



UFS BUSINESS SCHOOL

FORMAL PROGRAMME BROCHURE



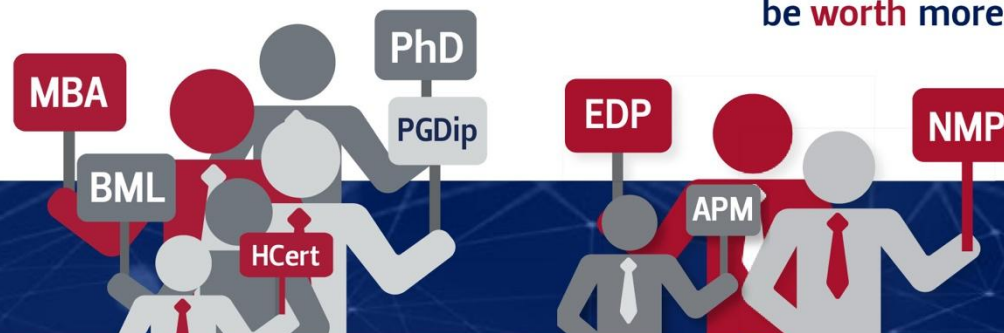
*Inspiring excellence, transforming lives
through quality, impact, and care.*



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA



PROGRAMMES ON OFFER



FORMAL PROGRAMMES

SLP's

Short Learning Programmes



Recognition through RPL

Several Leadership, Management, Functional and Entrepreneurship SLP's are accredited with the UFS. Refer to the value proposition for executive education.

HCert

Higher Certificate in Management Development



NQF level 5
1 Year

The Higher Certificate in Management Development is a formal higher certificate, accredited by SAQA.

BML

Bachelor of Management Leadership



NQF level 7
4 Years

Upon completion of the Bachelor of Management Leadership, or any other first degree, students may apply for the Post Graduate Diploma in Business Administration.

PGDip

Postgraduate Diploma in Business Administration



NQF level 8
1 Year

Upon completion of the Postgraduate Diploma in Business Administration, or any relevant Honors Degree, students may apply for the Master of Business Administration.

MBA

Master of Business Administration



NQF level 9
2 Years

Upon completion of the Master of Business Administration, students may apply for the PhD.

PhD

Doctor of Philosophy with specialisation in Business Administration



NQF level 10
3 Years

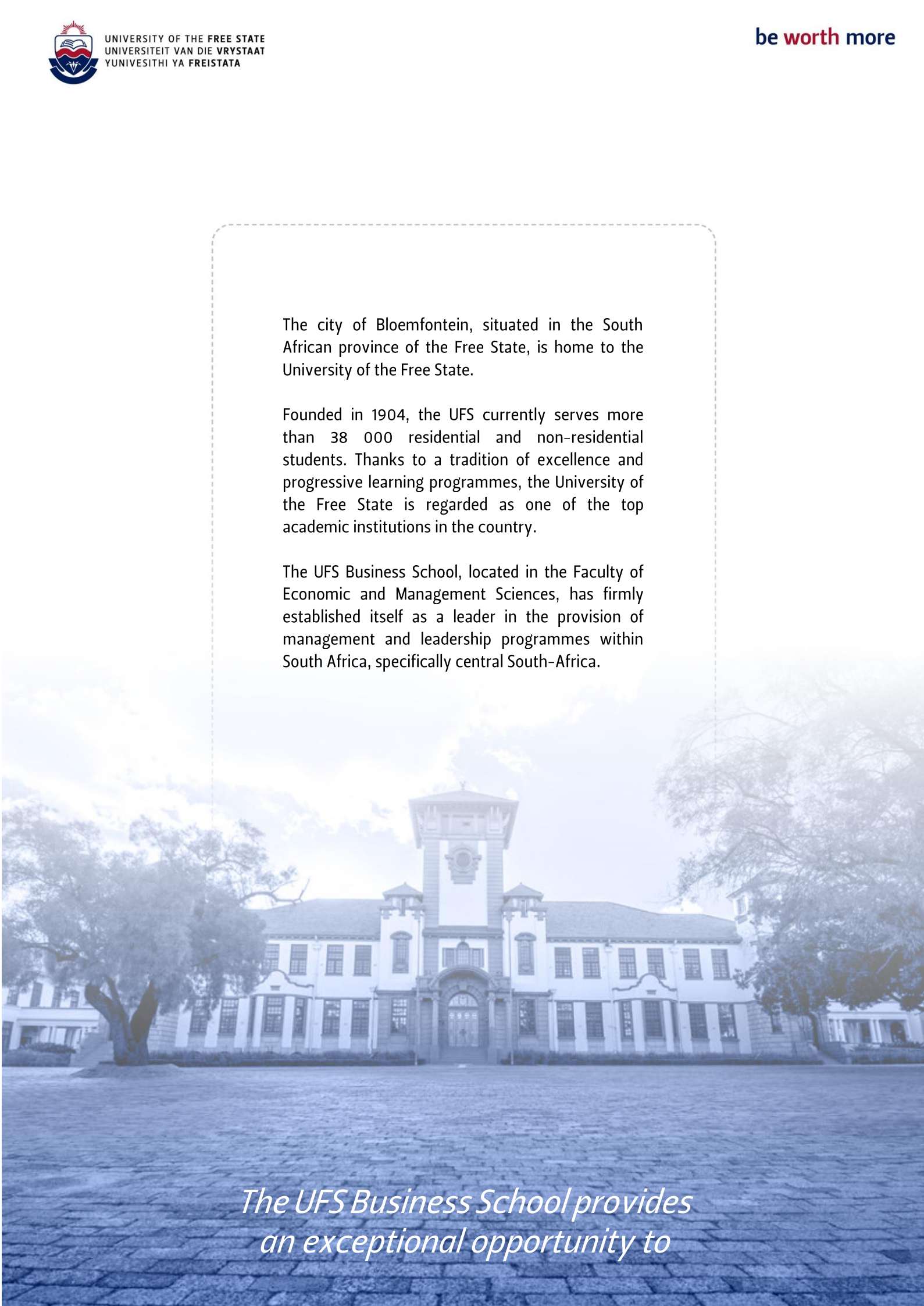
Upon completion of the PhD the students contribute to the field via authoritative research articles and presentations.



The 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 38 000 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.

A large, multi-story building with a central tower and many windows, surrounded by trees and a paved area.

*The UFS Business School provides
an exceptional opportunity to*



DECIDING WHICH QUALIFICATION 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 qualification
22	National Senior Certificate or National Certificate Vocational (Level 4)	A permanent work employment 2 years work experience		HCert
23	A Senior Certificate	A permanent work employment 2 years work experience	Proficiency in Mathematics, English and Computer literacy	BML
24	Any bachelor's degree at NQF level 7 (360 credits) or advanced diploma at NQF level 7 (120 credits)	A permanent work employment 2 years work experience		PGDip
25	A Bachelor's degree with at least 480 credits (NQF Exit Level 8), or a Bachelor's degree with at least 120 credits (NQF Exit Level 7), and one of the following NQF 8 qualifications: A relevant Postgraduate Diploma or Honours Degree	A permanent full-time work employment of at least 5 years, of which 3 years should be at a supervisory or managerial level		MBA
	A Bachelor's degree on NQF 7 with 360 credits An Hons or PGDIP on NQF 8 An MBA or Master's on NQF 9	Not applicable	Master's degree with at least 65% for all modules Masters level research project = at least 65% Masters level Research methods = 60% Hons/Postgrad = 60% Mini dissertation or dissertation credits worth at least 60 credits	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)

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.

Memberships

- **AABS** (Association of African Business Schools)
- **AACSB** (Association to Advance Collegiate Schools of Business)
- **BGA** (Business Graduates Association)
- **EQUAA** (Education Quality Accreditation Agency)
- **SABSA** (South African Association for Business Schools)

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



HIGHER CERTIFICATE IN MANAGEMENT

The Higher Certificate in Development 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 in developing employees, especially focused on middle management level, to become enterprising and professional managers.



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)



Admission requirements

- 22 Years of age
- National Senior Certificate or National Certificate Vocational (Level 4)
- A permanent full-time work appointment of at least two (2) years with relevant experience
- A manager's/supervisor's recommendation
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy
- Be in possession of a desktop/laptop with a stable/reliable internet connection



Fees

The fee structure is available on our website: www.ufs.ac.za/bus/ufs-business-school-home/academic-information/hcert



Duration

The duration of the programme is approximately 12 months.



Curriculum (135 Credits – NQF Level 5)

The content is covered in 16 academic modules.

- Foundation skills
- General management and communication
- Business and information technology
- Economics and banking for managers
- Enterprise risk management
- Entrepreneurship and innovation
- Ethics and governance
- Financial management and cost accounting
- Institutional memory and knowledge management
- Labour relations
- Leadership development
- Marketing and digital marketing
- Operations and logistics management
- People management
- Project and programme management
- Strategic and change management

For the full curriculum, kindly visit our website:

www.ufs.ac.za/bus

Learning outcomes and articulation

After the successful completion of the programme, the student will receive a certificate (NQF level 5) issued and endorsed by the UFS.

FOR MORE INFORMATION PLEASE CONTACT

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Online applications

<https://apply.ufs.ac.za/Application/BusinessSchool>

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 curriculum that engages adults in diverse learning experiences in management leadership
- A commitment to dialogue and negotiation that enables the adult learner to own his/her learning

Our approach 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 start-up ventures or within established organisations. Graduates of this programme will be able to compete successfully in the domestic economy.

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



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)



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 full-time work appointment
- A National Senior Certificate (Vocational) with at least 2 years working experience, or
- A Grade 10 certificate with at least 5 (five) years working experience, or
- A certificate with conditional exemption issued by the Matriculation Board, with at least 2 (two) years working experience, or
- A GET certificate with at least 10 (ten) years working experience, or
- An equivalent qualification to either the NSC or GET with appropriate work experience
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy
- Be in possession of a desktop/laptop with a stable and reliable internet connection



Fees

The fee structure is available on our website:

<https://www.ufs.ac.za/bus/ufs-business-school-home/academic-information/bachelor-of-management-leadership>



Duration

The programme is aimed at working adults. The expected and recommended duration of study is 4 (four) 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 (two) 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:** 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:** Students attend classes on campus once a term for a full week. Classes are scheduled from Monday to Friday. Additional to the contact sessions, students will also attend online classes scheduled after hours.



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
- 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



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Online applications

<https://apply.ufs.ac.za/Application/BusinessSchool>



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 the 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)



Admission requirements

- At least 24 years of age
- Successful completion of any undergraduate Bachelor's degree (360 credits) at NQF Exit Level 7 or an Advanced Diploma at NQF Exit Level 7 (120 credits).
- A permanent full-time work appointment with at least 2 (two) years work experience
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy



Fees

The fee structure is available on our website:
<https://www.ufs.ac.za/bus/ufs-business-school-home/academic-information/postgraduate-diploma-in-business-administration>



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 online evening classes and on-campus classes once a semester for a full week.



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

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Online applications

<https://apply.ufs.ac.za/Application/BusinessSchool>

4 MASTER OF BUSINESS ADMINISTRATION

“The secret of business is to know something that nobody else knows.”

– 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.



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)



Admission requirements

- At least 25 years of age
- A permanent full-time work employment of at least 5 years, of which 3 years should be at a supervisory or managerial level
- A Postgraduate Diploma in any related Business/ Administration field on NQF level 8 of at least 120 credits, or
- An applicable Honours degree (NQF level 8)
- An average of at least 60% for a postgraduate diploma or honours qualification is required

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



Fees

The fee structure is available on our website:
<https://www.ufs.ac.za/bus/ufs-business-school-home/academic-information/master-of-business-administration>



Duration

The minimum time for completing the programme is 2 (two) years, and the maximum time is 3 (three) 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 (thirteen) core semester modules, a research project, and 1 (one) elective module.

- Financial management
- Strategic human capital
- Strategic marketing and business growth
- Business analytical methods
- Business conditions analysis
- Strategy in complex environments
- Business research methods
- Corporate governance and business law
- Leadership in complex environments
- Entrepreneurship
- Research project
- Managing society and the future in emerging markets
- Strategic operations and supply chain management
- 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 receive 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

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Online applications

<https://apply.ufs.ac.za/Application/BusinessSchool>





DOCTOR OF PHILOSOPHY WITH SPECIALISATION IN BUSINESS ADMINISTRATION

The Doctor of Philosophy (PhD) in Business Administration is the highest academic qualification offered by the UFS Business School. The programme is research-based and intended for candidates who have completed a relevant master's degree and wish to contribute original knowledge that is scientifically impactful to the field of Business Administration.



Application and registration dates

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



Admission requirements

- 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 60% 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

Fees for the PhD programme are confirmed by the finance department of the university on an annual basis.



Duration



The minimum time for completing the programme is 2 (two) years and the maximum time is 5 (five) 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



FOR MORE INFORMATION PLEASE CONTACT

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Online applications

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Online applications

<https://apply.ufs.ac.za/Application/BusinessSchool>



6 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](http://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

	Higher Certificate in Management Development	Bachelor of Management Leadership	Postgraduate Diploma in Business Administration	Master of Business Administration	Doctor of Philosophy with specialisation in Business Administration
Proof of employment letter, including duration of employment and signed by employer	✓	✓	✓	✓	
National Senior Certificate / Grade 12 results (certified)	✓	✓	✓	✓	
Certified certificate of highest school qualification (with school stamp)		✓			
Certified copy of qualifications obtained from other institutions		✓	✓	✓	✓
Certified copy of ID / Passport	✓	✓	✓	✓	✓
Certified copy of bachelor's degree			✓	✓	✓
Certified copies of academic records			✓ (NQF level 7 and 360 credits)	✓ (NQF level 8 and 480 credits)	✓ (NQF level 7 and 360 credits)
Certified copy of applicable honours degree / PGDip in Business Management or equivalent honours or postgraduate qualification				✓	✓ (NQF level 8 with at least 120 credits)
Certified copy of MBA or equivalent master's degree					✓
International qualifications: SAQA verifications	✓	✓	✓	✓	✓

Kindly note that once your application has been processed, further information regarding selection test dates (where applicable) 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.



Please note that the following programmes presented by the UFS Business School are subject to a selection process:

- Bachelor of Management Leadership (BML)
- Master of Business Administration (MBA)
- Doctor of Philosophy with specialisation in Business Administration (PhD)



FOR MORE INFORMATION PLEASE CONTACT

Higher Certificate in Management Development
and Bachelor of Management Leadership
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Postgraduate Diploma in Business Administration
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Master of Business Administration and
Doctor of Philosophy with Specialisation in
Business Administration
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