# Universiteit van Pretoria Jaarboek 2017

# Gordon Institute of Business Science

**Welkom by die Gordon Institute of Business Science (GIBS)**
Neem asseblief kennnis dat alle programme by GIBS slegs in Engels aangebied word en hierdie inligting is slegs in Engels beskikbaar.

The **University of Pretoria's Gordon Institute of Business Science (GIBS)** is a leading business school in the heart of Illovo, Johannesburg, close to the Sandton business hub. We offer academic programmes as well as a wide range of executive courses which can be custom-designed to suit specific company needs. GIBS is a faculty of the University of Pretoria.

For further information please visit: www.GIBS.co.za

## Fakulteitsregulasies en -inligting

Hierdie inligting is slegs in Engels beskikbaar:

*The rules for degrees and the diploma here published are subject to change and can be amended prior to the commencement of the academic year.*

**Please note**: Due to the continuous restructuring of the Faculty and the accompanying phased-in introduction of modules and credits, some of the information in this publication may not fully reflect the most recent developments in the Faculty. Problems that are experienced as a result of this situation may be taken up with GIBS.

**Admission**
Any person who wishes to register at GIBS for the first time, or after an interruption of studies, should apply or reapply for admission.

**Selection**
A selection procedure takes place prior to admission. Application forms are available at www.GIBS.co.za.

**General**
The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the GIBS regulations.

**Language of tuition**
All GIBS modules will be conducted in English.

**Amendment of regulations and fees**
GIBS retains the right to amend the regulations and to change tuition fees without prior notification.

**Please note**: The fees advertised and thus levied in respect of a module or study programme presentation represents a combination of the costs associated with the formal services rendered (for example lectures, module material, field trips, simulations, etc.) as well as associated indirect overheads such as the provision of Information Centre and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore the fees in respect of a module or study programme presentation cannot simply be reconciled with visible services that are rendered in respect of such module or study programme.

**1.1 Registration for a particular year of study**

(Also consult General Regulation G.2)
At the beginning of an academic year, a student registers for all the modules he or she intends taking in that particular year. A student may also only register for modules that fit into the lecture, test and examination timetables. For renewal of registration, see General Regulation G.3 and for termination of registration, General Regulation G.4.

**1.2 Examinations**

i. A student is admitted to an examination only if the lecturer of that module in consultation with the Dean, certifies that the student has prepared himself or herself satisfactorily by due performance in his/her work and fulfilled the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.
ii. The minimum mark to be admitted to an examination is 45%.
iii. The examination dates are set at the beginning of each year. Students must make arrangements with their organisations to be available on those dates as no alternative dates are offered. Should a student be unable to write an examination for reasons of serious illness, family crisis or unavoidable travel outside of South Africa, the Programme Manager must be informed in writing, preferably before the examination date or, failing that, within three days of the examination.
iv. A written application for an aegrotat examination must be made to the Programme Manager, accompanied by proof of the reason for missing the examination (for example medical certificate, copy of passport, subpoena). Aegrotat examinations are written in December. The examination papers (or orals) are completely different to the original papers. The applicant will be informed of the dates during the year.
v. Case studies for examinations will be distributed an hour before each examination to allow for reading, under examination conditions, in the examination venue.
vi. (Also consult General Regulation G.12.1 and G.12.2). As far as repetition of modules is concerned, General Regulation G.11.2 (c) does not apply to GIBS.

**1.3 Pass requirements and subminimum in examinations**

A final weighted average mark of at least 50% in a module is required to pass. A subminimum of 45% is required in the examination for each module. Should the student fail to achieve the required subminimum, the student will be considered to have failed the module. To pass the Master of Business Administration or the Postgraduate Diploma in Business Administration with distinction, a student must obtain a final weighted average mark of at least 75%.

**1.4 Aegrotat examinations**

(Also consult General Regulation G. 12, par. 5.1 and 5.2)

i. A student who was prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the Dean to write an aegrotat examination in the particular module(s).
ii. An application to sit for an aegrotat examination, supported by applicable corroborative proof (e.g. an original medical certificate), must be submitted to the Programme Manager’s office, not later than 3 (three) days after the module exam should have been written.
iii. Once a student has sat for an examination, he or she may not afterwards apply for an aegrotat examination on the basis of unforeseen circumstances or illness.
iv. A student who has been granted permission to write an aegrotat examination and then fails to write the examination, will not be allowed another opportunity to write any further examination in the specific module.
v. GIBS does not offer supplementary examinations.

**General**

It is the responsibility of all students to familiarise themselves with the General and GIBS Regulations of the University, as well as the procedures, rules, and instructions pertaining to study at GIBS. Ignorance of the applicable regulations, rules and instructions, or the incorrect interpretation thereof will not be accepted as an excuse for not complying with the stipulations of such regulations, rules and instructions.

**Application of old and new regulations**

(See General Regulation G.5)

Subject to transitional measures laid down by GIBS, a student must complete his or her degree in accordance with the regulations that were applicable when he or she first registered for a specific field of study or specialisation. If a student interrupts his or her studies or changes a field of study or specialisation, the regulations applicable in the following year in which studies are resumed, or the field of study is changed, apply.

# Nagraadse Diplomas/Sertifikate

## PGDip Algemene Bestuur (07220010)

## PGDip Bedrysfadministrasie (07220011)

# Magister

## MBA Deeltyds (07254008)

## MBA Modulêr (07254010)

## MBA Voltyds (07254009)

# Doktoraal

## DBA Bedryfsadministrasie (07264003)

## PhD (07264004)

Die inligting wat hier verskyn, is onderhewig aan verandering en kan na die publikasie van hierdie inligting gewysig word.. Die Algemene Regulasies (G Regulasies) is op alle fakulteite van die Universiteit van Pretoria van toepassing. Dit word vereis dat elke student volkome vertroud met hierdie regulasies sowel as met die inligting vervat in die Algemene Reëls sal wees. Onkunde betrefffende hierdie regulasies en reels sal nie as 'n verskoning by oortreding daarvan aangebied kan word nie.