Association to Advance Collegiate Schools of Business)
- **BGA** (Business Graduates Association)
- **CEEMAN** (Central and East European Management Development Association)
- **EQUAA** (Education Quality Accreditation Agency)
- SABSA (South African Association for Business Schools)

The Business School has been awarded 3 Palmes by EDUNIVERSAL and belongs to the 3rd League of the 1000 Best Business Schools worldwide.



# **BACHELOR OF MANAGEMENT LEADERSHIP**

A dynamic addition to the spectrum of management programmes on offer is the Bachelor of Management Leadership (BML) aimed at working adult learners. This qualification is based on experiential learning and the assessment and recognition of prior learning. The objective of the BML is to deliver a new generation of formally qualified and innovative managerial leaders equipped to excel in and add value to today's corporate and business environment.

The BML programme was developed in collaboration with the School for New Learning at De Paul University in Chicago.

# UNIQUE CHARACTERISTICS

- Modules offered at a time and place available to working people
- Presenters who understand and communicate with adults
- A dynamic and flexible 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 differing learning styles
- A commitment to dialogue and negotiation that enables the adult learner to own his/her learning

Ourapproach to management training is characterised by the emphasis on the need for students to become critical and creative thinkers and eventually leaders who utilise innovative approaches in startup ventures or within established organisations. Graduates of this programme will be able to compete successfully in the domestic economy.



# Application and registration dates

#### The closing date for applications is:

- 30 September for first semester (studies to commence in January of the following year)
- 30 April for second semester (studies to commence in July of the current year)

# Admission requirements

Over and above the rules regarding admission to this university, the following specific entrance requirements must be met:

- 23 Years of age
- A permanent work appointment
- An endorsed senior certificate with at least 2 years working experience, or
- A senior certificate with at least 2 years working experience, or
- A certificate with conditional exemption issued by the Matriculation Board, with at least 2 years rking experience
- An equivalent qualification, and
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy
- Be in possession of a desktop/laptop with a stable and reliable internet connection

Admission to the BML programme is subject to a psychometric selection process.

### Fees

The fee structure is available on our website: www.ufs.ac.za/bus

# Duration

The programme is aimed at working adults. The expected and recommended duration of study is 4 years. However, the period may be shorter if a student obtains credits for sufficient prior learning but not less than the minimum study period of 2 years..

# Assessment

The BML programme has a system of continuous assessment. Assessment may include field exercises and reports, teamwork exercises, class participation and presentation, independent projects, simulated applications, consultant reports and integrated assessment. 

# **BACHELOR OF MANAGEMENT LEADERSHIP (CONTINUED)**



# Mode of delivery

- Online (one intake per year in January): Except for the introductory Portfolio Development Course, students attend a full week contact session once per year on campus. During the course of the year students have online contact with lecturers on a weekly basis. Online classes are scheduled after hours.
- Modular (one intake per year in July): Students attend classes on campus once a term for a full week. Classes
  are scheduled from Monday to Friday.

# Curriculum (365 Credits – NQF Level 7)

The BML programme consists of the following three learning areas. Some of the modules comprising the learning area are:

#### Environment

- Labour economics
- Cultural diversity
- International finance
- Labour law
- Political dynamics
- Understanding Basic macro-economics
- The financial system

#### Management

- Entrepreneurship
- Financial accounting
- General management
- Business finance
- Small business management
- Strategic management
- Marketing management

#### Leadership

- Leadership models and theories
- Becoming an effective leader
- Leading change
- Managing personal stress
- Communication in the workplace
- Power and networking
- Diversity in organisations
- Career planning
- Decision-making
- Conflict
- Motivation
- Human Capital management
- Ethical leadership

For the full curriculum, kindly visit our website: www.ufs.ac.za/bus

# Learning outcomes and articulation

On completion of the programme students should be able to:

- Apply and interpret environmental factors that will have an impact on the management of the business and community context
- Analyse and interpret management theories in the business context
- Apply knowledge regarding leadership and people processes to transform themselves, their communities and organisations
- Apply and integrate the knowledge, skills and attitudes regarding environmental factors, management and leadership to their personal, community and business contexts

After the successful completion of the programme, the participant will receive a degree (NQF level 7) issued and endorsed by the UFS.

On completion of the BML, learners may continue with postgraduate studies in several directions, including the Postgraduate Diploma in Business Administration.



# FOR MORE INFORMATION PLEASE CONTACT

# **Penrose Vumendleni** Tel: +27 51 401 3175 Email: vumendlenisvp@ufs.ac.za



# POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

The Postgraduate Diploma in Business Administration introduces a new phase to the academic offering of the UFS Business School. The PGDip in Business Administration provides a valuable articulation route to students with a first degree planning to register for an MBA in future.



# **Closing dates for applications:**

- 30 September for first semester (studies to commence in January of the following year)
- 30 April for second semester (studies to commence in July of the current year)



- At least 24 years of age
- Any undergraduate bachelor's degree at NQF level 7 or an advanced diploma of an NQF level 7 comprising of at least 360 credits
- Two years relevant work experience

# Fees

The fee structure is available on our website: www.ufs.ac.za/bus

# Duration

The minimum time for completing the programme is 1 year and the maximum time is 2 years.

# Assessment information

The PGDip programme has a system of continuous assessment. Assessment procedures may include field exercises and reports, teamwork exercises, class participation and presentation, independent projects, simulated applications, consultant reports and integrated assessments.



# Mode of delivery

# Blended

Students attend classes in the evenings online (Monday – Thursday) and on-campus once a semester for a full week (Monday – Friday).

# Curriculum (120 Credits – NQF Level 8)

The PGDip in Business Administration consists of 12 compulsory semester modules:

- Business Skills
- Integrated Management and Leadership
- Economics for Managers
- Digital Transformation
- Marketing for business managers and leaders
- Supply chain management
- Ethics and corporate governance
- Financial and Managerial Accounting
- Entrepreneurship
- Human Capital Optimisation
- Operational Management and Logistics
- Systems Thinking

For the full curriculum, kindly visit our website: www.ufs.ac.za/bus

# Learning outcomes and articulation

After completion of the PGDip the graduate will be equipped to:

- To cultivate an understanding of the integrated nature of management and leadership. Identifying the principles of leadership
- Explain how the competitive environment of the firm influences its output, price and other strategic decisions

On completion of the Postgraduate Diploma in Business Administration, learners may continue to apply for the Master of Business Administration.

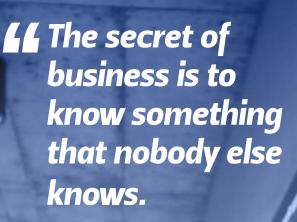
# FOR MORE INFORMATION PLEASE CONTACT



Annareth Spamer Tel: +27 51 401 3755 Email: spamera@ufs.ac.za



# **MASTER OF BUSINESS ADMINISTRATION**



– Aristotle Onassis



The programme content of the UFS Business School MBA enhances and develops managers and leaders, broadly covering all aspects and challenges that managers and leaders might face in today's ever changing business environment. Graduates of our MBA programme will be able to compete in both the domestic and global economic and business environment.

# Application and registration dates

#### The closing date for applications is:

- 30 September for first semester (studies to commence in January of the following year)
- 30 April for second semester (studies to commence in July of the current year)



# Admission requirements

- At least 25 years of age
- At least 3 years of relevant managerial experience / work experience
- A four year applicable Bachelor's degree (NQF level 7 and comprising of at least 360 credits)
- A Postgraduate Diploma in Buiness Administration on NQF level 8 of at least 120 credits; or
- An applicable Honours degree (NQF level 8)

Admission to the MBA programme is subject to a psychometric selection process.

### Fees

The fee structure is available on our website: www.ufs.ac.za/bus



# Duration

The minimum time for completing the programme is 2 years and the maximum time is 3 years.



### Assessment Information

The MBA programme has a system of continuous assessment. Assessment may include field exercises and reports, teamwork exercises, class participation and presentation, independent projects, simulated applications, consultant reports and integrated assessments.





# Curriculum (195 Credits – NQF Level 9)

The Master of Business Administration consists of 13 core semester modules, a research project and 1 elective module.

- Personal development
- Financial management
- Leadership
- Strategic marketing
- Analytical methods
- Business conditions analysis
- Corporate strategy and leading innovation
- Business research methods
- Corporate governance and business law
- Organisational behaviour and change
- Project management
- Research project
- Managing society and the future
- Scenario planning
- Elective

For the full curriculum, kindly visit our website: www.ufs.ac.za/bus

# Learning outcomes and articulation

After completion of the MBA programme the graduate will be equipped to:

- Demonstrate a broad, specialised understanding of general management and the business/ management environment
- Demonstrate a specialised understanding of the interaction between operational and strategic management
- Identify and solve problems on an executive level, demonstrating critical and creative thinking
- Apply the general (compulsory) management skills in various contexts
- Appraise and integrate management issues from the various knowledge fields
- Integrate and apply knowledge and work experience by means of an applied research output in the form of a minidissertation.

After the successful completion of the programme, the participant will receives a degree (NQF level 9) issued and endorsed by the UFS. On completion of the MBA, learners may continue to apply for the PhD in Business Administration if all minimum requirements for the PhD have been met.



# FOR MORE INFORMATION PLEASE CONTACT

**Tshidi Ramabusa** Tel: + 27 51 401 7939 Email: ramabusaj@ufs.ac.za





# **DOCTOR OF PHILOSOPHY WITH SPECIALISATION** IN BUSINESS ADMINISTRATION

With the PhD programme the School completes its menu of academic options.

The PhD is a part-time research-based programme.



# Application and registration dates

The closing date for application is 30 June each year for commencement in the following year.



# Admission requirements

- A Bachelors degree or equivalent on NQF level 7 with at least 360 credits; and
- An Honours or equivalent postgraduate qualification on NQF level 8 with at least 120 credits: and
- An MBA or equivalent masters degree with an average of 65% for all modules on NQF level 9 with at least 180 credits; and
- At least 65% for Business Research Methods done on a masters level: and
- At least 65% for an expanded MBA or equivalent dissertation (minimum 60 credits) with a duration of at least one academic year.

# Fees

The fee structure is available on our website www.ufs.ac.za/bus



# Duration

The minimum time for completing the programme is 2 years and the maximum time is 4 years.



# Curriculum (360 Credits – NQF Level 10) Learning outcome and articulation

After the successful completion of the programme, the student will receive a degree (NQF level 10) issued and endorsed by the UFS. The PhD will be awarded with an endorsement "Business Administration".



# FOR MORE INFORMATION **PLEASE CONTACT**

# Elvira Oberholzer

Tel: +27 51 401 3163 Email: oberholzereh@ufs.ac.za





# **APPLICATION PROCEDURE AND APPLICATION FORM**



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Inspiring excellence, transforming lives through quality, impact, and care.



**BUSINESS SCHOOL** BE WORTH MORE



# **APPLICATION PROCEDURE**

# For all programmes, the following documents must be submitted

Certified copies of:

- Identity / Passport document
- SAQA verification foreign qualifications

All foreign qualifications must be verified by SAQA and it is the responsibility of the applicant to take care of this process.

Visit SAQA at www://www.saqa.org.za. Kindly note that this may take several weeks. Therefore, do apply for verification as soon as possible. Students will not be allowed to register without the verification certificate

### Additional documents to submit for specific programmes

	Bachelor of Management Leadership	Postgraduate Diploma in Business Administration	Master of Business Administration	Doctor of Philosophy with specialisation in Business Administration
Completed recommendation form signed by your employer	✓	$\checkmark$	✓	
Proof of payment of selection fees	✓	$\checkmark$	✓	✓
National Senior Certificate / Grade 12 results (certified)	✓	$\checkmark$	✓	
Certified certificate of highest school qualification (with school stamp)	~			
Certified copy of qualifications obtained from other institutions	✓	$\checkmark$	~	✓
Certified copy of ID / Passport	✓	$\checkmark$	✓	✓
Certified copy of bachelor's degree		✓	~	~
Certified copy of bachelor's degree academic record		(NQF level 7 and 360 credits)	(NQF level 8 and 480 credits)	(NQF level 7 and 360 credits)
Certified copy of applicable honours degree		✓	~	1
Certified copy of PGDip in Business Administration			- 🗸	1
Certified copy of PGDip in Business Administration academic record				
Honours or equivalent postgraduate qualification				(NQF level 8 with at least 120 credits)
Certified copy of MBA or equivalent master's degree				
Certified copy of master's degree academic record	-		NEL	
International qualifications – SAQA verifications	<b>v</b>	~	$\checkmark$	
Curriculum Vitae with references	×	$\checkmark$		~



# Selection fees / Banking details

The UFS Business School's banking details as well as the applicable selection fees payable per programme are available at www.ufs.ac.za/bus or contact the relevant programme coordinator.

Kindly note that once your application has been processed, further information regarding selection test dates will be communicated to you directly from the UFS Business School.

Admission to the UFS Business School is subject to the condition that the applicant comply with the admission requirements of the University of the Free State as well as the admission requirements of the UFS Business School.

Should you have any enquiries, kindly direct them to the relevant staff member, as stipulated in the UFS Business School brochure.

Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/ or information requested in terms of this form, be found to be erroneous or fraudulent.



# **CONTACT DETAILS**

Bachelor of Management Leadership	Penrose Vumendleni	vumendlenisvp@ufs.ac.za	+27 51 401 3175
Postgraduate Diploma in Business Administration	Annareth Spamer	spamera@ufs.ac.za	+27 51 401 3755
Master of Business Administration	Tshidi Ramabusa	ramabusaj@ufs.ac.za	+27 51 401 7939
Doctor of Philosophy with specialisation in Business Administration	Elvira Oberholzer	oberholzereh@ufs.ac.za	+27 51 401 3163









# **APPLICATION FORM**

Indicate choice of application with a $\checkmark$					
Bachelor of Management Leadership		PGDip in Business Administration	Master of Business Administration	Doctor of Philosophy with specialisation in Business Administration (PhD)	
Work experience	Years		Months		
Where did you hear about the programme?			·		

Type on form or complete in block letters and black ink

STUDENT NUMBER		If you are already in possession of a UFS student number
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# 1.1 Biographical information

Title:		ID number	if South Africa	an:
Full name:				
Middle name:				
Preferred name:				
Surname:				
Gender:	Male	Female		
Marital status	Single	Married	Other	
Date of birth:				
Ethnicity: African	Asian	Coloured	White	Other

1.2 Home language		
Afrikaans	Sepedi	Tshivenda
English	Sesotho	Xitsonga
isiNdebele	Setswana	Other
isiXhosa	siSwati	
isiZulu	South African Sign Langua	ge

1.3 Contact details in case of emergency				
Title:	Contact number:	Example: +27 72 123 4567		
Name/s:				
Surname:				
Relationship:				
Email				

0	2		3		-(4)
Personal information	Contact information		ademic areer		Tertiary information
1.4 Disability support					
Would you like the support	of the Center for Universal Access a	and Disability Support?	Yes	No	
If yes, please specify type o	f disability				
Visual impairment	Deaf/hearing impairment	Mobility impairment		Learning difficulty	
Other:					
Please specify assistance re	equired:				

## **1.5 Details of citizenship** (international applicants only)

Citizenship:	
Identity number:	
Passport number:	
Passport issue date:	Passport expiry date:
Place of issue:	

# 2.1 Physical address

Unit Number:	Street Number:
Complex Name:	
Street Name:	
Suburb/ District:	
City/Town:	
Province:	

# 2.2 Postal address

Postal service:	PO Box	Private Bag		Same as above
Number:				
Suburb/district:			Postal code:	
City/town:				
Province:				

		2	3		
Personal information	in	Contact formation	Acader care		Tertiary information
2.3 Applicant cor	ntact information				
Cellphone number:			NB: SMS messag	es will be sent to this	number
Telephone number:			Home	Work	
Primary Email Address:					
3.1 Starting seme	ester (Not applicable to PhD	applicants)			
First semester	Second semester				
3.2 Financial assi	stance				
*Do you require finan	cial aid? Ye	es No			
To apply for an NRF burs	sary, complete the NRF ap	plication on the NRF we	bsite: https://nrfsubmission.nr	f.ac.za/nrfmkii/	
	n: https://www.ufs.ac.za		n the UFS website: www.ufs.ac luateschool/funding1/postgrad	-	graduate School'
-	do in the previous ye	ear?			
Post-school co	ollege	Gap year		Other/sp	ecify:
University of Te	echnology	University	/		
(Technikon)		Unemploy	yed		
Employed					
4.2 Secondary sc	hool information				
Name of School:					
City/Town:					
Year in which you matriculated::					

## 4.3 Tertiary information

Have you ever been prohibited from continuing with your studies at any University / University of Technology (Technikon) / College?

Yes No

If yes, where?

Academic backround (to be completed by all applicants with previous tertiary qualifications) Name of University / University of Technology (Technikon) / College / Other Institution:

1.	
2.	
3.	

(1) Personal information	Contact information		3 ademic career	Tertiary information
Degree / Diploma		Year obtained:	Student number:	
1.				
2.				
3.				
4.4 Employment informat	ion			

Previous employers Company		Position	Years	
Current employer	Contact number	From	То	

# **General information**

ADMISSION is subject to the condition that you comply with the admission requirements of the University of the Free State.

#### Incomplete application forms will not be processed.

Note that closing dates and admission requirements can vary and should be confirmed with relevant departments.

Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/or information requested in terms of this form, be found to be erroneous or fraudulent.

# Declaration

#### Please read this carefully before signing.

I, the applicant, hereby:

(a) declare that all information in this document is true and correct.

(b) grant permission to the University of the Free State to enquire about and verify my qualifications already obtained, or any other information entered on this application form.

(c) declare that all information in this document is true and correct, and that I voluntarily provide the University of the Free State with the information contained in this document, and consent to the University of the Free State –

- collecting this information, and
- processing this information to enable the University of the Free State to consider and process my application.

(d) acknowledge that in the event that my uploaded documents and/or information, as contemplated in clause

(c) above, are found to be fraudelent, the University of the Free State reserves its right, in its absolute and sole discretion, to withdraw my admission to the University of the Free State.

(e) acknowledge that the University is not under any obligation to accept me as a student, and that admission to the University is the prerogative of the applicable University selection office under which my studies will fall.

(f) acknowledge that I am submitting this application freely and voluntarily. If I am a legal minor, I confirm that my legal guardian/parent is fully aware and supportive of my application to this institution.

(g) understand that acceptance of my application does not obligate me to study at this institution, nor does it imply that I am automatically regarded as a student, until I have formally registered as such and have paid the required fees, as stipulated in the University guidelines.

#### Signature of applicant:

Date:



# **RECOMMENDATION FORM**

#### BML, PGDip and MBA students

Please arrange for your supervisor / manager to complete the recommendation form

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

First name	Last name	Student number (if available)	
RECOMMENDER			
Title:	Surname, Name:		
Company Name:			
Email address:		Contact number:	
How long have you known the	applicant?		
In what capacity have you kno	wn the applicant?		
Are you familiar with the appli	cant's academic record?	Yes No Not applicable	

Do you feel that the applicant is prepared **academically** for the challenges of pursuing his/her studies as an adult learner? Yes No

Do you feel that the applicant is prepared **emotionally** for the challenges of pursuing his/her studies as an adult learner? Yes No

How do you rate the applicant's skills in the following areas? (choose answer from list)	If English is not the applicant's home language, please comment on his/her oral and written
Written communication skills	English proficiency (choose answer from list)
Oral communication skills	Written communication skills
Quantitative skills	Oral communication skills
Problem-solving skills	
Decision-making skills	
Ability to work with others	

We recommend the candidate for the following programme

Higher Certificate in Management Development (HCert)

Bachelor of Management Leadership (BML)

Postgraduate Diploma in Business Administration (PGDip)

Master of Business Administration (MBA)

Date of recommendation

### **EMPLOYER'S UNDERTAKING**

I/we hereby undertake to give the recommended applicant absence of leave for class attendance / activities.

Yes No Not applicable



# PhD ADMISSION CHECKLIST

Surname	Name
Email	Contact number
Торіс	

# FIRST QUALIFICATION

Undergraduate Qualification		Institution name		
Undergraduate Specialisation		Coutry of institution		
Total credits of NQF minimum level 7		UG SAQA documentation included	If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification	
Year qualification started	Year qualification obtained	Undergraduate average %		

# FIRST POST-GRADUATE QUALIFICATION

First Post Graduate qualificatior	name	Post Graduate Institution	
First Post Graduate Specialisation	on	Country of Post Graduate Institution	
Post Graduate SAQA docum	nentation included	If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification	
Year qualification started Year qualification obtained		Post Graduate Average %	
PG research project title			

# **MBA OR MASTERS QUALIFICATION**

Masters Qualification name		Master qualification institution	
Masters Qualification specialis	ation	Masters institution country	
Year qualification started Year qualification obtained		Masters average % all modules	
MASTERS SAQA documentation included		If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification	
Research project %		Business research methods %	
Name of research methods methods	odule	Credits of masters resarch project	
Topic of Master's dissertation			

# Disclaimer – Applications will not be considered in the following cases:

- 1. Applications where candidates do not meet the minimum entry requirements. Adherence to the entry requirements will not necessarily guarantee admission to the programme. Admission to the PhD is subject to final approval by the Director of the Business School as well as the availability of promoters.
- 2. Incomplete applications (missing documentation).
- 3. Applications which includes qualifications obtained outside of South Africa, that is not accompanied by the SAQA accreditation documentation.

For more information please visit our PhD Webpage or contact us at bus@ufs.ac.za.

Selection fee Paid