

2010

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES



INFORMATION ON POSTGRADUATE STUDIES



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA



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BURSARIES

Financial assistance is available.

For full details, consult the University's brochure on Bursaries and Loans.

ENQUIRIES: *Bursaries and Loans, Telephone* (012) 420-5113
(012) 420-5111

www.up.ac.za/fao



POSTGRADUATE ONE STOP SERVICE

For all Postgraduate enquiries, please contact:

Postgraduate Co-ordinator:

Mrs M. Muller, (012) 420-3322, EMS Building 2-22, cmmuller@up.ac.za

Student Advisors:

Ms E Mokhehle, (012) 420-3643, EMS Building 2-26, emily.mokhehle@up.ac.za

Mrs E Carelsen, (012) 420-3327, EMS Building 2-24, elma.carelsen@up.ac.za

<http://web.up.ac.za/default.asp?ipkCategoryID=40>

HONOURS DEGREES

INFORMATION REGARDING APPLICATIONS

HONOURS DEGREES

GENERAL

- (i) An information brochure and application forms are obtainable from the Client Service Centre of the University of Pretoria.
- (ii) Prospective candidates must please take note of the admission requirements for their intended field of study.
- (iii) Applications for admission must be submitted to the Client Service Centre, not later than 31 October.

1. CANDIDATES WHO ARE REGISTERED AT THE UNIVERSITY OF PRETORIA IN THE CURRENT TERM AND WHO WISH TO CONTINUE WITH POSTGRADUATE STUDIES IN THE DIRECT FOLLOWING TERM

1.1 APPLICATIONS

- 1.1.1 An official application form for admission to the University need **not** be completed.
- 1.1.2 For an application for admission to the desired postgraduate field of study, **only** a Departmental application form, available at the Client Service Centre and Postgraduate One-Stop must be completed. The application form must be submitted to Postgraduate One-Stop (EB 2-25, EB 2-24 or EB 2-22). No application fee is payable. The closing date is 31 October.
- 1.1.3 The Department concerned will advise candidates whether their applications were successful.

1.2 REGISTRATION

- Registration normally takes place during January and February, on a day, which is published in the registration schedule of the Faculty during December each year.
- All registrations must be finalized before 28 February 2010.
- You may register ***in person or online***. Refer to the paragraphs on Online Registration below.
- Registration forms together with the registration schedule will be posted to successful candidates.
- An initial payment which is determined annually, is payable ***before*** reporting for ***registration***. Please indicate your 8 digit student number clearly on all payments. Proof of payment must be submitted during registration.
- You are regarded as a registered student once you have submitted a registration form and after ***proof of registration*** has been issued. The payment of an initial payment in respect of tuition fees ***without the submission of a registration form*** does not constitute registration.
- Before the registration form will be accepted by the Faculty's administration, the intended field of study and modules must be filled in and the Head of Department must sign it. A proof of registration will be given to candidates when they submit their registration forms.

ONLINE REGISTRATION

- **Approved fields of study for Online web registration:** Online registration only applies to those courses listed at the following web-address: <http://www.up.ac.za/registeronline>
- If you do not have access to Internet facilities, you may report to the Project Laboratory (NWII Building) or the Platinum Laboratory (Informatorium) for online registration during office hours.
- **Online registration opens on 4 January 2010.** If you experience any problems which prevent you from registering, you will have to attend the contact registration sessions.
- Make the necessary payments and determine the applicable modules for which you may register, prior to registering online. Access the University of Pretoria Webpage at <http://www.up.ac.za>, go to the SOS (Students Online Services) portal and select "Registration". Follow the step by step instructions. Go to "Help" for relevant information.
- A proof of registration will be sent to the e-mail address recorded on the student system.

2. APPLICATIONS BY CANDIDATES FROM OTHER UNIVERSITIES, AND CANDIDATES FROM THE UNIVERSITY OF PRETORIA WHO WERE NOT REGISTERED IN THE YEAR PRECEDING COMMENCEMENT OF STUDIES

GENERAL

- (i) Application forms are obtainable from the Client Service Centre of the University of Pretoria.
- (ii) Prospective candidates must take note of the admission requirements for their intended field of study, which includes an *admission evaluation*. Information about the admission evaluation is available from the Head of the relevant Department.
- (iii) Applications for admission to all honours degrees and masters degrees close on 31 October.

2.1 APPLICATIONS

2.1.1 An application for admission to the University must be completed and the application fee must be paid to the cashier at the Client Service Centre, or the fee may be paid into one of the following UP accounts:

- **ABSA branch code: 632005**
Account number: 2140000054
- **Standard Bank branch code: 01154515**
Account number: 012602604

2.1.2 The application form, together with a full academic record* of previous studies, must be submitted to the Client Service Centre. If required by the Department, a departmental application form, obtainable from the relevant Department, must also be completed and submitted together with the application for admission.

2.1.3 Candidates will be advised by the admissions office whether or not their applications were successful.

| | |
|---|-------------------|
| 1. Fee payable for application for admission | R 200-00 |
| 2. Instalment payable on registration: | |
| o Postgraduate students | 3 000-00 |
| o Re-registration postgraduate students | R2 000-00 |
| o Postgraduate students in residence | R6 250-00 |
| o International students | R3 000,00 |
| o International students have to pay an additional yearly levy of | R2 000-00. |

(NB: Fees can change without prior notice.)

3. **Information** regarding fees are published in the Student Fees Guide or may be obtained from the Client Service Centre, Tel: (012) 420-3111, (012) 420-5113/4.

2.2 REGISTRATION

* *An original academic record, on the letterhead of the relevant institution, which is signed by the Registrar or a deputy empowered to sign it on his/her behalf, is required. If a clear photocopy is also submitted, the Faculty officer will certify such copy so that the candidate may retain the original document.*

The information contained in paragraph 1.2 applies. All candidates who register for the first time, must report at the session "**First meeting**" as communicated by the applicable department.

I HONOURS DEGREES

(See also General Regulation G.16 to G.29)

General

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

1. REQUIREMENTS FOR ADMISSION

- 1.1 Subject to the provisions of General Regulations G.1.3 and G.62 a candidate is admitted to the study for the BCom (Hons) or the BAdmin (Hons) degree only if he/she is in possession of a bachelor's degree.
- 1.2 A candidate may be refused admission to an honours degree by the Head of the Department if he or she does not comply with the level of competence required in the subject as determined by the department – with the proviso that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.
- 1.3 A candidate, who is refused admission to an honours degree, may request that the Dean reconsider his or her application for admission in terms of the set procedures.
- 1.4 The Head of Department concerned may set additional admission requirements.
- 1.5 In respect of all BCom (Hons) fields of study:
 - Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical Statistics deemed adequate by the Head of Department.
 - Adequate knowledge of Management, Financial- and Economic Sciences as well as Statistics as determined by the Head of Department concerned in consultation with the Dean.

2. DURATION OF STUDY AND CURRICULA

2.1 Duration of study

Subject to the provisions of General Regulation G.18.3, a candidate must complete his/her studies for a Baccalareus Honores degree within two academic years (four semesters).

The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

2.2 Curricula

- A candidate qualifies for the honours degree after successful completion of the required number of credits.
- A candidate compiles his/her curriculum in consultation with the Head of Department concerned.

- Details of modules, credits and syllabi are available on request from the Head of Department concerned.

3. EXAMINATION

3.1 The subminimum required in the examination in each module is 40%, except in modules presented by the Department of Economics, Informatics, Agricultural Economics and Human Resource Management in which a subminimum of 50% must be obtained. However, all Departments set a **final mark** of at least 50% as the pass mark for a module. A minimum pass mark of 50% is required for a research report.

3.2 Subject to the provisions of General Regulation G.26, a Head of a Department determines, in consultation with the Dean:

- When the Honours examinations in his/her Department will take place, provided that:
 - (i) Honours examinations which do not take place before the end of the academic year, must take place not later than **18 January** of the following year, and all examination results must be submitted to the Student Administration by **25 January**;
 - (ii) Honours examinations which do not take place before the end of the first semester, may take place not later than **15 July**, and all examination results must be submitted to the Student Administration on or before **18 July**.
- Whether a candidate will be admitted to a supplementary examination: provided that a supplementary examination is granted only once in a maximum of two prescribed semester modules or once in one year module.
- Supplementary examinations cover the same subject matter as was the case for the examinations.

NB: For the purpose of this provision, the phrase "not sit for an examination more than twice in the same subject" as it appears in General Regulation G.18.2, implies that a candidate may not be admitted to an examination in a module, including a supplementary examination, more than three times.

- The manner in which research reports are prepared and examined in his Department.

NB: Full details are published in each Department's postgraduate information brochure, which is available from the Head of Department concerned. The minimum pass mark for an research report is 50%. The provisions regarding pass requirements for dissertations contained in General Regulation G.12.2 apply *mutatis mutandis* to research reports.

3.3 Subject to the provisions of General Regulation G.12.2.1.3, the sub minimum required in subdivisions of modules is published in the postgraduate information brochure, which is available from the Head of Department concerned.

3.4 In order to obtain the degree **with distinction**, a candidate must obtain an average of at least 75% in the prescribed modules.

4. REGISTRATION FOR A SECOND FIELD OF STUDY

With reference to General Regulation G.6, a student who has already completed a baccalaureus honores degree at this or another University, may, with the permission of the dean, register for another degree subject to the regulations applicable to the field of study in question and to any other stipulations the dean may prescribe on the condition that there shall be no overlap in the course content of the first degree and the second degree.

5. RECOGNITION OF MODULES PASSED AT THIS UNIVERSITY

- 5.1 If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.
- 5.2 Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for an honours degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a)

6. PLAGIARISM

Plagiarism is when you present someone else's ideas - published or unpublished - as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks etc.), visual text (graphics photographs etc.), multimedia products (web sites, media productions etc.), music (compositions, lyrics etc.), spoken text (speeches, lectures etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following web site www.ais.up.ac.za/plagiarism/index.htm

BACCALAUREUS COMMERCII HONORES

The BCom (Hons) degrees are presented in the following fields of specialization. (*The degrees appear in alphabetical order with the degree code given next to each specialization and the course/module code and credits are provided next to each course/module*). In addition to the specialization courses, various other options are available.

BCom (Hons) with an option in Taxation (07240040)

(Mr T Steyn: Tel. 420-3348)
(tax@up.ac.za)

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | <u>Credits</u> |
|---------------------------|----------------|
| BEL 760 Tax 760 | (40) |
| BEL 770 Tax 770 | (40) |
| BEL 780 Tax 780 | (40) |
| BEL 790 Tax 790 | (40) |

NB: A minimum number of at least ten candidates are required to register before a module is presented. The Department reserves the right not to present a module if the particular expertise is not available in the Department for that year.

Only selected candidates will be allowed to register for the BCom (Hons) in Taxation. Prospective candidates might be required to pass an exemption assessment to be admitted to the programme. If a candidate fails any of the exemption assessments, the Head of the Department reserves the right to specify additional modules. A candidate is only allowed to register twice for a particular module.

A candidate may only register for all four modules in one year with special approval from the Head of the Department.

➤ Accounting Sciences (07240042)

(Prof J Oberholster: Tel. 420-3761)
(johan.oberholster@up.ac.za)

This full-time degree is the specialised honours degree for candidates who are preparing for the relevant qualifying examinations of the South African Institute of Chartered Accountants and the Independent Regulatory Board for Auditors. Entrance requirements for the various modules are detailed in the departmental brochure.

Prerequisites for admission to the degree:

BCom Accounting Sciences or equivalent degree

1. A candidate may be admitted to the degree B Com (Hons) Accounting Sciences and CTA in 2010 on condition that he/she obtained the following marks in 2009:
 - (i) an average final mark of 57% for the following four modules: FRK 300, ODT 300, FBS 300 and BEL 300; AND
 - (ii) a final mark of 55% in FRK 300.
2. A candidate who has not simultaneously completed the modules as indicated in 1. (i) in 2009, may be admitted to the B Com Hons (Accounting Sciences) and CTA in 2010 on condition that he/she obtained:

- (i) a mark of 50% in the extraordinary examination written in January 2010 for the third year modules already passed prior to 2009; AND
 - (ii) an average final mark of 57% in the four third year modules (see 1(i) above) passed in 2009 or earlier; AND
 - (iii) a final mark of 55% in FRK 300 in 2009 or earlier.
3. Despite the above requirements, the right is reserved to, as a result of capacity constraints, limit the number of candidates admitted to the degree BCom (Hons) Accounting Sciences and CTA.

Only selected candidates will be allowed to register for the BCom (Hons) in Accounting Sciences.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> |
|---------------------------|-----|--------------------------|----------------|
| BEL | 700 | Taxation 700 | (40) |
| FBS | 700 | Financial Management 700 | (40) |
| FRK | 700 | Financial Accounting 700 | (40) |
| ODT | 700 | Auditing 700 | (40) |

➤ **Certificate in the Theory of Accountancy**
(07210011)

*(Prof J Oberholster: Tel. 420-3761)
(johan.oberholster@up.ac.za)*

Candidates will be awarded the Certificate in the Theory of Accountancy if all four Honours modules are passed at this University during the same examination session. For this purpose “the same examination session” includes the supplementary session immediately following the examination session, but excludes any subsequent special examinations.

(a) Admission

Only selected candidates will be allowed to register for the Certificate in the Theory of Accountancy.

(b) Pass requirements

- (i) The Certificate in the Theory of Accountancy will only be issued to postgraduate candidates who have passed the following modules for the specialization Accounting Sciences at the University of Pretoria (or equivalent modules accepted by the Program Manager of the CA Program):
 - (1) Financial Accounting 100 or 101, 201, 300, 700
 - (2) Auditing 200, 300, 700
 - (3) Financial Management 200, 300, 700
 - (4) Taxation 200, 300, 700
 - (5) Informatics 112, 181 and 264
 - (6) Commercial Law 110, 120, 200
 - (7) Statistics 110, 120
 - (8) Business Management 155
 - (9) Economics 110, 120
 - (10) Business Ethics 210
 - (11) Communication Management 183
 - (12) Industrial and Organizational Psychology 181
 - (13) Marketing Management 162

- (ii) The Certificate is also issued to other postgraduate candidates who have passed similar undergraduate modules at the University of Pretoria or elsewhere, as required by the Program Manager of the CA Program), as well as Financial Accounting 700, Auditing 700, Financial Management 700 and Taxation 700.

➤ **Agricultural Economics (07240090)**

(Prof JF Kirsten: Tel. 420-3248)

(johann.kirsten@up.ac.za)

A minimum of 140 credits must be obtained.

| <u>Core modules</u> | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------|---|----------------|-------------------------------------|
| EKT 713 | Econometrics 713 | (20) | STK 210, 220 |
| LEK 711 | Advanced Agricultural Production Economics 711 | (20) | EKT 713 |
| MIE 780 | Micro Economics 780 | (20) | EKN 310, 320 |
| EKT 723 | Econometrics 723 | (20) | EKT 713 or equivalent module |
| *PAN 780 | Production Analyses 780 | (20) | |

* Candidates will be exempted from PAN 780 if LEK 451, 452 and LEK 421 have been passed

Elective Modules (According to area of specialization)

Environmental Economics

| | | | |
|---------|--|------|--|
| LEK 726 | Environmental Valuation and Policy 726 | (15) | MIE 780 and EKT 713 |
| LEK 886 | Agricultural Economics 886 | (15) | LEK 780 and LEK 810 or equivalent modules |

Two electives from:

| | | |
|---------|---|------|
| LEK 780 | Agricultural Economics 780 | (15) |
| LEK 785 | Agricultural Economics 785 | (15) |
| LEK 814 | Quantitative Models for Agricultural Policy and Planning 814 | (15) |

Any other elective of relevance to Environmental Economics.

Agriculture and Rural Finance

| | | |
|---------|----------------------------|------|
| LEK 722 | Agricultural Economics 722 | (15) |
| LEK 784 | Agricultural Economics 784 | (15) |

Two electives from:

| | | |
|---------|------------------------------------|------|
| LEK 712 | Agricultural Policy 712 | (15) |
| LEK 723 | Agricultural Development 723 | (15) |
| LEK 785 | Project Planning and Appraisal 785 | (15) |

Any other elective in Financial Management.

Agri-business Management

Any four electives from:

| | | |
|---------|-----------------------------|------|
| IEK 780 | International Economics 780 | (20) |
| LEK 713 | Agricultural Economics 713 | (15) |
| LEK 720 | Agricultural Economics 720 | (15) |
| LEK 722 | Agricultural Economics 722 | (15) |
| LEK 782 | Agricultural Economics 782 | (15) |
| LEK 785 | Agricultural Economics 785 | (15) |
| LEK 883 | Agricultural Economics 883 | (15) |

Agricultural Policy Analysis

| | | | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------------|-----|-----------------------------|----------------|----------------------|
| LEK | 712 | Agricultural Economics 712 | (15) | |
| MEK | 780 | Macro Economics 780 | (20) | |
| <i>Any two electives from:</i> | | | | |
| IEK | 780 | International Economics 780 | (20) | |
| LEK | 723 | Agricultural Economics 723 | (15) | |
| LEK | 782 | Agricultural Economics 782 | (15) | |
| LEK | 785 | Agricultural Economics 785 | (15) | |
| LEK | 820 | Agricultural Economics 820 | (15) | |

➤ Business Management (07240072)

(Dr AJ Vögel: Tel. 420-3364)
(johan.vogel@up.ac.za)

Prerequisites for admission to the degree: In order for applicants to be considered for admission into the honours programme, they need to be in possession of a recognised **B.Com degree**, which should include **Strategic Management on third year level as well as Accounting, Economics, Statistics and Business Management on first year level**. Applicants who comply with the minimum requirements will be invited to write an entrance examination, from which the top 30 applicants will be selected.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|---|----------------|--|
| GLB | 780 | Integrated Logistics Management 780 | (20) | OBS 320 or equivalent |
| INR | 780 | International Business Management 780 | (20) | OBS 320 or equivalent |
| KBE | 780 | Entrepreneurship 780 | (20) | OBS 110 and 120 or OBS 114 and 124 |
| NME | 704 | Research Methodology 704 | (20) | STK 110 |
| OBS | 781 | Contemporary Management and Leadership 781 | (20) | OBS 320 or equivalent |
| SBE | 780 | Strategic Management 780 | (20) | OBS 320 or equivalent |
| OBS | 783 | Strategic Human Resource Management 783 | (20) | OBS 310 or equivalent |
| OBS | 784 | Management of e-Business and e-Commerce 784 | (20) | |

NB: A minimum number of at least eight candidates are required to register before a module is presented.

➤ Communication Management (07240281)

(Prof G Puth: Tel 420-3395/3816)
(gustav.puth@up.ac.za)

Prerequisites for admission to the degree: The minimum requirement for admission to the selection process of the honours programme is an average of 60% for the third year undergraduate study in the specialization field (either Marketing Management or Communication Management) or a final mark of 60% in the admission examination. Full particulars of the selection process can be downloaded from the following website:
http://www.up.ac.za/up/web/en/academic/marcom/Academic_offering/Honours.html.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|---|----------------|------------------------------|
| IKO | 780 | International Communication 780 | (20) | |
| KOB | 795 | Research Report : Communication Management 795 | (20) | NME 703 |
| KPK | 780 | Corporate Communication | (20) | KOB 310, 320 |
| NME | 703 | Research Methodology 703 | (20) | |
| OWK | 780 | Developmental Communication 780 | (20) | |
| SKO | 780 | Strategic Communication Management 780 | (20) | Only for Hons KOB candidates |

| <u>Elective modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|-------------------------|-----|--|----------------|----------------------|
| BVD | 780 | Marketing of Services 780 | (20) | BEM 300-level |
| DBM | 780 | Direct Marketing 780 | (20) | BEM 110 |
| IBE | 780 | International Marketing 780 | (20) | BEM 110 |
| KHB | 780 | Retail Marketing 780 | (20) | BEM 110 |
| OBS | 784 | Management of e-Business and e-Commerce 784 | (20) | One CIL module |
| RKB | 780 | Sport Marketing 780 | (20) | BEM 110 |

NB: A minimum number of at least ten candidates are required to register before a module is presented.

The Department reserves the right not to present a module if the particular expertise is not available in the Department in that year.

➤ **Econometrics (07240011)**

(Me S Magwaza: Tel.420-2423)
(sindi.magwaza@up.ac.za)

Prerequisites for admission to the degree: An average mark of 65% in Economics 214, 224, 310, 320, Statistics 310 and 320 (or Mathematical Statistics WST 311, 312, 321, 322). In addition, all candidates should have completed a course in Algebra and Calculus.

All honours candidates are required to attend the Department's orientation and welcome programme, which orientates candidates with respect to the requirements and demands of the postgraduate programme, and deals with critical administrative and academic requirements necessary to succeed in the postgraduate programme.

All prescribed modules are compulsory; no elective module may be substituted for a compulsory module. Note that students without an adequate background in calculus must complete WEK 780 as well.

A minimum of at least 160 credits must be obtained, 80 from compulsory modules and 80 from elective modules.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|--------------------|----------------|----------------------|
| EKT | 713 | Econometrics 713 | (20) | STK 210, 220 |
| EKT | 723 | Econometrics 723 | (20) | EKT 713 |
| MIE | 780 | Microeconomics 780 | (20) | |
| MEK | 780 | Macroeconomics 780 | (20) | |

| <u>Elective modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|-------------------------|-----|-----------------------------|----------------|----------------------|
| WEK | 780 | Mathematical Economics 780 | (20) | |
| EOG | 780 | Economic Development 780 | (20) | MIE 780, MEK 780 |
| IEK | 780 | International Economics 780 | (20) | MIE 780, MEK 780 |
| MNE | 780 | Monetary Economics 780 | (20) | MIE 780, MEK 780 |
| OWE | 780 | Public Finance 780 | (20) | MIE 780, MEK 780 |

| | | | | |
|-----|-----|-----------------------------|------|---------------------------|
| MET | 710 | Multivariate Techniques 710 | (20) | STK 310, 320 |
| MET | 720 | Multivariate Techniques 720 | (20) | STK 310, STK 320, MET 710 |
| EKT | 720 | Econometrics 720 | (20) | STK 310, STK 320, RAL 780 |
| TRA | 720 | Rime Series Analysis 720 | (20) | STK 310, 320 |
| RAL | 780 | Regression Analysis 780 | (20) | STK 310, 320 |
| SVS | 710 | Statistical Forecasting 710 | (20) | STK 310, 320 |

Any other additional module approved by the Head of Department can be completed as an elective. A minimum number of at least five candidates are required to register before a module is presented. A candidate is only allowed to register twice for a particular module. All candidates following the honours programme in Econometrics must pass Macroeconomics 780 and Microeconomics 780 during the first period of examination in order to continue with the degree. Failing either of these modules will lead to expulsion from the program. The department furthermore reserves the right not to present a module if its staff component cannot deliver one of the modules, although at least three elective modules will be offered every year.

➤ Economics (07240051)

(Me S Magwaza: Tel.420-2423)

sindi.magwaza@up.ac.za

Prerequisites for admission to the degree: An average mark of 65% or more for Economics 214, 224, 310, 320, Statistics 210 and 220 is required.

All honours candidates are required to attend the Department's orientation and welcome programme, which orientates candidates with respect to the requirements and demands of the postgraduate programme, and deals with critical administrative and academic requirements necessary to succeed in the postgraduate programme.

A minimum of least 160 credits must be obtained, 100 from compulsory modules and 60 from elective modules.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|-----------------------------|----------------|----------------------|
| EKT | 713 | Econometrics 713 | (20) | STK 210, 220 |
| EKT | 723 | Econometrics 723 | (20) | EKT 713 |
| MEK | 780 | Macroeconomics 780 | (20) | |
| MIE | 780 | Microeconomics 780 | (20) | |
| WEK | 780 | Mathematical Economics 780 | (20) | |
| <u>Elective modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
| EOG | 780 | Economic Development 780 | (20) | MIE 780, MEK 780 |
| IEK | 780 | International Economics 780 | (20) | MIE 780, MEK 780 |
| MNE | 780 | Monetary Economics 780 | (20) | MIE 780, MEK 780 |
| OWE | 780 | Public Finance 780 | (20) | MIE 780, MEK 780 |

Any other additional module approved by the Head of Department can be presented as an elective. A minimum number of at least five candidates are required to register before a module is presented. A candidate is only allowed to register twice for a particular module. All candidates following the honours programme in Economics must pass Macroeconomics 780, Microeconomics 780 and Mathematical Economics 780 during the first period of examination in order to continue with the degree. Failing any of these modules will lead to expulsion from the programme. Furthermore, the department reserves the right to not offer any particular elective module, if its staff component cannot deliver one of the modules, although at least three elective modules will be offered every year.

➤ **Financial Management Sciences**
(07240203)

(Prof FNS Vermaak: Tel. 420-4101)
(frans.vermaak@up.ac.za)

Prerequisites for admission to the degree: Financial Management and Financial Accounting up to 300 level and an average of 60% or more for both modules on 300 level.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|--|----------------|---|
| FBS | 701 | Financial Management 701 | (40) | FBS 310, 320 or FBS 300 and FRK 311, 321 or FRK 300 |
| NME | 708 | Research Methodology 708 | (20) | |
| | | or | | |
| PTY | 701 | Practical Applications 701 | (20) | FBS 310, 320, 321 or FBS 300 and FRK 311, 321 or FRK 300 |
| <u>Elective modules</u> | | | | |
| BLB | 780 | Investment Management 780 | (20) | FBS 310, 320 or FBS 300 or BLB 300 |
| FBS | 721 | Forensic Financial Management 721 | (20) | FBS 310, 320 or FBS 300 and FRK 311, 321 or FRK 300 |
| FRB | 711 | Financial Risk Management 711 | (20) | FBS 210, 220 or FBS 200 |
| FRB | 721 | Financial Risk Management 721 | (20) | FBS 310, 320 or FBS 300 |
| IFB | 710 | International Financial Management 710 | (20) | FBS 210, 220 or FBS 200 |
| SFB | 702 | Strategic Financial Management 702 | (40) | FBS 310, 320, 321 or FBS 300 and FRK 311, 321 or FRK 300 |

Financial Management Sciences with an option in Investment Management (07240205)

(Ms E Louw Tel: 420-3390)
(elbie.louw@up.ac.za)

Prerequisites for admission to the option in Investment Management. Investment Management, Financial Accounting and Financial Management up to 300 level and an average of 65% or more for the above-mentioned modules at 300 level.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|-------------------------------|----------------|---|
| BLB | 701 | Investment Management 701 | (40) | BLB 300 or equivalent; FBS 310, 320 or 300 and FRK 311, 321 or FRK 300 |
| BLB | 702 | Investment Management 702 | (40) | BLB 300 or equivalent; FBS 310, 320 or 300 and FRK 311, 321 or FRK 300 |
| FBS | 701 | Financial Management 701 | (40) | FBS 310, 320 or FBS 300 and FRK 311, 321 or FRK 300 |
| FRB | 721 | Financial Risk Management 721 | (20) | FBS 310, 320 or FBS 300 |
| NME | 708 | Research Methodology 708 | (20) | |

NB: A minimum number of candidates, as determined by the Head of Department, is required to register before a module is presented. A maximum number of candidates as determined by the Head of

Department are accepted to register for the program.

No module from another field of study may be presented for this degree.

The Department reserves the right not to present a module if the particular expertise is not available in the Department in that year.

➤ **Human Resource Management (07240142)**

(Prof JJ de Beer: Tel. 420-3432)
(hannes.debeer@up.ac.za)

Prerequisites for admission to the degree:

- BCom degree in Industrial and Organisational Psychology or Human Resource Management.
- Applicants should have obtained a minimum average mark of 65% for BDO 319, 329, 372 and Labour Relations 320 or a minimum average mark of 65% for Industrial Psychology (300-level) if the qualification has been obtained at another University.
- All applications are subject to a selection process.
- The Head of the Department may, however, set additional admission requirements.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|---|----------------|----------------------|
| ABV | 700 | Labour Relations 700 | (20) | |
| BBG | 700 | Industrial Counselling and Group Dynamics 700 | (20) | |
| BED | 700 | Management of Diversity 700 | (20) | |
| MHB | 781 | Employee Health and Safety 781 | (20) | |
| MHB | 782 | Career Management 782 | (20) | |
| MHB | 783 | Organisational Development 783 | (20) | |
| NME | 707 | Research Methodology 707 | (20) | |
| PSK | 700 | Psychometrics 700 | (20) | |

➤ **Informatics (07240172)**

(Prof C de Villiers: Tel. 420-3085)
(informatics@up.ac.za)

Prerequisites for admission to the degree: A Bachelor's degree in Information Technology / Informatics with an average mark of at least 60% for the Information Technology / Informatics modules on third year level. (If the candidate does not have a BCom degree, certain basic modules have to be passed before the degree will be awarded.)

A candidate with an IT degree other than BCom (Informatics) (e.g. BSc(IT), BIS, BSc(IS)), who meets the requirement of 60% average for his/her IT majors, will be accepted for the BCom (Honours) Informatics degree.

It is a requirement of the Faculty of Economic and Management Sciences that candidates who register in this Faculty should have a basic academic background in Accounting, Business Management, Economics and Statistics. If these modules were not part of the bachelor's degree he/she must register for and pass the first year, first semester modules in Accounting (FRK 111), Business Management (OBS 114), Economics (EKN 110) and Statistics (STK 110). These additional modules may be done concurrently with the honours modules in Informatics. Equivalent modules may also be done through Unisa.

Please note that the degree will NOT be awarded if the above modules have not been passed. Candidates must still complete their degrees in the maximum time allowed and will not be given extra time to complete the basic modules.

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|------------------------------------|-----|---|----------------|--|
| INF | 714 | Research Methodology 714 | (20) | |
| INF | 780 | Fundamentals: Informatics and research papers 780 | (40) | INF 714 |
| <u>Elective modules (choose 5)</u> | | | | |
| INF | 713 | Human Computer Interaction 713 | (20) | |
| INF | 715 | Enterprise Architecture 715 | (20) | |
| INF | 716 | IT Service Management 716 | (20) | |
| INF | 785 | Advanced Database Systems 785 | (20) | |
| INF | 787 | Managing Projects and End-users 787 | (20) | |
| INF | 788 | Information Systems Development 788 | (20) | |
| INF | 790 | Electronic Business Applications 790 | (20) | |
| INF | 791 | Knowledge Acquisition and Sharing 791 | (20) | |
| KUB | 780 | IT Law 780 | (20) | KRG 110 or BER 210 or BER 310 or BER 410 |

Any other two honours modules, which have been approved by the Postgraduate Manager of the Department of Informatics.

Note: OBS 784 (Management of e-Commerce and e-Business) may not be presented for degree purposes.

NB: The Department reserves the right not to present a module if the particular expertise is not available in the Department in that year.

➔ **Internal Auditing (07240081)**

(Mrs GP Coetzee: Tel. 420-3350)
(philna.coetzee@up.ac.za)

Prerequisites for admission to the degree: Financial Accounting and Internal Auditing/ Auditing up to 300 level and Financial Management on 200 level and an average of 60% or more for the above-mentioned modules on 300 level.

A minimum of 180 credits must be obtained.

Prerequisites for all the Internal Auditing modules will be determined by the Head of the Department (Modules passed and practical experience will be considered).

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|--|----------------|---|
| BKM | 780 | Business Communication 780 | (20) | |
| FBS | 713 | Capita Selecta in Financial Management 713 | (20) | FBS 210, 220 or FBS 200 and IOK 311, 321 or ODT 300 and FRK 311, 321 or FRK 300 |
| FOA | 721 | Forensic Auditing 721 | (20) | |
| FRB | 711 | Financial Risk Management 711 | (20) | FBS 210, 220 or FBS 200 |
| IOK | 711 | Internal Auditing 711 | (20) | IOK 311, 321 or ODT 300 |
| IOK | 721 | Internal Auditing 721 | (20) | IOK 311, 321 or ODT 300 |
| IOK | 722 | Internal Auditing 722 | (20) | IOK 311, 321 or ODT 300 |
| IOK | 724 | Organisational Behaviour and Management Skills 724 | (20) | |
| IOK | 725 | Risk Based Auditing 725 | (20) | IOK 311, 321 or ODT 300 |

➤ Marketing Management (07240161)

(Prof G Puth: Tel. 420 3395/3816)
(gustav.puth@up.ac.za)

Prerequisites for admission to the degree: The minimum requirement for the consideration of an application for admission to the honours programme is an average of 60% for the third year undergraduate study in the specialization field (Marketing Management) or a final mark of 60% in the admission examination. Full particulars of the selection process are contained in the brochure which is available from Room 4-113, Economic and Management Sciences Building or on the website:

<http://web.up.ac.za/default.asp?ipkCategoryID=844&sub=1&parentid=753&subid=830&ipklookid=3>

A minimum of 160 credits must be obtained.

| <u>Compulsory modules</u> | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|---|----------------|---------------------------------------|
| BEM 795 | Research Report: Marketing Management 795 | (20) | NME 703 |
| BVD 780 | Marketing of Services 780 | (20) | BEM 300-level |
| NME 703 | Research Methodology 703 | (20) | BCom degree |
| SBB 781 | Strategic Marketing Management 781 | (20) | Only for Marketing Honours candidates |
| <u>Elective modules</u> | | <u>Credits</u> | <u>Prerequisites</u> |
| DBM 780 | Direct Marketing 780 | (20) | BEM 110 |
| IBE 780 | International Marketing 780 | (20) | BEM 110 |
| IKO 780 | International Communication 780 | (20) | BCom degree |
| KHB 780 | Retail Marketing 780 | (20) | BEM 110 |
| KPK 780 | Corporate Communication 780 | (20) | KOB 310, 320 |
| OBS 784 | Management of e-Business and e-Commerce 784 | (20) | One CIL-module |
| OWK 780 | Development Communication 780 | (20) | BCom degree |
| RKB 780 | Sport Marketing 780 | (20) | BEM 110 |
| VIO 703 | Branding and Visual Identity 703 | (20) | |

NB: A minimum number of at least ten candidates are required to register before a module is presented.

The Department reserves the right not to present a module if the particular expertise is not available in the Department in that year.

➤ Mathematical Statistics (07240242)

(Prof NAS Crowther: Tel. 420-2523)
(nico.crowther@up.ac.za)

Prerequisites for admission to the degree:

- An average mark of 60% or more in Mathematical Statistics or an equivalent subject on 300 level at an accredited institution.
- Admission requirements as specified by the Head of Department

A minimum of 160 credits must be obtained.

| <u>First-semester modules</u> | | <u>Credits</u> | <u>Prerequisites</u> |
|-------------------------------|-------------------------------|----------------|------------------------|
| LMO 710 | Linear Models 710 | (20) | WST 311, 312, 321, 322 |
| MVA 710 | Multivariate Analysis 710 | (20) | WST 311, 312, 321, 322 |
| SFT 720 | Sampling Techniques 720 | (20) | WST 311, 312, 321, 322 |
| VMT 710 | Distribution-free Methods 710 | (20) | WST 311, 312, 321, 322 |

Second-semester modules (any four)

| | | | | |
|-----|-----|--|------|------------------------|
| EKT | 720 | Econometrics 720 | (20) | RAL 780 |
| LMO | 720 | Linear Models 720 | (20) | LMO 710 |
| MVA | 720 | Multivariate Analysis 720 | (20) | MVA 710 |
| PNP | 720 | Parametric and Non-parametric Stochastic Processes 720 | (20) | VMT 710, WST 312 |
| SPC | 780 | Statistical Process Control 780 | (20) | WST 311, 312, 321, 322 |
| WST | 795 | Research Report 795 | (20) | WST 311, 312, 321, 322 |

➤ **Recreation and Sport Management (07240001)**

(Prof AE Goslin: Tel. 420-6043)
(anneliese.goslin@up.ac.za)

A minimum of 171 credits must be obtained.

Compulsory modules

| | | | <u>Credits</u> | <u>Prerequisites</u> |
|-----|-----|--|----------------|----------------------|
| MBK | 711 | Psycho-Socio Aspects of Recreation & Sport 711 | (27) | |
| MBK | 714 | Philosophy of Sport and Recreation 714 | (27) | |
| NME | 701 | Research Methods of Sport & Recreation 701 | (27) | |
| RKB | 780 | Marketing of Sport 780 | (20) | |

Elective modules

Any three modules offered in other Department(s) in the Faculty of Economic and Management Sciences in which the candidate complies with the entrance requirements.

The curriculum should be compiled in consultation with the Head of Department.

➤ **Statistics (07240061)**

(Prof NAS Crowther: Tel. 420-2523)
(nico.crowther@up.ac.za)

Prerequisites for admission to the degree:

- An average mark of 65% or more in Statistics or an equivalent module on 300 level at an accredited institution.
- Admission assessments as specified by the Head of Department.
- In the case of the sub-stream Economic Statistics, a minimum average mark of 60% in Economics on 300 level.

A minimum of 160 credits must be obtained.

Economic Statistics stream:

Compulsory modules

| | | | <u>Credits</u> | <u>Prerequisites</u> |
|-------------------------------|-----|-----------------------------|----------------|----------------------|
| <u>First semester modules</u> | | | | |
| MET | 720 | Multivariate Techniques 720 | (20) | STK 310, 320 |
| MIE | 780 | Micro Economics 780 | (20) | EKN 310, 320 |
| MEK | 780 | Macro Economics 780 | (20) | EKN 310, 320 |
| RAL | 780 | Regression Analysis 780 | (20) | STK 310, 320 |

Second semester modules

| | | | | |
|-----|-----|-----------------------------|------|--------------|
| EKT | 720 | Econometrics 720 | (20) | RAL 780 |
| MET | 710 | Multivariate Techniques 710 | (20) | MET 720 |
| TRA | 720 | Time Series Analysis 720 | (20) | STK 310, 320 |

Elective modules

| | | | | |
|-----|-----|---------------------------------|------|-----------------------------------|
| SVS | 710 | Statistical Forecasting 710 | (20) | STK 310, 320 |
| STK | 795 | Research Report 795 | (20) | STK 310, 320, RAL 780 and MET 720 |
| SFT | 720 | Sampling Techniques 720 | (20) | STK 310, 320 |
| SPC | 780 | Statistical Process Control 780 | (20) | STK 310, 320 |

Any other additional module approved by the Head of Department can be presented as an elective.

Survey Statistics stream:

Compulsory modules

Credits

Prerequisites

First semester modules

| | | | | |
|-----|-----|-----------------------------|------|--------------|
| MET | 720 | Multivariate Techniques 720 | (20) | STK 310, 320 |
| RAL | 780 | Regression Analysis 780 | (20) | STK 310, 320 |
| SFT | 720 | Sampling Techniques 720 | (20) | STK 310, 320 |
| SVS | 710 | Statistical Forecasting 710 | (20) | STK 310, 320 |

Second semester modules

| | | | | |
|-----|-----|---------------------------------|------|--------------|
| MET | 710 | Multivariate Techniques 710 | (20) | MET 720 |
| SPC | 780 | Statistical Process Control 780 | (20) | STK 310, 320 |
| TRA | 720 | Time Series Analysis 720 | (20) | STK 310, 320 |

Elective modules

| | | | | |
|-----|-----|---------------------|------|-----------------------------------|
| STK | 795 | Research Report 795 | (20) | STK 310, 320, RAL 780 and MET 720 |
| EKT | 720 | Econometrics 720 | (20) | RAL 780 |

Any other additional module approved by the Head of Department can be presented as an elective.

➤ Tourism Management (07240240)

(Prof ET Heath: Tel. 420-3349/4000)

(ernie.heath@up.ac.za)

Prerequisites for admission to the degree: An average mark of 60% or more for Tourism Management 310, 320.

A minimum of 160 credits must be obtained.

Compulsory modules

Credits

| | | | |
|-----|-----|----------------------------------|------|
| TBE | 711 | Strategic Tourism Management 711 | (20) |
| TBE | 741 | Research Project 741 | (20) |
| NME | 703 | Research Methodology 703 | (20) |

Elective modules (choose five)

Credits

| | | | |
|-----|-----|--|------|
| TBE | 712 | Advanced Tourism Distribution Management 712 | (20) |
| TBE | 713 | Key Focus Areas of Hospitality Management 713 | (20) |
| TBE | 714 | Ecotourism Principles and Practices 714 | (20) |
| TBE | 721 | Advanced Attractions and Events Management 721 | (20) |
| TBE | 722 | Strategic Destination Marketing 722 | (20) |
| TBE | 723 | Financial Management in the Hospitality Industry 723 | (20) |

A maximum of two modules at the same credit level may be taken from any other Department with the approval of the Head of Department of Tourism Management and the Head of the other Department concerned.

BACCALAUREUS ADMINISTRACIONIS HONORES

The BAdmin (Hons) degrees are presented in the following fields of specialization. (*The degrees appear in alphabetical order with the degree code given next to each specialization and the course/module code and credits are provided next to each course/module*). In addition to the specialisation courses, various other options are available.

➤ International Relations (07241122)

(Prof H Solomon: Tel. 420-4339)
(husein.solomon@up.ac.za)

A minimum of 120 credits must be obtained.

Admission requirements

A relevant BAdmin degree with International Relations or a directly related module as a field of specialization/major module is required. An average of 65% is required in the field of specialization/major module. Candidates are subject to a selection process. In certain cases additional modules may be required.

Fundamental module

| | <u>Credits</u> |
|---|----------------|
| IPL 752 *International Relations Theory 752 | (24) |

Research

**Seminar work

Core modules

| | <u>Credits</u> |
|--|----------------|
| *** Four modules chosen from the following: | |
| IPL 751 International Political Economy 751 | (24) |
| IPL 753 Foreign Policy 753 | (24) |
| IPL 754 Strategic Studies 754 | (24) |
| PTO 751 African Politics 751 | (24) |
| PTO 752 Political Conflict 752 | (24) |
| PTO 753 Jean Monet European Studies 753 | (24) |

Elective modules

**** Not more than one module may be chosen from Political Science.

Please note:

* Additional research modules may be required, if deemed necessary.

** Seminar work is included as part of each module.

*** Only certain modules are presented annually. Please consult the Department.

**** Chosen with the approval of the Head of Department to replace at most one Politics (PTO) core module. In collaboration with the package organizer, candidates may select any other appropriate module as an elective.

Note:

In order to pass an examination in any of the modules, a subminimum of 40% must be obtained in the examination. The final mark is calculated on the basis of a 50:50 ratio between the accumulated mark and the examination mark. (This change is in accordance with the Faculty of Humanities' regulations)

Municipal Administration (07241141)

jerry.kuye@up.ac.za

(Prof JO Kuye: Tel. 420-3334)

A minimum of 160 credits must be obtained.

Compulsory modules

| | <u>Credits</u> |
|--|----------------|
| MAD 700 Municipal Administrative Theories 700 | (40) |
| MFA 700 Municipal Financial Administration 700 | (40) |
| MPA 700 Municipal Personnel Administration 700 | (40) |

Elective modules

| | <u>Credits</u> |
|---|----------------|
| IOV 700 Intergovernmental Relations 700 | (20) |
| MBP 700 Municipal Planning 700 | (20) |
| VGT 700 Urbanization Studies 700 | (20) |

➤ Political Science (07241131)

(Mr FG Wolmarans: Tel. 420-2689)

gerhard.wolmarans@up.ac.za

A minimum of 120 credits must be obtained.

Admission requirements

A relevant BAdmin degree with Political Science or a directly related module as a field of specialization/major module is required. An average of 65% is required in the field of specialization/major module. Candidates are subject to a selection process. In certain cases additional modules may be required.

Fundamental module

| | <u>Credits</u> |
|-------------------------------|----------------|
| STL 751 *Political Theory 751 | (24) |

Research

** Seminar work

Core modules

*** **Four modules chosen from the following:**

| | <u>Credits</u> |
|---|----------------|
| STL 752 Political Policy Studies 752 | (24) |
| STL 753 South African Politics 753 | (24) |
| STL 754 Comparative Politics 754 | (24) |
| PTO 751 African Politics 751 | (24) |
| PTO 752 Political Conflict 752 | (24) |
| PTO 753 Jean Monet European Studies 753 | (24) |

Elective modules

**** Not more than one module may be chosen from International Relations.

Please note:

* Additional research modules may be required, if deemed necessary.

** Seminar work is included as part of each module.

*** Only certain modules are presented annually. Please consult the Department in this regard.

**** Chosen with the approval of the Head of Department to replace at the most one Politics (PTO) core module. In collaboration with the package organizer, candidates can select any other appropriate module as an elective.

Note:

In order to pass an examination in any of the modules, a subminimum of 40% must be obtained in the examination. The final mark is calculated on the basis of a 50:50 ratio between the accumulated mark and the examination mark. (This change is in accordance with the Faculty of Humanities' regulations)

➤ **Public Administration (07241111)**

(Prof JO Kuye: Tel. 420-3334)
(jerry.kuye@up.ac.za)

A minimum of 160 credits must be obtained.

Admission requirements

A relevant B degree with Public Administration on 300 level is required. Candidates are subject to a selection process. The Head of Department reserves the right to prescribe additional modules.

| <u>Compulsory modules</u> | | <u>Credits</u> |
|---------------------------|------------------------------|----------------|
| AET 700 | Administrative Theory 700 | (40) |
| FIA 700 | Financial Administration 700 | (40) |
| PAS 700 | Personnel Administration 700 | (40) |

| <u>Elective modules</u> | | |
|-------------------------|----------------------------------|------|
| BLN 700 | Policy Analysis 700 | (20) |
| IAD 700 | International Administration 700 | (20) |
| IOV 700 | Intergovernmental Relations 700 | (20) |
| NME 702 | Research Methodology 702 | (20) |
| OAD 700 | Development Administration 700 | (20) |
| OBR 700 | Public Management 700 | (20) |
| OSK 700 | Organizational Studies 700 | (20) |
| OWP 700 | National Planning 700 | (20) |
| VGT 700 | Urbanization Studies 700 | (20) |

➤ **Public Management (07241171)**

(Prof JO Kuye: Tel. 420-3334)
(jerry.kuye@up.ac.za)

A minimum of 160 credits must be obtained.

Admission requirements

A relevant B degree with Public Administration on 300 level is a requirement. Candidates will be subject to a selection process. The Head of Department reserves the right to prescribe additional modules.

The curriculum must be compiled in consultation with the Director, School of Public Management and Administration.

POSTGRADUATE DIPLOMA

II POSTGRADUATE DIPLOMA

➤ Postgraduate Diploma in Investigative and Forensic Accounting (07220028)

(Mr HC Bezuidenhout Tel. 420-3802)
(hannes.bezuidenhout@up.ac.za)

1. Admission requirements

- (i) Subject to the provisions of General Regulations G.62 and G.63, one of the following degrees is required for admission:
 - A BCom degree with Accounting or Auditing at 300 level or a Bachelor's degree in Law.
 - Any other relevant Bachelor's degree approved by the Head of the Department of Accounting.
 - Access to the Internet.
- (ii) Candidates are selected, subject to the provisions of General Regulation G.1.3. (*The presentation of the programme is subject to the admission of a minimum number of candidates.*)
- (iii) The Head of Department may set additional admission requirements.

Only selected candidates will be allowed to register for the Postgraduate Diploma in Investigative and Forensic Accounting. The Department of Accounting reserves the right not to present the programme during a specific period or to limit the number of candidates admitted.

2. Presentation method

The duration of the programme is 18 months. The programme is presented by means of the Web and contact sessions. During the period of 18 months, in 6-monthly intervals, there will be contact sessions of three days each. Attendance of these contact sessions is compulsory.

Qualifying modules

A Minimum of 120 credits must be obtained.

| | Credits |
|--|----------------|
| FRA 790 Financial Aspects of Investigative and Forensic Accounting | (60) |
| FRA 700 Legal Aspects of Investigative and Forensic Accounting | (60) |

3. Examination and pass requirements

- (i) A total of seven assignments are handed in during the duration of the course. Admission to the examination for each of the two modules is obtained by achieving an average of 50% for the assignments specifically related to each module.
- (ii) An examination paper is written in each of the two modules and a minimum of 50% should be obtained in total for the two modules. A subminimum of 40% in each module is required.
- (iii) The Postgraduate Diploma is conferred **with distinction** if an average of at least 75% for the two modules is obtained.
- (iv) Supplementary examinations cover the same subject matter as was the case for the examinations.

4. General

The Dean has the right of authorization regarding matters not provided for in the General or the Faculty regulations.

Participants who do not have an honours degree in the Financial Management Sciences, or an LLB degree, but who successfully complete this program, will be considered for admission to the MPhil: Accounting Sciences with an option in Fraud Risk Management. Such applicants must however, meet the other criteria for admission to the MPhil degree.

Applications for 2010 will close on 30 October 2009. The first contact session will take place during 25-27 January 2010.

Please note: For more information concerning the Postgraduate Diploma in Investigative and Forensic Accounting, please consult the Departmental brochure available at request from Mrs Lynne van Tonder, Tel. (012) 420-3407, lynn.vantonder@up.ac.za

5. Plagiarism

Plagiarism is when you present someone else's ideas - published or unpublished - as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks etc.), visual text (graphics photographs etc.), multimedia products (web sites, media productions etc.), music (compositions, lyrics etc.), spoken text (speeches, lectures etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. (Website AIS, University of Pretoria). For further information on plagiarism visit the following web site www.ais.up.ac.za/plagiarism/index.htm

MASTERS DEGREES

IMPORTANT NOTICE:

Student Administration should be informed, in writing, of the intention to submit the dissertation at least 3 months prior to submission for examination.

For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation/thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. See General Regulation G.57.4(f)

For graduation purposes, each successful student must submit a final bound paper copy as well as an electronic copy of the approved dissertation/thesis to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, **before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies**, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. See General Regulation G.57.4(i)

INFORMATION REGARDING APPLICATIONS

MASTERS DEGREES

GENERAL

- (i) An information brochure and application forms are obtainable from the Client Service Centre of the University of Pretoria.
- (ii) Prospective candidates must please take note of the admission requirements for their intended field of study.
- (iii) Applications for admission to the following selected field of studies must be submitted to the Client Service Centre, not later than 31 October.

1. CANDIDATES WHO ARE REGISTERED AT THE UNIVERSITY OF PRETORIA IN THE CURRENT TERM AND WHO WISH TO CONTINUE WITH POSTGRADUATE STUDIES IN THE DIRECT FOLLOWING TERM

1.1 APPLICATIONS

- 1.1.1 An official application for admission to the University need **not** be completed.
- 1.1.2 For an application for admission to the desired postgraduate field of study, **only** a Departmental application form, available at the Client Service Centre and Postgraduate One-Stop must be completed. The application form must be submitted to Postgraduate One-Stop (EB 2-22). No application fee is payable. The closing date is 31 October.
- 1.1.3 Candidates will be advised by the Department whether or not their applications were successful.

1.2 REGISTRATION

- Registration normally takes place during January and February, on a day, which is published in the registration schedule of the Faculty during December each year.
- All registrations must be finalized before 28 February 2010.
- You may register ***in person or online***. Refer to the paragraphs on Online Registration below.
- Registration forms together with the registration schedule will be posted to successful candidates.
- An initial payment which is determined annually, is payable **before** reporting for **registration**. Please indicate your 8 digit student number clearly on all payments. Proof of payment must be submitted during registration. The payment of an initial payment in respect of tuition fees **without the submission of a registration form** does not constitute registration.
- Before the registration form will be accepted by the Faculty's administration, the intended field of study and modules must be filled in and the Head of Department must sign it. A proof of registration will be given to candidates when they submit their registration forms.

ONLINE REGISTRATION

- **Approved fields of study for Online web registration:** Online registration only applies to those courses listed at the following web-address: <http://www.up.ac.za/registeronline>
- If you do not have access to Internet facilities, you may report to the Project Laboratory (NWII Building) or the Platinum Laboratory (Informatorium) for online registration during office hours.

- **Online registration opens on 4 January 2010.** If you experience any problems which prevent you from registering, you will have to attend the contact registration sessions.
- Make the necessary payments and determine the applicable modules for which you may register, prior to registering online. Access the University of Pretoria Webpage at <http://www.up.ac.za>, go to the SOS (Students Online Services) portal and select “Registration”. Follow the step by step instructions. Go to “Help” for relevant information.
- A proof of registration will be sent to the e-mail address recorded on the student system.

2. APPLICATIONS BY CANDIDATES FROM OTHER UNIVERSITIES, AND CANDIDATES FROM THE UNIVERSITY OF PRETORIA WHO WERE NOT REGISTERED IN THE YEAR PRECEDING COMMENCEMENT OF STUDIES

GENERAL

- (i) Application forms are obtainable from the Client Service Centre of the University of Pretoria.
- (ii) Prospective candidates must please take note of the admission requirements for their intended field of study, which includes an *admission evaluation*. Information about the admission evaluation is available from the Head of the relevant Department.
- (iii) Applications for admission to all honours degrees and masters degrees close on 31 October

2.1 APPLICATIONS

2.1.1 An application for admission to the University must be completed and the application fee must be paid to the cashier at the Client Service Centre. Alternatively, a crossed cheque, made out to the "University of Pretoria" may be stapled to the application form, or the fee may be paid into one of the following UP accounts:

- **ABSA branch code: 632005**
Account number: 2140000054
- **Standard Bank branch code: 01154515**
Account number: 012602604

2.1.2 The application form, together with a full academic record* of previous studies, must be submitted to the Client Service Centre. If required by the Department, a Departmental application form, obtainable from the relevant Department, must also be completed and submitted together with the application for admission.

2.1.3 Candidates will be advised by the admissions office whether or not their applications were successful.

- | | |
|---|-------------------|
| 1. Fee payable for application for admission | R 200-00 |
| 2. Instalment payable on registration: | |
| o Postgraduate students | 3 000-00 |
| o Re-registration postgraduate students | R2 000-00 |
| o Postgraduate students in residence | R6 250-00 |
| o International students | R3 000,00 |
| o International students have to pay an additional yearly levy of | R2 000-00. |

(NB: Fees can change without prior notice.)

3. **Information** regarding fees are published in the Student Fees Guide or may be obtained from the Client Service Centre, Tel: (012) 420-3111, (012) 420-5113/4.

* *An original academic record, on the letterhead of the relevant institution, which is signed by the Registrar or a deputy empowered to sign it on his/her behalf, is required. If a clear photocopy is also submitted, the Faculty officer will certify such copy so that the candidate may retain the original document.*

2.2 REGISTRATION

The information contained in paragraph 1.2 is applicable.

III MASTERS DEGREES

(See General Regulations G.30 to G.44 and G.57 to G.62)

1. GENERAL

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

2. REQUIREMENTS FOR ADMISSION

- 2.1 Subject to the provisions of General Regulations G.1.3 and G.62, the related B (Hons) degree is a requirement for admission to the masters degree study.
- 2.2 MCom degrees: All candidates need to have adequate knowledge of Management-, Financial- and Economic Sciences as well as Statistics, as determined by the Head of Department concerned in consultation with the Dean.
- 2.3 A candidate may be refused admission to a master's degree by the Head of the Department if he or she does not comply with the standard of competence in the subject as determined by the department – with the proviso that a candidate, who does not comply with the required level of competence may be admitted, provided that he or she completes additional study assignments and/or examinations.
- 2.4 A candidate, who is refused admission to a master's degree, may request that the dean reconsiders his or her application for admission in terms of the prescribed procedure.
- 2.5 The Head of Department concerned may set additional admission requirements.

3. DURATION OF STUDY

- 3.1 The master's degree is conferred on a candidate only if at least one year has expired after the qualifications by virtue of which admission to masters study has been obtained – with the proviso that the candidate is registered for at least twelve months for a master's degree at this University, although the dean may approve a shorter period.
- 3.2 The degree programme must be completed within four years after the first registration for that degree. The Dean may, however at the recommendation of the head of department concerned, grant a limited extension to this period.
- 3.3 The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

4. DISSERTATIONS/MINI-DISSERTATIONS, CURRICULA AND MODULES

- 4.1 The degree course requires that a dissertation/mini-dissertation must be submitted on a field of study chosen from the fields covered for the honours degree, provided that the Dean may, on the recommendation of the Head of Department concerned, approve the replacement of the required dissertation by the successful completion of a prescribed number of module credits and a mini-dissertation.
- 4.2 Information on modules, credits and syllabi are available, on request, from the Head of Department concerned.
- 4.3 The module EBW 801 (Research Methodology) is compulsory in all programmes. The Dean, may, on the recommendation of the Head of Department concerned, waive the prerequisites.
- 4.4 Sufficient number of bound copies of the thesis/dissertation must be submitted at the Head: Student Administration for examination, after permission is granted by the supervisor/promoter.

5. PASS REQUIREMENTS

- 5.1 The pass mark for both a dissertation and an mini-dissertation is 50%. The provisions regarding pass requirements for dissertations, contained in General Regulation G.12.2, apply *mutatis mutandis* to mini-dissertations.
- 5.2 A pass mark of at least 50% is required in the examination of each module.
- 5.3 In order to obtain the degree **with distinction** at least 75% must be obtained for the dissertation or an average of at least 75% in the examinations and for the mini-dissertation.

6. ARTICLE FOR PUBLICATION

General Regulations G.61 stipulates as follows:

“Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student before or on submission of a dissertation must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration. The draft or submitted article, as the case may be, should be based on the research that the candidate has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author. The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.”

7. PLAGIARISM

Plagiarism is when you present someone else's ideas - published or unpublished - as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks etc.), visual text (graphics photographs etc.), multimedia products (web sites, media productions etc.), music (compositions, lyrics etc.), spoken text (speeches, lectures etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following web site:

www.ais.up.ac.za/plagiarism/index.htm

MAGISTER COMMERCII

DEGREES AND FIELDS OF STUDY

The MCom degree courses are presented in the following fields of study (the courses are arranged in alphabetical order while the codes of the various fields are provided in brackets.):

➤ **Accounting Sciences (07250042)**

(Prof E Venter: Tel. 420-3420)

(elmar.venter@up.ac.za)

Admission Requirements:

- a) A BCom (Hons) Accounting Sciences or equivalent degree
- b) Additional admission requirements set by the Head of the Department of Accounting.

Programme Contents:

EBW 801 Research Methodology 801
RWE 890 Dissertation 890

Candidates who have not yet passed a module in Research Methodology, which is acceptable to the Head of Department, must pass the designated Research Methodology module (EBW 801). The module does not carry any credits.

➤ **Accounting Sciences (07250043)** (Course work)

(Prof E Venter: Tel. 420-3420)

(elmar.venter@up.ac.za)

Admission Requirements:

- a) CA(SA) or CTA completed within the past three years or a BCom (Hons) degree acceptable to the Head of the Department
- b) Additional admission requirements set by the Head of the Department of Accounting.

Please note that only 25 – 30 candidates will be admitted to the programme.

Programme Contents:

FRK 801 Financial Accounting 801
FRK 802 Financial Accounting 802
FRK 895 Research Article 895

➤ **Agricultural Economics (07250090)**

(Prof JF Kirsten: Tel. 420-3248)

(johann.kirsten@up.ac.za)

EBW 801 Research Methodology 801
LEK 890 Dissertation 890

➤ **Business Management (07250072)**

(Prof G H Nieman: Tel. 420-3400)

(ghnieman@up.ac.za)

EBW 801 Research Methodology
OBS 890 Dissertation 890

Candidates must be in possession of a recognised BCom (Hons) degree to register for a MCom in Business Management. It is also important to note that candidates who have not yet passed a module in Research Methodology, which is acceptable to the Head of Department, must enrol for Research Methodology (EBW 801) and obtain a pass mark. The module does not provide any credits.

The candidate has to prepare a draft research proposal and send it per e-mail to the Head of the Department. The proposal has to include the following information: A preliminary title, background to the study and a broad framework of the methodology. The Head of the Department will then respond by commenting and by sending the prescribed template to be completed as well as the referencing guidelines.

Once the completed research proposal has been received, the Head of the Department will decide on its relevancy and necessary modifications that have to be made regarding the framework. The candidate will be allowed to register for:

Commerce Special (07280001)

EBW 800 Research proposal 800

The Head of the Department will then allocate a study leader(s). Once the research proposal has been defended successfully at the departmental research committee, the candidate can register for the degree.

➤ Communication Management Dissertation (07250281) or Course Work (07250282)

*(Prof G Puth: Tel 420-3395/3816)
(gustav.puth@up.ac.za)*

Dissertation (07250281)

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal

KOB 890 Dissertation 890

The weight of the research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree. All prescribed modules is a prerequisite to the dissertation.

Prerequisites for admission to the degree:

- (i) A BCom(Hons)-degree with specialisation in Communication Management
- (ii) A pass mark for EBW 801 (Research Methodology); and
- (iii) The successful defending of a research proposal.

The Head of the Department has the right to prescribe any additional modules on honours level to ensure that the candidate complies with all the requirements. All additional modules serve as prerequisites for acceptance into the degree programme.

The proposal has to be approved by all relevant committees before the candidate can commence with the dissertation. The candidate will then work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a dissertation according to departmental guidelines and regulations. A candidate, before or on submission of the dissertation, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor(s). Submission of the draft article is a requirement for the degree to be conferred on the candidate. The

candidate has to give advance notice in the appropriate format about his/her intent to submit the dissertation.

Course work (07250282)

Prerequisites for admission to the degree:

- BCom (Hons) degree with specialization in Communication Management

Compulsory modules:

EBW 801 Research Methodology 801
BSF 800 Management Philosophy 800
KOB 810 Communication Management Theory 810
KOB 811 Strategic Communication Management 811
KOB 820 Communication Management Cases 820
KOB 824 Communication Management Themes 824
NME 811 Research Process 811
NME 841 Research Article 841

The weight of the research article for publication contributes 50% towards the total requirements for the degree.

There are no electives and all modules must be passed. The duration of the degree programme is two years. It is being offered on a block week basis with web-based support.

➤ Econometrics (07250011 – Dissertation) or (07250012 – Course work)

(Me S Magwaza Tel. 420-2423)
(sindi.magwaza@up.ac.za)

Prerequisites for admission to the degree: An average mark of 65% or more for the honours degree (or equivalent qualification) is required.

All Master's candidates must attend the Department's orientation and welcome programme, which orientates candidates with respect to the requirements and demands of the postgraduate programme, and deals with critical administrative and academic requirements necessary to succeed in the postgraduate programme.

Dissertation (07250011)

Compulsory modules

EBW 801 Research Methodology 801
EKT 890 Dissertation 890

Prerequisites

EKT 723

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree.

Course work (07250012)

A minimum of 180 credits are required, 150 from compulsory modules and 30 from elective modules.

| <u>Compulsory modules</u> | <u>Credits</u> | <u>Prerequisites</u> |
|----------------------------------|----------------|-----------------------|
| EBW 801 Research Methodology 801 | | |
| EKN 812 Micro Economics 812 | (15) | MIE 780 |
| EKN 813 Macro Economics 813 | (15) | MEK 780 |
| EKT 813 Econometrics 813 | (15) | EKT 723, STK 310, 320 |
| EKT 816 Econometrics 816 | (15) | EKT 723, STK 310, 320 |
| EKT 895 Mini-dissertation 895 | (90) | EKT 723 |

Elective modules

| | | |
|--|------|-----------------------|
| EKN 804 International Trade 804 | (15) | IEK 780, EKT 814 |
| EKN 805 International Finance 805 | (15) | IEK 780 |
| EKN 816 Monetary Economics and Banking 816 | (15) | MNE 780 |
| EKT 814 Econometrics 814 | (15) | EKT 723, STK 310, 320 |
| EKT 815 Econometrics 815 | (15) | EKT 723 |
| EOG 880 Economic Development 880 | (15) | EOG 780 |
| OWE 880 Public Finance 880 | (15) | OWE 780 |

Research Methodology 801 (EBW 801) is a prerequisite for the mini-dissertation. The module does not carry any credits.

Any other module on either the honours or master's level approved by the Head of Department can constitute an elective

Candidates who consider pursuing a doctoral degree are advised to complete the MPhil programme in Economics.

A minimum number of at least five candidates are required to register before a module is presented. The Department furthermore reserves the right not to present a module if the particular expertise in that module is not available in the Department for that year.

Each candidate is only allowed to register twice for a particular module. All candidates following the master's programme must pass Macro Economics 813 and Micro Economics 812 in the first year of registration and perform satisfactory in all other registered modules in order to continue with the degree.

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is the required outcome of the Applied Research Workshop and a necessary condition for the degree to be conferred on the candidate.

The dissertation contributes 50% towards the total requirements for the degree.

➤ **Economics (07250051 – Dissertation) or
(07250052 – Course work)**

(Me S Magwaza Tel. 420-2423)
(sindi.magwaza@up.ac.za)

Prerequisites for admission to the degree: An average mark of 65% or more for BCom Honours Economics (or equivalent qualification) is required.

All Master's candidates must attend the Department's orientation and welcome programme, which orientates candidates with respect to the requirements and demands of the postgraduate programme and deals with critical administrative and academic requirements necessary to succeed in the postgraduate programme.

Dissertation (07250051)

Compulsory modules

Prerequisites

EBW 801 Research Methodology 801
EKN 890 Dissertation 890

EKT 723

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree.

Course work (07250052)

A minimum of 180 credits is required: 120 from the compulsory modules and 60 from the elective modules.

Compulsory modules

Credits

Prerequisites

| | | | |
|---------|--------------------------|------|------------------|
| EBW 801 | Research Methodology 801 | | |
| EKN 812 | Micro Economics 812 | (15) | MIE 780 |
| EKN 813 | Macro Economics 813 | (15) | MEK 780 |
| EKN 895 | Mini-dissertation 895 | (90) | EKT 713, EKT 723 |

Elective modules

| | | | |
|---------|------------------------------------|------|-----------------------|
| EKN 804 | International Trade 804 | (15) | IEK 780, EKT 814 |
| EKN 805 | International Finance 805 | (15) | IEK 780 |
| EKN 816 | Monetary Economics and Banking 816 | (15) | MNE 780 |
| EKT 813 | Econometrics 813 | (15) | EKT 723, STK 310, 320 |
| EKT 814 | Econometrics 814 | (15) | EKT 723, STK 310, 320 |
| EKT 815 | Econometrics 815 | (15) | EKT 723 |
| EKT 816 | Econometrics 816 | (15) | EKT 723, STK 310, 320 |
| EOG 880 | Economic Development 880 | (15) | EOG 780 |
| OWE 880 | Public Finance 880 | (15) | OWE 780 |

Research Methodology 801 (EBW 801) is a prerequisite for the mini-dissertation. The module does not carry any credits.

Any other module on either the honours or master's level approved by the Head of Department can constitute an elective.

Candidates who consider pursuing a doctoral degree are advised to complete the MPhil programme in Economics.

A minimum number of at least five candidates are required to register before a module is presented. The Department furthermore reserves the right not to present a module if the particular expertise is not available in the Department in that year.

Each candidate is only allowed to register twice for a particular module. All candidates following the master's programme must pass Macro Economics 813 and Micro Economics 812 in the first year of registration and perform satisfactory in all other registered modules in order to continue with the degree.

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The dissertation contributes 50% towards the total requirements for the degree.

➤ Economics of Trade and Investment

(Prof S Koch: Tel. 420-5285)
(steve.koch@up.ac.za)

(07250053 – Dissertation) or
(07250054 – Course work)

Prerequisites for admission to the degree: An average mark of 65% or more for the honours degree (or an equivalent qualification). Special note: This programme is not offered every year.

All master's candidates are required to attend the Department's one-day orientation and welcome programme, which orientates candidates with respect to the requirements and demands of the postgraduate programme, and deals with critical administrative and academic requirements necessary to succeed in the postgraduate programme.

Dissertation (07250053)

Compulsory modules

EBW 801 Research Methodology 801
EKN 890 Dissertation 890

Prerequisites

EKT 713, 723

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The dissertation and draft article for publication contributes 100% towards the total requirements for the degree.

Course work (07250054)

A minimum of 180 credits is required.

| <u>Compulsory modules</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--|----------------|----------------------|
| EBW 801 Research Methodology 801 | | |
| EKN 804 International Trade 804 | (15) | IEK 780, EKT 814 |
| EKN 805 International Finance 805 | (15) | IEK 780 |
| EKN 809 International Legal Transactions 809 | (15) | |
| EKN 812 Micro Economics 812 | (15) | MIE 780 |
| EKN 813 Macro Economics 813 | (15) | MEK 780 |
| EKN 819 Applied Trade Modeling 819 | (15) | |
| EKN 895 Mini-dissertation 895 | (90) | EKT 713, 723 |

Research Methodology 801 (EBW 801) is a prerequisite for the mini-dissertation. The module does not carry any credits.

Candidates who consider pursuing a doctoral degree are advised to complete the MPhil programme in Economics.

A minimum number of at least five candidates is required to register before a module is presented. The Department furthermore reserves the right not to present a module if the particular expertise is not available in the department in that year.

Each candidate is only allowed to register twice for a particular module. All candidates following the master's programme must pass Macro Economics 813 and Micro Economics 812 in the first year of registration and perform satisfactory in all other registered modules in order to continue with the degree.

The research component comprises the writing of a dissertation and a draft article for publication. The postgraduate programme manager will appoint a supervisor, based on the mutual interests of the candidate and the supervisor. Once a supervisor agrees to work with a candidate, the candidate will continue to work under the guidance of his/her supervisor to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations.

Before or on submission of the dissertation, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The mini-dissertation contributes 50% towards the total requirements for the degree.

➤ Financial Management Sciences

(Prof DG Gouws Tel. 420-3411)
(daan.gouws@up.ac.za)

Dissertation (07250203)

FBS 890 Dissertation 890

OR

Course work (07250204)

FBS 895 Mini-dissertation 895*
FNB 884 Financial Management 884
FNB 885 Financial Management 885
FNB 886 Financial Management 886

*The mini-dissertation contributes 50% toward the total requirements for the degree.

Candidates who have not yet passed a module in Research Methodology which is acceptable to the Head of Department, must successfully complete Research Methodology 708 (NME 708) or Research Methodology 801 (EBW 801). The module does not provide any credits.

➤ Human Resource Management (07250142)

(Prof JS Basson: Tel. 420-3431)
(johan.basson@up.ac.za)

Prerequisites for admission to the degree:

- A Health Professions Council of South Africa (HPCSA) accredited BCom Honours degree in Industrial and Organisational Psychology or Human Resource Management
- A minimum pass mark of 65% in the BCom Honours degree.
- All applications are subject to a selection process.
- The Head of the Department may, however, set additional admission requirements.

A minimum of 180 credits must be obtained.

| Compulsory modules | | | Credits |
|---------------------------|-----|--|----------------|
| EBW | 801 | Research Methodology 801 | |
| MHB | 801 | Human Resource Management Practice 801 | (12) |
| MHB | 802 | Diversity Dynamics 802 | (12) |
| MHB | 803 | Advanced Assessment 803 | (12) |
| MHB | 804 | Leadership 804 | (12) |
| MHB | 805 | Strategic Human Resource Management 805 | (12) |
| MKB | 802 | Organisational Behaviour and Change Dynamics 802 | (12) |
| NMK | 801 | Research Methodology 801 | (6) |
| PSD | 806 | Personnel Psychology 806 | (12) |
| Research component | | | Credits |
| NVA | 800 | Research Article 800 | (90) |
| or | | | |
| MHB | 895 | Mini-dissertation: Human Resource Management 895 | (90) |

The research article or research mini-dissertation contributes 50% toward the total requirements for the degree.

➤ **Industrial Psychology (07250143)**

(Prof J S Basson: Tel. 420-3431)
(joan.basson@up.ac.za)

Prerequisites for admission to the degree:

- A Health Professions Council of South Africa (HPCSA) accredited BCom Honours degree in Industrial and Organisational Psychology or Human Resource Management
- A minimum pass mark of 65% in the BCom Honours degree.
- All applications are subject to a selection process.
- The Head of the Department may, however, set additional admission requirements.

A minimum of 180 credits must be obtained.

| Compulsory modules | Credits |
|--|----------------|
| EBW 801 Research Methodology 801 | |
| MHB 801 Human Resource Management Practice 801 | (12) |
| MHB 802 Diversity Dynamics 802 | (12) |
| MHB 803 Advanced Assessment 803 | (12) |
| MHB 804 Leadership 804 | (12) |
| MHB 805 Strategic Human Resource Management 805 | (12) |
| MKB 802 Organisational Behaviour and Change Dynamics 802 | (12) |
| NMK 801 Research Methodology 801 | (6) |
| PSD 806 Personnel Psychology 806 | (12) |

| Research component | Credits |
|--|----------------|
| NVA 800 Research Article 800 | (90) |
| or | |
| PSD 895 Mini-dissertation: Industrial Psychology 895 | (90) |

The research article or research mini-dissertation contributes 50% toward the total requirements for the degree.

➤ **Informatics**

(Prof C de Villiers: Tel. 420-3085)
(informatics@up.ac.za)

Prerequisites for admission to the degree: A BCom (Honours) in Informatics or Information Systems, or the equivalent. An attainment of at least 65% (average of all the courses) for the honours degree (or equivalent) is required.

Dissertation (07250172)

| |
|----------------------------------|
| EBW 801 Research Methodology 801 |
| INF 890 Dissertation 890 |

This option (full dissertation) can only be selected with approval from the Head of Department.

OR

Course work (07250173)

| <u>Compulsory modules</u> | <u>Credits</u> | <u>Prerequisites</u> |
|---|----------------|---------------------------|
| INF 830 Research Methodology and Proposal 830 | (20) | |
| INF 833 Thinking about I.S. Thinking 833 | (20) | |
| INF 834 Information Systems Theory 834 | (20) | |
| INF 895 Mini-dissertation: Informatics 895 | (100) | INF 830, INF 833, INF 834 |

Elective modules

| | | | |
|-----|-----|--|------|
| INF | 817 | Capita Selecta | (10) |
| INF | 821 | Systems and Decision Making 821 | (10) |
| INF | 823 | Social Context of Information Technology 823 | (10) |
| INF | 826 | Change Management 826 | (10) |

Candidates may register for a maximum of 2 MIT modules after consultation and approval by the Head of Department.

The mini-dissertation contributes 50% towards the total requirements for the degree.

In order to obtain the degree **with distinction** an average of 75% must be obtained in the modules as well as a sub-minimum of 75% or more for the mini-dissertation.

The Department reserves the right not to present a particular module if the particular expertise is not available in the Department in that year.

➤ **Internal Auditing (07250081)**

(Prof H de Jager: Tel. 420-4427)

(herman.dejager@up.ac.za)

| | | |
|-----|-----|--------------------------|
| EBW | 801 | Research Methodology 801 |
| IOK | 890 | Dissertation 890 |

Candidates who have not yet passed a module in Research Methodology, which is acceptable to the Head of Department, must successfully complete Research Methodology 801 (EBW 801). The module does not provide any credits.

➤ **Marketing Management**

(Prof G Puth: Tel. 420-3395/3816)

(gustav.puth@up.ac.za)

Dissertation (07250021)

or

Coursework (07250022)

Dissertation (07250021)

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal

| | | |
|-----|-----|------------------|
| BEM | 890 | Dissertation 890 |
|-----|-----|------------------|

The weight of the research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree.

Prerequisites for admission to the degree:

- BCom(Hons) degree with specialization in Marketing Management;
- A pass mark for EBW 801 (Research Methodology); and
- The successful defending of a research proposal.

The research proposal has to be approved by all relevant committees before the candidate can commence with the dissertation. The candidate will then work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations. A candidate, before or on submission of the dissertation, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor(s). Submission of the draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice in the appropriate format of his/her intent to submit the dissertation.

Coursework (07250022)

Prerequisites for admission to the degree:

- BCom(Hons) degree with specialisation in Marketing Management

Compulsory modules:

| | | |
|-----|-----|-----------------------------------|
| EBW | 801 | Research Methodology 801 |
| BEM | 813 | Marketing Theory 813 |
| BEM | 822 | Strategic Issues in Marketing 822 |
| BEM | 832 | Marketing Cases 832 |
| BEM | 882 | Marketing Management 882 |
| BSF | 800 | Management Philosophy 800 |
| NME | 811 | Research Process 811 |
| NME | 841 | Research Article 841 |

The weight of the research article for publication contributes 50% towards the total requirements for the degree.

There are no electives and all modules must be passed. The duration of the degree programme is two years. It is being offered on a block week basis with web-based support.

Mathematical Statistics

*Prof NAS Crowther: Tel. 420-2523)
nico.crowther@up.ac.za*

Prerequisites for admission to the degree:

- (a) A minimum average mark of 60% or more in BCom Hons Mathematical Statistics or an applicable Honours degree at an accredited institution.
- (b) Admission requirements as specified by the Head of Department
- (c) The research proposal of applicants should be in line with the research focus of the department.

Dissertation (07250341)

| | | |
|-----|-----|--------------------------|
| EBW | 801 | Research Methodology 801 |
| WST | 890 | Dissertation 890 |

OR

Course work (07250342)

| | | |
|-----|-----|--------------------------|
| EBW | 801 | Research Methodology 801 |
| WST | 895 | Mini-dissertation 895 |

The mini-dissertation carries a maximum of 105 credits. The balance of the credits is obtained by following the modules prescribed by the Head of Department.

➤ Recreation and Sport Management (07250251)

*(Prof AE Goslin: Tel. 420-6043)
anneliese.goslin@up.ac.za*

| | | |
|-----|-----|--------------------------|
| EBW | 801 | Research Methodology 801 |
| RSB | 890 | Dissertation 890 |

➤ Statistics

(Prof NAS Crowther: Tel. 420-2523)
(nico.crowther@up.ac.za)

Prerequisites for admission to the degree:

- (a) A minimum average mark of 65% or more in BCom (Hons) Statistics or an applicable Honours degree at an accredited institution.
- (b) Admission requirements as specified by the Head of Department
- (c) The research proposal of applicants should be in line with the research focus of the department.

Dissertation (07250061)

EBW 801 Research Methodology 801
STK 890 Dissertation 890

OR

Course work (07250062)

EBW 801 Research Methodology 801
STK 895 Mini-dissertation 895

The mini-dissertation carries a maximum of 105 credits. The balance of the credits is obtained by following the modules prescribed by the Head of Department.

➤ Taxation

(Prof M Stiglingh: Tel: 420-3348)
(tax@up.ac.za)

Course work (07250182)

| | Credits |
|---|----------------|
| BEL 873 General Principles of Income Tax 873 | (50) |
| BEL 874 International taxation 874 | (50) |
| BEL 883 Indirect taxation 883 | (50) |
| BEL 884 Individual and Corporate taxation 884 | (50) |
| BEL 893 Taxation 893 | (50) |
| BEL 897 Mini-dissertation 897 | (50) |
| EBW 801 Research Methodology 801 | |

Two research reports of 3,000 words (approximately 10 pages) each, are required under each of the modules.

Candidates who have not yet passed a module in Research Methodology acceptable to the Head of Department, must successfully complete Research Methodology 801 (EBW 801). The module does not provide any credits.

The mini-dissertation contributes 20% towards the total requirements for the degree and the research reports contribute 40% towards the total requirements for the degree. The research component of the degree therefore will comprise 60% of the total requirements of the degree.

Entrance Requirements:

- i. BCom (Hons) degree, as well as a suitable taxation qualification and/or passing of an entrance examination.

Pre-requisites for awarding degree

- i. A sub minimum of 50% is required in the examination.
- ii. A candidate will not be allowed to register more than twice for the same module.
- iii. A minimum of two research reports of 3,000 words (approximately 10 pages) each are required under each one of the course work modules – BEL 873, 874, 883 and 884.
- iv. An mini-dissertation of a minimum of 15,000 words (approximately 50 pages) is required for BEL 897.
- v. A minimum of 2 years and a maximum of 4 years will be allowed for the completion of a degree.
- vi. In order to obtain the degree with distinction an average of 75% must be obtained in each of the following:
 - a) the course work modules and
 - b) the mini-dissertation.

OR

Dissertation (07250183)

BEL 890 Dissertation 890
EBW 801 Research Methodology 801

Candidates who have not yet passed a module in Research Methodology acceptable to the Head of Department, must successfully complete Research Methodology 801 (EBW 801). The module does not provide any credits.

➤ Tourism Management (07250242)

(Prof ET Heath: Tel. 420-3349/4000)
(ernie.heath@up.ac.za)

EBW 801 Research Methodology 801
TBE 890 Dissertation 890
NME 841 Research Article 841

NB: The Head of Department has the right to prescribe any of the following additional modules for a candidate or to register him/her for the *Commerce Special Postgraduate programme* until he/she complies with the requirements.

TBE 811 Strategic Tourism Management 811
TBE 812 Transport and Travel Management 812
TBE 821 Strategic Destination Marketing 821
TBE 822 Strategic Hospitality Management 822
TBE 823 Ecotourism Management 823
TBE 826 Advanced Management of Attractions, Conferences and Events 826

The research component comprises the writing of a dissertation and a draft article for publication. A two page outline proposal has to be submitted to the Head of the Department. Upon approval of the proposal, a supervisor(s) will be appointed. The candidate will work under the guidance of his/her supervisor to develop a detailed research proposal according to the departmental guidelines and regulations. The proposal must be approved by the relevant committees, before the candidate can commence with the dissertation. The candidate will then continue to work under supervision of his/her supervisor to complete the research and to develop and finalise a dissertation according to departmental guidelines and regulations.

Before or on submission of the dissertation, a candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the

candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree.

MAGISTER ADMINISTRATIONIS

DEGREES AND FIELDS OF STUDY

The MAdmin degree courses are presented in the following fields of study (the courses are arranged in alphabetical order while the codes of the various fields are provided in brackets.):

➤ International Relations

(Prof MME Schoeman: Tel. 420-2464)
(maxi.schoeman@up.ac.za)

Admission requirements

A BAdmin honours degree with specialization in the Political Sciences. An average of 65% is required in this degree. Prospective candidates may be required to submit a qualifying essay or to sit for an examination or to do additional work or modules to enable them to reach the desired level of competence. An acceptable level of proficiency in English or Afrikaans is required as well as an approved research proposal. Prospective candidates will be subject to a selection process.

Dissertation (07251123)

EBW 801 Research Methodology 801
IPL 891 Dissertation 891

➤ Municipal Administration (07251141)

(Prof JO Kuye: Tel. 420-3334)
(jerry.kuye@up.ac.za)

Admission requirements

A BAdmin honours degree with specialization in Public Administration. Prospective candidates may be required to submit a qualifying assignment or to sit for an examination or to do additional work or modules to enable them to reach the desired level of competence. An acceptable level of proficiency in English is required as well as an approved research proposal. Prospective candidates will be subject to a selection process.

EBW 801 Research Methodology 801
MAD 890 Dissertation 890

➤ Public Administration (07251111)

(Prof JO Kuye: Tel. 420-3334)
(jerry.kuye@up.ac.za)

Admission requirements

A BAdmin honours degree with specialization in Public Administration. Prospective candidates may be required to submit a qualifying assignment or to sit for an examination or to do additional work or modules to enable them to reach the desired level of competence. An acceptable level of proficiency in English is required as well as an approved research proposal. Prospective candidates will be subject to a selection process.

EBW 801 Research Methodology 801
PAD 890 Dissertation 890

➤ **Public Management (07251171)**

(Prof JO Kuye: Tel. 420-3334)
(jerry.kuye@up.ac.za)

Admission requirements

A BAdmin honours degree with specialization in Public Administration. Prospective candidates may be required to submit a qualifying assignment or to sit for an examination or to do additional work or modules to enable them to reach the desired level of competence. An acceptable level of proficiency in English is required as well as an approved research proposal. Prospective candidates will be subject to a selection process.

EBW 801 Research Methodology 801
OBR 890 Dissertation 890

➤ **Political Science**

Prof MME Schoeman: Tel. 420-2464
(maxi.schoeman@up.ac.za)

Admission requirements

A BAdmin honours degree with specialization in Political Sciences. An average of 65% is required in this degree. Prospective candidates may be required to submit a qualifying essay or to sit for an examination or to do additional work or modules to enable them to reach the desired level of competence. An acceptable level of proficiency in English or Afrikaans is required as well as an approved research proposal. Prospective candidates are subject to a selection process.

Dissertation (07251131)

EBW 801 Research Methodology 801
STL 890 Dissertation 890

OR

Course Work (07251132)

EBW 801 Research Methodology 801
STL 896 Mini-dissertation 896

Modules prescribed by the Head of Department.

The mini-dissertation contributes 50% towards the total requirements for the degree.

MASTER OF PUBLIC ADMINISTRATION

MPA (07251151)

(Prof JO Kuye: Tel. 420-3334/4070)
(jerry.kuye@up.ac.za)

1. REQUIREMENTS FOR ADMISSION

- 1.1 Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree or equivalent is a prerequisite for admission to the MPA degree studies.
- 1.2 Administrative and managerial experience, preferably in the public sector, as deemed adequate and appropriate by the Director of the School of Public Management and Administration.
- 1.3 The Director of the School of Public Management and Administration may set additional admission requirements.
- 1.4 The requirement of an exemption assessment on preparatory work, as determined by the Director of the School of Public Management and Administration, must be complied with.

2. CURRICULUM

Seven prescribed modules as well as an mini-dissertation must be completed. The prescribed compulsory modules must be completed successfully before candidates may register for the elective modules. The curriculum is compiled in consultation with the Director of the School of Public Management and Administration.

Compulsory modules:

| | | |
|-----|------|---|
| PAD | 801 | Public Administration Selected Topics 801 |
| OPB | 800 | Public Management Theories 800 |
| HPB | 801 | Human Resource Management 801 |
| FHB | 800 | Financial Resource Management 800 |
| NME | 801 | Research Methodology 801 |
| PAD | 898* | Mini-dissertation Public Administration 898 |

Two of the following:

Elective modules:

| | | |
|-----|-----|---|
| OTP | 800 | Development Theories and Practices 800 |
| MDT | 800 | Modern Management Techniques 800 |
| MXA | 800 | Municipal Government and Administration 800 |
| SOB | 800 | Urban Development Management 800 |
| OXA | 800 | Public Policy Analysis 800 |
| OOB | 800 | Public Entrepreneurial Management 800 |
| OGW | 801 | Environmental Management 801 |
| LOB | 800 | Rural Development Management 800 |
| IAD | 800 | International Administration 800 |
| OGA | 800 | Organizational Analysis 800 |

* To be registered from the second year of study until completion of degree

3. DURATION OF STUDY

The programme extends over a minimum period of two years, but must be completed within four years after the first registration for the degree.

The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

4. EXAMINATION AND PASS REQUIREMENTS

- 4.1 A subminimum of 45% is required in the examination in each of the modules.
- 4.2 Credit is obtained for each module in which a final mark of at least 50% has been achieved.
- 4.3 Only one supplementary examination in a maximum of two modules is permitted.
- 4.4 A candidate may not present himself/herself for an examination in the same module more than twice, except with the approval of the Dean, on the recommendation of the Director of the School of Public Management and Administration. In the context of this regulation the phrase "may not sit an examination more than twice in the same module" as it appears in General Regulation G.32.2, implies that a candidate may not sit for an examination in a module, including one supplementary examination, more than three times.
- 4.5 Supplementary examinations cover the same subject matter as was the case for the examinations.
- 4.6 The degree is conferred **with distinction** if an average of at least 75% has been obtained in the prescribed curriculum.

5. PLAGIARISM

Plagiarism is when you present someone else's ideas - published or unpublished - as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks etc.), visual text (graphics photographs etc.), multimedia products (web sites, media productions etc.), music (compositions, lyrics etc.), spoken text (speeches, lectures etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following web site:
www.ais.up.ac.za/plagiarism/index.htm

MAGISTER PHILOSOPHIAE

1. REQUIREMENTS FOR ADMISSION

- 1.1 Subject to General Regulations G.1.3 and G.62, a related B(Hons) degree is a prerequisite for admission to masters degree studies, with the exception that for the field of specialization in Entrepreneurship, candidates in possession of a three-year Bachelor's degree may also be admitted, provided that applicable experience and expertise is proven, subject to the discretion of the Dean in consultation with the Head of the appropriate Department or School.
- 1.2 The Head of Department concerned may set additional admission requirements.

2. FIELDS OF SPECIALIZATION

The MPhil degree is presented in the following fields of study, but **only** those marked with an * will be presented in 2010 (course code provided in brackets). In addition to the specialisation courses listed below, options are offered under the various specialisation courses, e.g. MPhil Accounting Sciences with an option in Fraud Risk Management (#), which enables the candidate to make a selection and expand specific focus areas within the existing fields of specialisation.

| Specialization | Code |
|-----------------------------------|-------------|
| Accounting Sciences | (07255330) |
| * # Option: Fraud Risk Management | (07255331) |
| *Agricultural Economics | (07255250) |
| Business Management | (07255280) |
| * Communication Management | (07255240) |
| Econometrics | (07255160) |
| * Economics | (07255170) |
| * Entrepreneurship | (07255180) |
| Financial Management Sciences | (07255191) |
| Human Resource Management | (07255260) |
| * Informatics | (07255200) |
| Internal Auditing | (07255230) |
| International Management | (07255210) |
| * Labour Relations Management | (07255100) |
| Management Accounting | (07255150) |
| * Marketing Management | (07255130) |
| Mathematical Statistics | (07255390) |
| Municipal Administration | (07255270) |
| Public Administration | (07255310) |
| Public Management | (07255290) |
| Recreation and Sport Management | (07255340) |
| Statistics | (07255360) |
| * Taxation | (07255140) |
| * Tourism Management | (07255370) |

Magister Philosophiae in Accounting Sciences

Option in Fraud Risk Management (07255331)

(Mr D du Plessis: Tel. 420-3419)
(danie.duplessis@up.ac.za)

1. Prerequisites for admission to the degree:

An honours degree (or equivalent qualification) in any of the relevant Financial Sciences or an LLB or any other relevant honours degree supported by relevant work experience acceptable to the Head of Department.

Compulsory modules:

Credits

| | | | |
|-----|-----|---|------|
| EBW | 801 | Research Methodology 801 | |
| FRM | 801 | Anti Fraud Programmes 801 | (20) |
| FRM | 802 | Financial Fraud Schemes 802 | (20) |
| FRM | 803 | Legal Framework and The Organization 803 | (20) |
| FRM | 804 | Fraud Investigation Methodologies 804 | (20) |
| FRM | 805 | Electronic Evidence and Risks 805 | (20) |
| FRM | 806 | Money Laundering Detection and Compliance 806 | (20) |
| FRM | 807 | Mini-dissertation 807 | (60) |

The mini-dissertation must be completed within a time period as determined by the Head of the Department.

Assessment: A candidate will be required to submit one research report in each of the modules FRM 801-FRM 806. The research reports will contribute 40% of the final mark for the module.

A candidate will be examined in each of the six modules. A sub-minimum of 40% must be obtained in each examination paper. The examinations will contribute 60% of the final mark. Candidates must obtain an average of 50% for the research reports and examinations in each module.

A minimum mark of 50% must be obtained in the mini-dissertation.

2. Promotion requirements:

- Candidates must obtain at least 60 credits in the first year to register for the second year modules.
- Candidates will not be allowed to register more than twice for the same module.
- Candidates must have completed the module EBW 801 as well as an approved research proposal before he/she will be allowed to register for FRM 807 (Mini-dissertation).
- Candidates may register for a maximum of one outstanding module together with FRM 807 (Mini-dissertation).
- Candidates must pass all modules before the mini-dissertation may be submitted for examination.
- A maximum of four years after first registration will be allowed for the completion of the degree provided that the Dean may, in exceptional cases, and on recommendation of the Head of Department concerned, approve a fixed limited extension of the period of study.

In order to obtain the degree with distinction an average of 75% must be obtained in the modules as well as a minimum of 75% for the mini-dissertation .

3. Presentation method

The duration of the programme is 2 years, and is presented every 2 years (Applications for the new intake of students in 2010 will close on 31 October 2010). The programme is presented by means of the Web and contact sessions. During the period of 2 years, in 6-month intervals, there will be contact sessions of three days each. Attendance of these contact sessions is compulsory.

**Magister Philosophiae in Agricultural Economics
(07255250)**

(Prof J Kirsten: Tel. 420-3248)
(johann.kirsten@up.ac.za)

Admission requirements:

An appropriate three-year bachelor's degree with Statistics on first year level plus an Honour's degree.

Curriculum:

Two-year programme

A minimum of 160 credits are required.

Compulsory modules

| | | |
|---------|--|-------|
| EBW 801 | Research methodology 801 | |
| LEK 898 | Mini-Dissertation 898 | (120) |
| LEK 882 | Institutional and Behavioral Economics 882 | (15) |

Any 3 electives from:

| | | |
|---------|--|------|
| LEK 820 | Agricultural Economics 820 | (15) |
| LEK 814 | Agricultural Economics 814 | (15) |
| LEK 826 | Agricultural Economics 826 | (20) |
| LEK 883 | Agricultural Supply Chain Management 883 | (15) |
| LEK 886 | Agricultural Economics 886 | (15) |
| LEK 887 | Agricultural Economics 887 | (15) |

➤ **Magister Philosophiae in Communication
Management
Dissertation (07255240)
or
Course Work (07255241)**

(Prof G Puth: Tel 420-3395/3816)
(gustav.puth@up.ac.za)

Dissertation (07255240)

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal.

KOB 891 Dissertation 891

The weight of the research component contributes 100% towards the total requirements for the degree.

Prerequisites for admission to the degree:

- An equivalent honours degree with appropriate exposure to communication management. A BTech-degree is not recognised as an equivalent honours degree. Candidates who possess a BTech-degree are welcome to apply but they will be required to complete additional honours modules before their applications will be considered.
- A pass mark for EBW 801 (Research Methodology); and
- The successful defending of a research proposal.

The Head of the Department has the right to prescribe any additional modules on honours level to ensure that the candidate complies with all the requirements. All additional modules serve as prerequisites for acceptance into the degree programme.

The research proposal has to be approved by all relevant committees before the candidate can commence with the dissertation. The candidate will then work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a dissertation according to

Departmental guidelines and regulations. A candidate, before or on submission of the dissertation, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor(s). Submission of the draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice in the appropriate format of his/her intent to submit the dissertation.

Course work (07255241)

Prerequisites for admission to the degree: An equivalent honours degree with appropriate exposure to communication management. A BTech degree is not recognised as an equivalent degree. Candidates who hold a BTech degree are welcome to apply but they will be required to complete additional honours modules before their applications will be considered

Compulsory modules:

| | | |
|-----|-----|--|
| EBW | 801 | Research Methodology 801 |
| BSF | 800 | Management Philosophy 800 |
| KOB | 810 | Communication Management Theory 810 |
| KOB | 811 | Strategic Communication Management 811 |
| KOB | 820 | Communication Management Cases 820 |
| KOB | 824 | Communication Management Themes 824 |
| NME | 811 | Research Process 811 |
| NME | 841 | Research Article 841 |

The weight of the research article for publication contributes 50% towards the total requirements for the degree.

There are no electives and all modules must be passed. The duration of the course is two years. It is being offered on a block week basis with web-based support.

➤ Magister Philosophiae in Economics (07255170)

(Me S Magwaza: Tel. 420 2423)
(sindi.magwaza@up.ac.za)

The MPhil: Economics programme is designed to prepare students to enter into a research-based PhD degree programme in economics. The programme focuses primarily on the core microeconomic and macroeconomic theory principles, as well as the theoretical econometric fundamentals necessary for the student to understand the extant economic literature and to contribute to the international economic debate.

Prerequisites for admission to the degree programme:

Students must have completed an appropriate four-year degree, e.g., BCom(Hons) Economics or BSc Mathematics. Students should have completed modules in Statistics, Econometrics, Mathematics as well as Microeconomics and Macroeconomics. An average of 65% in MIE 780, MEK 780, MIE 780, EKT 713 and EKT 723 (or similar modules) is expected for entry into the programme.

A minimum of 180 credits are required.

| <u>Compulsory Modules</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------------------|----------------|----------------------|
| EKN 812 Microeconomics 812 | (15) | MIE 780, WEK 780 |
| EKT 816 Microeconometrics 816 | (15) | EKT 713, EKT 723 |
| EKN 822 Microeconomics 822 | (15) | EKN 812, EKT 816 |
| EKN 813 Macroeconomics 813 | (15) | MEK 780 |
| EKT 813 Time Series Econometrics 813 | (15) | EKT 713, EKT 723 |
| EKN 823 Macroeconomics 823 | (15) | EKN 813, EKT 813 |
| EKN 895 Mini-dissertation 895 | (90) | EKT 713, EKT 723 |

EBW 801 Research Methodology 801

EBW 801 is a prerequisite for the Mini-dissertation (EKN 895). The module does not carry any credits.

The weight of the Mini-dissertation (EKN 895) contributes 50% towards the total requirements for the degree

➤ **Magister Philosophiae in Entrepreneurship**
(07255180)

(Prof GH Nieman: Tel. 420-3400)
(ghnieman@hakuna.up.ac.za)

The lectures are spread over 3 semesters as set out below. Lectures are scheduled every 3 weeks for 2 days.

First year:

Semester 1:

ENP 821 Introduction to Entrepreneurship 821
ENP 822 Entrepreneurship Theory 822
ENP 823 Creativity and Innovation 823
ENP 824 Small Business Enabling Environment 824
NME 804 Research Methodology 804

Semester 2

ENP 812 Entrepreneurship 812
ENP 814 Small Business Management 814
ENP 815 Development Economics 815
ENP 825 Legal Issues 825

Second year:

Semester 1:

ENP 813 Managing Growth 813
ENP 840 Entrepreneurship 840
ENP 841 Business Development Services 841
ENP 842 International Business 842
ENP 843 Intrapreneurship 843

Semester 2 and later

ENP 870 Mini-dissertation 870

NB: All modules are compulsory. Candidates must pass all the modules, including the mini-dissertation, to qualify for the MPhil degree.

➤ **Magister Philosophiae in Human Resource Management**
(07255260)

(Prof JS Basson: Tel. 420-3431)
(johan.basson@up.ac.za)

Prerequisites for admission to the degree:

- A cognate Honours degree in a relevant field of Human Resource Management or Industrial Psychology as approved by die Head of the Department
- A minimum pass mark of 65% in the Honours degree.
- All applications are subject to a selection process.
- The Head of the Department may, however, set additional admission requirements.

Curriculum

After being selected for the specific degree applied for, students are allowed to register **CONDITIONALLY** for the MPhil (Commerce Special Postgraduate).

The following modules, however, have to be completed successfully before FULL registration take effect.

EBW 801 Research Methodology 801(compulsory module)
 EBW 802 Research Proposal 802

MHB 898 Dissertation: Human Resource Management 898

NB: All modules are compulsory. Candidates must pass all the modules, including the dissertation, to qualify for the MPhil degree.

The MPhil candidate must submit and present a research proposal. The subject EBW 801 will prepare the student in writing a research proposal. A candidate will work under the guidance of a supervisor to develop a detailed research proposal according to Faculty and Departmental guidelines and regulations. The proposal must be presented to the Departmental Postgraduate Committee and must be officially approved by all relevant committees before the candidate can commence with his/her formal research for completion of the dissertation. The candidate will continue his/her research under the guidance of his/her supervisor until the research is completed according to the rules and regulations of the University of Pretoria and Faculty of Economic and Management Sciences.

The submission of a high quality scientific article for publication in a recognised scientific journal is a compulsory condition for the degree to be conferred on the candidate.

The research component contributes 100% towards the total requirement for the degree.

➤ **Magister Philosophiae in Informatics**
(07255200)

(Prof C de Villiers: Tel. 420-3085)
 (informatics@up.ac.za)

Prerequisites for admission to the degree: . The prerequisite for the MPhil is a four-year degree in IT or a B.IT from the University of Pretoria and a number of years' experience in the IT industry working as a software developer or systems/business analyst. An attainment of at least 65% (average of all the modules) for the honours degree (or equivalent) is required.

A minimum of 180 credits are required.

| <u>Compulsory modules</u> | | | <u>Credits</u> | <u>Prerequisites</u> |
|---------------------------|-----|---------------------------------------|----------------|---------------------------|
| INF | 830 | Research Methodology and Proposal 830 | (20) | |
| INF | 833 | Thinking about I.S. Thinking 833 | (20) | |
| INF | 834 | Information Systems Theories 834 | (20) | |
| INF | 895 | Mini-dissertation: Informatics 895 | (100) | INF 830, INF 833, INF 834 |

| <u>Elective modules</u> | | | <u>Credits</u> |
|-------------------------|-----|--|----------------|
| INF | 817 | Capita Selecta 817 | (10) |
| INF | 821 | Systems and Decision Making 821 | (10) |
| INF | 823 | Social Context of Information Technology 823 | (10) |
| INF | 826 | Change Management 826 | (10) |

Candidates may register for a maximum of 2 MIT modules after discussion and approval by the Head of Department.

The mini-dissertation contributes 50% towards the total requirements for the degree.

In order to obtain the degree **with distinction** an average of 75% must be obtained in the modules as well as a sub-minimum of 75% or more for the mini-dissertation.

The Department reserves the right not to present a module if the particular expertise is not available in the Department in that year.

➤ **Magister Philosophiae in Labour Relations**
(07255100)

(Prof JJ de Beer: Tel. 420-3432)
(hannes.debeer@up.ac.za)

Prerequisites for admission to the degree:

- A cognate Honours degree with the main field of study in either Labour Relations or Human Resource Management as approved by die Head of the Department
- A minimum pass mark of 65% in the Honours degree
- At least two years practical experience in either the Labour Relations or Human Resource Management field.
- Labour Law 311 or equivalent module.
- Labour Relations (ABV 320) AND Labour Relations 700 (ABV 700) or equivalent module.
- Human Resource Management on third year level (eg. Training, selection, personnel management)
- All applications are subject to a selection process.
- The Head of the Department may, however, set additional admission requirements.

Curriculum

After being selected for the specific degree applied for, students are allowed to register **CONDITIONALLY** for the MPhil (Commerce Special Postgraduate). The following modules, however, have to be completed successfully before **FULL** registration take effect:

EBW 801 Research Methodology 801 (compulsory module)
EBW 802 Research Proposal 802

ABV 890 Dissertation: Labour Relations 890

NB: All modules are compulsory. Candidates must pass all the modules, including the dissertation, to qualify for the MPhil degree.

The MPhil candidate must submit and present a research proposal. The subject EBW 801 will prepare the student in writing a research proposal. A candidate will work under the guidance of a supervisor to develop a detailed research proposal according to Faculty and Departmental guidelines and regulations. The proposal must be presented to the Departmental Postgraduate Committee and must be officially approved by all relevant committees before the candidate can commence with his/her formal research for completion of the dissertation. The candidate will continue his/her research under the guidance of his/her supervisor until the research is completed according to the rules and regulations of the University of Pretoria and Faculty of Economic and Management Sciences.

The submission of a high quality scientific article for publication in a recognised scientific journal is a compulsory condition for the degree to be conferred on the candidate.

The research component contributes 100% towards the total requirement for the degree.

➤ **Magister Philosophiae in Marketing Management**
Dissertation (07255130)
or
Coursework (07255131)

(Prof G Puth: Tel 420-3395/3816)
(gustav.puth@up.ac.za)

The research degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal.

BEM 891 Dissertation 891

The weight of the research component contributes 100% towards the total requirements for the degree.

Prerequisites for admission to the degree:

- An equivalent honours degree with appropriate exposure to marketing management. A BTech-degree is not recognised as an equivalent honours degree. Candidates who hold a BTech-degree are welcome to apply but they will be required to complete additional honours modules before their applications will be considered.
- A pass mark for EBW 801 (Research Methodology); and
- The successful defending of a research proposal.

The Head of the Department has the right to prescribe any additional modules on honours level to ensure that the candidate complies with all the requirements. All additional modules serve as prerequisites for acceptance into the degree programme.

The research proposal has to be approved by all relevant committees before the candidate can commence with the dissertation. The candidate will then work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a dissertation according to Departmental guidelines and regulations. A candidate, before or on submission of the dissertation, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor(s). Submission of the draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice in the appropriate format of his/her intent to submit the dissertation.

Coursework (07255131)

Prerequisites for admission to the degree:

- An equivalent honours degree with appropriate exposure to marketing management. A BTech degree is not recognised as an equivalent degree. Candidates who hold a BTech degree are welcome to apply but they will be required to complete additional honours modules before their applications will be considered

Compulsory modules:

EBW 801 Research Methodology 801
BSF 800 Management Philosophy 800
BEM 813 Marketing Theory 813
BEM 822 Strategic Issues in Marketing 822
BEM 832 Marketing Cases 832
BEM 882 Marketing Management 882
NME 811 Research Process 811
NME 841 Research Article 841

The weight of the research article for publication contributes 50% towards the total requirements for the degree.

There are no electives and all modules must be passed. The duration of the degree programme is two years. It is being offered on a block week basis with web-based support.

**➤ Magister Philosophiae in Taxation
(07255140)**

*(Prof R Franzsen: Tel 420-5538)
(riel.franzsen@up.ac.za)*

Prerequisites for admission to the degree: A BCom(Honours); LLB (at least a four-year LLB) or any other relevant honours degree supported by relevant work experience acceptable to the Head of Department.

The Head of Department has the right to prescribe any additional modules at honours level to ensure that a candidate complies with all the requirements. All additional modules serve as prerequisite for acceptance into the degree programme.

Year 1

| Coursework modules (95 credits): | | | <u>Credits</u> |
|---|-----|---|----------------|
| EKN | 833 | Public Finance and Economics of Taxation 833 | (10) |
| EKN | 834 | Law and Taxation 834 | (10) |
| EKN | 835 | Comparative Tax Policy and Administration 835 | (15) |
| EKN | 836 | Business Taxation 836 | (15) |
| EKN | 837 | Value-added Taxation 837 | (15) |
| EKN | 838 | Sub-national Taxation 838 | (15) |
| EKN | 839 | Current Issues in Taxation 839 | (15) |

Year 2

| | | | |
|-----|------|--------------------------|------|
| EBW | 801* | Research Methodology 801 | |
| EKN | 895 | Mini-dissertation 895 | (95) |

* EBW 801 is a prerequisite for the mini-dissertation (EKN 895). The module does not carry any credits.

The weight of the mini-dissertation (EKN 895) contributes 50% towards the total requirements for the degree.

➤ **Magister Philosophiae in Tourism Management (07255370)**

(Prof ET Heath: Tel. 420-3349/4000)
(ernie.heath@up.ac.za)

| | | |
|-----|-----|--------------------------|
| EBW | 801 | Research Methodology 801 |
| TBE | 891 | Dissertation 891 |
| NME | 841 | Research Article 841 |

NB: The Head of Department has the right to prescribe any of the following additional modules for a candidate and to register him/her for the *Commerce Special Postgraduate programme* until he/she complies with the requirements.

| | | |
|-----|-----|--|
| TBE | 811 | Strategic Tourism Management 811 |
| TBE | 812 | Transport and Travel Management 812 |
| TBE | 821 | Strategic Destination Marketing 821 |
| TBE | 822 | Strategic Hospitality Management 822 |
| TBE | 823 | Ecotourism Management 823 |
| TBE | 826 | Advanced Management of Attractions, Conferences and Events 826 |

The research component comprises the writing of a dissertation and a draft article for publication. A two page outline proposal has to be submitted to the Head of the Department. Upon approval of the proposal, a supervisor(s) will be appointed. The candidate will work under the guidance of his/her supervisor to develop a detailed research proposal according to the departmental guidelines and regulations. The proposal has to be approved by all relevant committees before the candidate can commence with the dissertation. The candidate will then continue to work under supervision of his/her supervisor to complete the research and to develop and finalise a dissertation according to departmental guidelines and regulations.

Before or on submission of the dissertation, candidates must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the dissertation and be approved by the supervisor. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (dissertation and draft article for publication) contributes 100% towards the total requirements for the degree. All prescribed modules are prerequisites to the dissertation.

DOCTORS DEGREES

IMPORTANT NOTICE:

Student Administration should be informed, in writing, of the intention to submit the dissertation at least 3 months prior to submission for examination.

For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation/thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. See General Regulation G.57.4(f)

For graduation purposes, each successful student must submit a final bound paper copy as well as an electronic copy of the approved dissertation/thesis to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, **before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies**, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. See General Regulation G.57.4(i)

INFORMATION RELATED TO APPLICATION AND REGISTRATION

GENERAL

- (i) An information brochure and application forms are obtainable from the Client Service Centre of the University of Pretoria.
- (i) Prospective candidates must please take note of the admission requirements for their intended field of study.

1. APPLICATIONS

- 1.1 Before an official application for admission is submitted, candidates must first discuss their proposed studies with the relevant Head of Department, who will inform them whether they can be accepted and on what basis. A full academic record* of previous studies must be submitted to the Head of Department.
- 1.2 If a candidate fails any of the exemption assessments, the Head of the Department reserves the right to specify additional course work and to register him/her for the *Commerce Special Postgraduate programme* until he/she has met the specified requirements. It will also offer the candidate the opportunity to liaise with the Head of Department and/or someone nominated by him/her responsible for the research proposal that must be submitted.

2. REGISTRATION

- Registration normally takes place during January and February, on a day, which is published in the registration schedule of the Faculty during December each year.
- All registrations must be finalized before 28 February 2010.
- You may register ***in person or online***. Refer to the paragraphs on Online Registration below.
- Registration forms together with the registration schedule will be posted to successful candidates.
- An initial payment which is determined annually, is payable ***before*** reporting for ***registration***. Please indicate your 8 digit student number clearly on all payments. Proof of payment must be submitted during registration. The payment of an initial payment in respect of tuition fees ***without the submission of a registration form*** does not constitute registration.
- Before the registration form will be accepted by the Faculty's administration, the intended field of study and modules must be filled in and the Head of Department must sign it. A proof of registration will be given to candidates when they submit their registration forms.

ONLINE REGISTRATION

- ***Approved fields of study for Online web registration:*** Online registration only applies to those courses listed at the following web-address: <http://www.up.ac.za/registeronline>
- If you do not have access to Internet facilities, you may report to the Project Laboratory (NWII Building) or the Platinum Laboratory (Informatorium) for online registration during office hours.
- **Online registration opens on 4 January 2010.** If you experience any problems which prevent you from registering, you will have to attend the contact registration sessions.

* *An original academic record, on the letterhead of the relevant institution, which is signed by the Registrar or a deputy empowered to sign it on his/her behalf, is required. If a clear photocopy is also submitted, the Faculty officer will certify such copy so that the candidate may retain the original document*

- Make the necessary payments and determine the applicable modules for which you may register, prior to registering online. Access the University of Pretoria Webpage at <http://www.up.ac.za>, go to the SOS (Students Online Services) portal and select “Registration”. Follow the step by step instructions. Go to “Help” for relevant information.
 - A proof of registration will be sent to the e-mail address recorded on the student system.
3. As soon as the preliminaries mentioned in par 1.2 have been completed, the candidate's registration will, on request, be changed to the appropriate masters or doctor's degree.

NOTE

- | | |
|---|-------------------|
| 1. Fee payable for application for admission | R 200-00 |
| 2. Instalment payable on registration: | |
| ○ Postgraduate students | R3 000-00 |
| ○ Re-registration postgraduate students | R2 000-00 |
| ○ Postgraduate students in residence | R6 250-00 |
| ○ International students | R3 000-00 |
| ○ International students have to pay an additional yearly levy of | R2 000-00. |

(NB: Fees can change without prior notice.)

3. **Information** regarding fees are published in the Student Fees Guide or may be obtained from the Client Service Centre, Tel: (012) 420-3111, (012) 420-5113/4.

III DOCTOR'S DEGREES

(See General Regulations G.45 to G.62)

1. DURATION OF STUDY

Studies must be completed within four years after the first registration for the degree. The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

2. THE EXTENT OF DOCTORAL STUDY (See General Regulations G57 – G59)

Thesis: A candidate for the DCom, DAdmin or PhD degree must submit a thesis on a topic that has been recommended by the Head of Department or the Director of the School and approved by the Dean.

3. EXAMINATION OF THE THESIS/DISSERTATION

- 3.1 A dissertation must be proof of a candidate's ability to work independently and must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.
- 3.2 Sufficient number of bound copies of the thesis/dissertation must be submitted to the Head: Student Administration for examination, after obtaining permission from the supervisor/promoter.
- 3.3 An oral examination chaired by the head of the department during which the candidate is required to do a presentation on the thesis will be scheduled before the degree can be conferred.

4. DRAFT ARTICLE FOR PUBLICATION

General Regulations G.61 stipulates as follows:

"Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student, before or on submission of a dissertation, must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.

The draft or submitted article, as the case may be, should be based on the research that the student has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author.

The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation."

DOCTOR COMMERCII

(See General Regulations G.45 to G.62)

General

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

A candidate must also pass the compulsory module in EBW 801 (Research Methodology) if it has not been completed on Masters level. However, the Dean may, in exceptional cases and with recommendation of the Head of Department concerned, waive this prerequisite.

1. REQUIREMENTS FOR ADMISSION

1.1 Subject to the provisions of General Regulations G.45, G.1.3 and G.62, a candidate is admitted to doctoral studies only if he or she is in possession of an appropriate master's degree. The Head of Department/Director concerned may however, set additional admission requirements.

1.2 Admission requirements for the DCom degree:

- Adequate knowledge of Management-, Financial- and Economic Sciences as well as Statistics as determined by the Head of Department concerned in consultation with the Dean (Also refer to 4.3).
- A pass mark in Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical Statistics deemed adequate by the Head of Department concerned.
- Exemption assessment on preparatory work, as determined by the Head of Department concerned.
- A candidate who has acquired adequate knowledge of these basic modules through other means, may be exempted from the examinations in the prescribed *capita selecta* by the Dean, on the recommendation of the head of department/director.

2. DEGREES, FIELDS OF SPECIALIZATION AND DEGREE CODES

| Field of Study | Degree Code | Thesis code | Examination code |
|---------------------------------|-------------|-------------|------------------|
| DCom | | | |
| Accounting Sciences | 07260042 | RWE 990 | RWE 900 |
| Agricultural Economics | 07260090 | LEK 990 | LEK 900 |
| Business Management | 07260072 | OBS 990 | OBS 900 |
| Communication Management | 07260281 | KOB 990 | KOB 900 |
| Econometrics | 07260011 | EKT 990 | EKT 900 |
| Economics | 07260051 | EKN 990 | EKN 900 |
| * Financial Management Sciences | 07261203 | FIB 990 | FIB 900 |
| * Human Resource Management | 07260142 | MHB 990 | MHB 900 |
| Informatics | 07260172 | INF 990 | INF 900 |
| Internal Auditing | 07260081 | IOK 990 | IOK 900 |
| Marketing Management | 07260021 | BEM 990 | BEM 900 |
| Mathematical Statistics | 07260341 | WST 990 | WST 900 |
| Recreation and Sport Management | 07260251 | RSB 990 | RSB 900 |
| Statistics | 07260061 | STK 990 | STK 900 |
| Tourism Management | 07260242 | TBE 990 | TBE 900 |

* Subject to approval by the Head of Department

DCom with specialization in Business Management (07260072)

EBW 801 Research Methodology 801

OBS 990 Dissertation 990 (Once the research proposal has been defended)

The candidate has to prepare a draft research proposal and send it by e-mail to the Head of the Department (ghnieman@up.ac.za). The proposal has to include the following information: A preliminary title, background to the study and a broad framework of the methodology. The Head of the Department will then respond by sending the candidate comments plus the prescribed template for completion as well as the referencing guidelines.

Once the completed research proposal has been received, the Head of the Department will decide on its relevancy and necessary modifications that have to be made regarding the framework. The candidate will be allowed to register for

Commerce Special Postgraduate (07280001)

EBW 800 Research proposal

The Head of the Department will then allocate a study leader(s). Once the research proposal has been successfully defended at the departmental research committee, the candidate may register for the degree.

➤ DCom with specialization in Communication Management (07260281)

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal.

KOB 990 Thesis: Communication Management 990

The weight of the research component contributes 100% towards the total requirements for the degree.

Prerequisites for admission to the degree:

- An MCom(Communication Management)-degree
- A pass mark for EBW 801 (Research Methodology); and
- A successful defence of a research proposal.

The proposal has to be approved by all relevant committees before the candidate can commence with the thesis. The candidate will then continue to work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a thesis according to Departmental guidelines and regulations. A candidate, before or on submission of the thesis, must submit at least one draft article for publication in a recognised scientific journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor(s). The draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice, in the appropriate format, about his/her intent to submit the thesis.

- **DCom with specialization in Econometrics (07260011)**
and
- **DCom with specialization in Economics (07260051)**

- **DCom with specialization in Econometrics (07260011)**
and
- **DCom with specialization in Economics (07260051)**

The DCom Economics and DCom Econometrics programmes are research degrees, requiring the completion of supervised as well as independent research resulting in peer-reviewed publication.

Prerequisites for admission into the degree:

Applicants must have completed a MCom Economics Degree, as well as modules that are equivalent to EKN 812, EKN 822, EKT 816, EKN 813, EKN 823 and EKT 813. Applicants who do not meet these requirements may be allowed to enrol *provisionally* into the DCom programme and must meet the requirements within the first year. An entrance exam may be used to determine conditions for admission. Applicants who do not meet the entrance requirements may be accepted onto the MPhil Economics programme.

Compulsory Modules

EKT 990 Thesis: Econometrics 995
EBW 801 Research Methodology 801
or
EKN 990 Thesis: Economics 995
EBW 801 Research Methodology 801

Prerequisites

EBW 801 is a prerequisite for the thesis (EKN/EKT 990) and the module does not carry any credits.

The thesis contributes 100% towards the total requirements for the degree.

At least one chapter from the thesis must (at the very least) be submitted for publication before the degree can be awarded. Furthermore, students are expected to defend both their proposal and their final thesis; they are strongly encouraged to present their findings on a continuous basis within the Department's seminar series.

- **DCom with specialization in Marketing Management (07260021)**

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal.

BEM 990 Thesis: Marketing Management 990

The weight of the research component contributes 100% towards the total requirements for the degree.

Prerequisites for admission to the degree:

- An MCom(Marketing Management)-degree
- A pass mark for EBW 801 (Research Methodology); and
- A successful defence of a research proposal before a panel of experts.

The proposal has to be approved by all relevant committees before the candidate commences with the thesis. The candidate will then continue to work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a thesis according to departmental guidelines and regulations. Before or on submission of the thesis, the candidate must submit at least one draft article for publication

in a recognised scientific journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor(s). The draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice, in the appropriate format, about his/her intention to submit the thesis.

➤ **DCom with specialization in Tourism Management (07260242)**

Prerequisites for admission to the degree: A related Masters degree (or equivalent qualification).

| | | |
|-----|-----|--------------------------------|
| EBW | 801 | Research Methodology 801 |
| TBE | 990 | Thesis: Tourism Management 990 |
| NME | 941 | Research Article 941 |

If a candidate fails any of the exemption assessments, the Head of the Department reserves the right to specify additional modules and to register him/her for the *Commerce Special Postgraduate programme* until he/she has met the specified requirements.

The research component comprises the writing of a thesis and a draft article for publication. A two page outline proposal has to be submitted to the Head of the Department. Upon approval of the proposal, a supervisor(s) will be appointed. The candidate will work under the guidance of his/her supervisor to develop a detailed research proposal according to departmental guidelines and regulations. The proposal has to be approved by all relevant committees before the candidate can commence with the thesis. The candidate will then continue to work under supervision of his/her supervisor to complete the research and to develop and finalise a thesis according to departmental guidelines and regulations. A public defence of the final thesis is required as part of the examination process.

Before or on submission of the thesis, the candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor/promoter. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (thesis and draft article for publication) contributes 100% towards the total requirements for the degree.

DOCTOR ADMINISTRATIONIS

(See General Regulations G.45 to G.62)

1. REQUIREMENTS FOR ADMISSION

- 1.1 Subject to the provisions of General Regulations G.45, G.1.3 and G.62, a candidate is admitted to DAdmin only if he or she is in possession of an MAdmin or equivalent degree. The Head of Department/Director concerned may, however, set additional admission requirements.
- 1.2 The requirement of an exemption assessment on preparatory work, as determined by the Head of Department/Director concerned, must be complied with.

2. DEGREES, FIELDS OF SPECIALIZATION AND DEGREE CODES

| Field of Study | Degree Code | Thesis code | Examination code |
|--------------------------|-------------|-------------|------------------|
| <i>DAdmin</i> | | | |
| International Relations | 07261122 | IPL 990 | IPL 900 |
| Municipal Administration | 07261141 | MAD 990 | MAD 900 |
| Public Administration | 07261111 | PAD 990 | PAD 900 |
| Public Management | 07261171 | OBR 990 | OBR 900 |

3. General

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

PHILOSOPHIAE DOCTOR

(See General Regulations G.45 to G.62)

1. REQUIREMENTS FOR ADMISSION

Subject to the provisions of General Regulations G.45 and G.62, an appropriate masters degree is required.

2. FIELDS OF SPECIALIZATION

The PhD degrees are presented in the following fields of study, but only those marked with an * will be presented in 2010:

| | | | |
|---------------------------------|------------|--------------------|-------------------|
| Accounting Sciences | (07267042) | Prof J Oberholster | Tel 420-3761 |
| Agricultural Economics | (07267090) | Prof JF Kirsten | Tel 420-3248 |
| * Business Management | (07267072) | Prof G H Nieman | Tel 420-3400 |
| * Communication Management | (07267281) | Prof G Puth | Tel 420-3395/3816 |
| Econometrics | (07267011) | Me S Magwaza | Tel 420-2423 |
| * Economics | (07267051) | Me S Magwaza | Tel 420-2423 |
| * Entrepreneurship | (07267063) | Prof GH Nieman | Tel 420-3400 |
| * Financial Management Sciences | (07267203) | Prof EJ Oost | Tel 420-3010 |

| | | | |
|---|------------|-------------------|-------------------|
| * Human Resource Management | (07267142) | Ms C Smit | Tel 420-3108 |
| # Option Industrial & Organizational Psychology | (07267143) | Ms C Smit | Tel 420-3108 |
| * Informatics | (07260172) | Prof A Leonard | Tel 420 3375 |
| Internal Auditing | (07267081) | Prof H de Jager | Tel 420-4427 |
| * Labour Relations Management | (07267061) | Ms C Smit | Tel 420-3108 |
| * Marketing Management | (07267041) | Prof G Puth | Tel 420-3395/3816 |
| Mathematical Statistics | (07267341) | Prof NAS Crowther | Tel 420-2523 |
| Municipal Administration | (07267151) | Prof JO Kuye | Tel 420-3334 |
| * Organizational Behaviour | (07267001) | Ms C Smit | Tel 420-3108 |
| Public Administration | (07267111) | Prof JO Kuye | Tel 420-3334 |
| * Public Affairs | (07267021) | Prof JO Kuye | Tel 420-3334 |
| Public Management | (07267171) | Prof JO Kuye | Tel 420-3334 |
| Recreation and Sport Management | (07267251) | Prof AE Goslin | Tel 420-6043 |
| Statistics | (07267291) | Prof NAS Crowther | Tel 420-2523 |
| * Tourism Management | (07267242) | Prof ET Heath | Tel 420-4000 |

3. CURRICULUM

3.1 The PhD degree is conferred by virtue of:

- (i) Modules in one major field of study and at least two supportive fields; and
- (ii) A thesis.
- (iii) A candidate must also pass the compulsory module in Research Methodology (EBW 801) if it has not been completed at master's level. However, the Dean may, in exceptional cases and on the recommendation of the head of department/director concerned, waive this prerequisite.

3.2 The curriculum is compiled in consultation with the head of department/director. The topic of the thesis must be approved by the Postgraduate Committee on recommendation of the head of department/director.

4. DRAFT ARTICLE FOR PUBLICATION

General Regulations G.61 stipulates as follows:

“Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student, before or on submission of a dissertation, must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.

The draft or submitted article, as the case may be, should be based on the research that the student has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author.

The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.”

➔ **PhD with specialization in Business Management**
(07267072)

(Prof G Nieman: Tel. 420-3400)
(ghnieman@up.ac.za)

Prerequisites for admission to the degree:

- 1) A Master's degree of which the core content must be related to one or more of the specialist fields in the Department of Business Management. The Head of Department reserves the right to prescribe additional modules. Candidates without adequate knowledge acceptable to the Head of Department must obtain the relevant knowledge by presenting colloquium papers. This serves as prerequisite for admission to the degree and does not provide any credits.

- 2) Research methodology on 800 level (EBW 801 or NME 804).
- 3) Candidates are subjected to a selection process.

A prospective candidate has to prepare a draft research proposal (minimum 2000 words) and has to send it by e-mail to the Head of the Department of Business Management. The proposal has to include the following information: A preliminary title, background to the study and a broad framework of the methodology. The Head of Department will then respond by sending the candidate comments plus the prescribed template for completion as well as the referencing guidelines.

Once the completed research proposal has been received, the Head of Department will decide on its relevancy and necessary modifications that have to be made regarding the framework. The candidate will be allowed to register for

Commerce Special

EBW 800 Research Proposal 800

The Head of Department will then allocate a study leader(s). Once the research proposal has been successfully defended at the departmental research committee, the candidate may register for the degree.

The following subjects must be done on a seminar basis:

EBW 801 Research Methodology 801
OBS 910 Business Management 910

Candidates must prepare an academic article for publication in a recognized academic journal. The article should cover a topic in business management. This article must be presented and defended at the Departmental Research Committee.

and

any **two** of the following

OBS 911 Leadership 911
OBS 912 Strategy 912
OBS 913 International Business Management 913
OBS 914 Supply Chain Management 914
OBS 915 E-commerce 915

The curriculum must be compiled in consultation with the Head of the Department. The Head of Department reserves the right to expect the candidate to register for the *Commerce Special Postgraduate programme* until he/she has met the specified requirements

i) Thesis

OBS 995 Thesis: Business Management 995

The candidate will complete his/her research under the guidance of his/her supervisor, and submit the thesis as soon as it complies with the regulations of the University. A public defence of the thesis and an article for publication is part of the prerequisites of completing the degree. The research component (thesis and concept article for publication) contributes 100% towards the total requirement for the degree.

➤ **PhD with specialization in Communication Management
(07267281)**

**(Prof G Puth: Tel 420-3395/3816)
(gustav.puth@up.ac.za)**

The degree comprises the writing of a dissertation and a draft article for publication in a recognised scientific journal.

KOB 995 Thesis: Communication Management 995

The weight of the research component (thesis and draft article for publication) contributes 100% towards the total requirement for the degree. All prescribed modules are prerequisites for the thesis.

The curriculum must be compiled in consultation with the Head of Department and he/she has the right to prescribe any additional modules. The major module (one) and related supportive modules (two) may be selected from the following and/or any other relevant modules not listed here:

| | | |
|-----|-----|---|
| BSF | 901 | Management Philosophy 901 |
| EBW | 801 | Research Methodology 801 |
| IKO | 901 | International Communications 901 |
| ITC | 901 | Internet Marketing and Communication 901 |
| KOB | 901 | Corporate Communication Management 901 |
| KOB | 902 | Strategic Communication Management 902 |
| KOB | 903 | Development Communication 903 |
| KOB | 904 | Business and Administrative Communication 904 |

Prerequisites for admission to the degree:

- A research-based master's-degree with specialization in a recognized area of marketing management. *(An MBA-degree is not recognized as equivalent to a research-based master's-degree. Candidates who possess an MBA-degree may apply for entry into the MCom- or MPhil-(Communication Management)-degree programmes).*
- A pass mark for EBW 801 (Research Methodology); and
- A successful defence of a research proposal before a panel of experts.

The proposal has to be approved by all relevant committees before the candidate can commence with the thesis. The candidate will then continue to work under supervision of his/her supervisor(s) to complete the research and to develop and finalise a thesis according to Departmental guidelines and regulations. A candidate, before or on submission of the thesis, must submit at least one draft article for publication in a recognised scientific journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor(s). The draft article is a requirement for the degree to be conferred on the candidate. The candidate has to give advance notice, in the appropriate format, about his/her intent to submit the thesis.

Prerequisites for admission to the degree: A Masters degree with appropriate exposure to communication sciences.

EBW 801 Research Methodology 801

The curriculum must be compiled in consultation with the Head of Department and he/she has the right to prescribe any additional modules.

The major module (one) and related supportive fields (two) can be selected from the following and/or any other relevant modules not listed here:

If a candidate fails any of the exemption assessments, the Head of the Department reserves the right to specify additional modules and to register him/her for the *Commerce Special Postgraduate programme (EBW 900)* until he/she has met the specified requirements.

The research component comprises the writing of a thesis and a draft article for publication. A two-page outline proposal has to be submitted to the Head of the Department. Upon approval of the proposal, a supervisor(s) will be appointed. The candidate will work under the guidance of his/her supervisor to develop a detailed research proposal according to the Departmental guidelines. The proposal has to be approved by all relevant committees before the candidate can commence with the thesis. The candidate will then continue to work under supervision of his/her supervisor to complete the research and to develop and finalise a thesis according to Departmental guidelines and regulations. A public defence of the final thesis is required as part of the examination process.

A candidate, before or on submission of the thesis, must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor/promoter. The draft article is a necessary condition for the degree to be conferred on the candidate.

The weight of the research component (thesis and draft article for publication) contributes 100% towards the total requirement for the degree (thesis 80%, article 20%). All prescribed modules are prerequisites for the thesis.

➤ **PhD with specialization in Econometrics (07267011)**

and

➤ **PhD with specialization in Economics (07267051)**

The PhD Economics and PhD Econometrics programmes are research degrees, requiring the completion of supervised as well as independent research resulting in peer-reviewed publication.

Prerequisites for admission into the degree:

Applicants must have completed the equivalent of the MPhil Economics degree, which covers EKN 812, EKN 822, EKT 816, EKN 813, EKN 823 and EKT 813. Applicants not complying with these requirements may be allowed to enrol *provisionally* for the PhD programme and must meet the requirements within the first year. An entrance exam may be used to determine the conditions for admission. Applicants who do not meet the entrance requirements may be accepted into the MPhil Economics programme.

Compulsory Modules

Prerequisites

EKT 995 Thesis: Econometrics 995
EBW 801 Research Methodology 801
or
EKN 995 Thesis: Economics 995
EBW 801 Research Methodology 801

EBW 801 is a prerequisite for the thesis (EKN/EKT 995) and the module does not carry any credits.

The thesis contributes 100% towards the total requirements for the degree.

At least one chapter from the thesis must (at the very least) be submitted for publication before the degree can be awarded. Furthermore, students are expected to defend both their proposal and their final thesis; they are strongly encouraged to present their findings on a continuous basis within the Department's seminar series.

➤ PhD with specialization in Entrepreneurship (07267063)

This is the final step for the candidate specializing in Entrepreneurship. It is also an option for a candidate with any masters degree who wishes to do a doctorate in Entrepreneurship.

(a) Minimum admission requirements

- (i) A master's degree; as well as
- (ii) The following modules from the MPhil in Entrepreneurship:

| | | | |
|-----|-----|-------------------------------------|-----|
| ENP | 821 | Introduction to Entrepreneurship | 821 |
| ENP | 822 | Entrepreneurship Theory | 822 |
| ENP | 823 | Creativity and Innovation | 823 |
| ENP | 824 | Small Business Enabling Environment | 824 |
| NME | 804 | Research Methodology | 804 |

(iii) Internet Access

- (iv) Exemption will be considered for ENP 821 for any candidate who has completed a module in Entrepreneurship at honours or masters degree level if the content is similar to an extent.

(b) Course content

Thesis

ENP 995 Thesis: Entrepreneurship 995

Fundamental modules:

Select *any two topics* from the following:

| | | | |
|-----|-----|----------------------------------|-----|
| ENP | 951 | Entrepreneurial Characteristics | 951 |
| ENP | 952 | Entrepreneurial Process | 952 |
| ENP | 953 | Entrepreneurial Motivation | 953 |
| ENP | 954 | Window of Opportunity | 954 |
| ENP | 955 | Entrepreneurship Theory | 955 |
| ENP | 956 | Business Plans | 956 |
| ENP | 957 | Ethical Entrepreneurship | 957 |
| ENP | 958 | Barriers to Entrepreneurship | 958 |
| ENP | 959 | Venture Capital for New Ventures | 959 |
| ENP | 960 | Creativity and Innovation | 960 |
| ENP | 962 | New Venture Growth | 962 |
| ENP | 963 | New Venture Failure | 963 |

Supportive modules (Select any two):

| | | | |
|-----|-----|--|-----|
| ENP | 964 | Small Business Management | 964 |
| ENP | 965 | Small Business Counseling and Mentoring | 965 |
| ENP | 966 | Franchising | 966 |
| ENP | 967 | Female Entrepreneurs | 967 |
| ENP | 968 | Business Buy-out | 968 |
| ENP | 969 | Home Based Business | 969 |
| ENP | 971 | Networking | 971 |
| ENP | 972 | Role Models in Entrepreneurship | 972 |
| ENP | 973 | SMME Enabling Environment | 973 |
| ENP | 974 | Entrepreneurship in Economic Development | 974 |
| ENP | 975 | Strategic Management for SMMEs | 975 |
| ENP | 976 | Growth Strategies | 976 |
| ENP | 977 | Entrepreneurship Education and Training | 977 |

| | | |
|-----|-----|---|
| ENP | 978 | Informal Sector 978 |
| ENP | 979 | Intrapreneurship (Corporate Entrepreneurship) 979 |
| ENP | 981 | Family Business 981 |
| ENP | 982 | Legal Aspects for New Ventures 982 |
| ENP | 983 | Forms of Business 983 |
| ENP | 984 | International Entrepreneurship 984 |

(c) Course duration and presentation

The modules and thesis must be completed within four years. The major and supportive modules will be done by means of a combination of limited contact with an appointed tutor for each topic and distance education. Candidates must have access to the Internet for research and self-study.

➤ PhD with specialization in Financial Management Sciences (07267203)

(a) Minimum admission requirements

- (i) Relevant master's degree (or equivalent qualification of which the core content must be related to the field of Financial Management).
- (ii) The Head of Department reserves the right to prescribe additional modules. Candidates without adequate knowledge acceptable to the Head of Department, must obtain the relevant knowledge by attending colloquiums. This field serves as prerequisite for admission to the degree and does not provide any credits.
- (iii) Candidates are subjected to a selection process.

(b) Course Content

| | | |
|-----|-----|---|
| EBW | 801 | Research Methodology 801 |
| FBS | 995 | Thesis: Financial Management Sciences 995 |
| FBS | 901 | Financial Management 901 |
| FBS | 902 | Capita Selecta 902 |

The curriculum must be compiled in consultation with the Head of the Department. The Head of Department reserves the right to expect the candidate to register for the *Commerce Special Postgraduate programme* until he/she has met the specified requirements

Before registration a candidate must submit a research proposal of approximately 1 000 words to the postgraduate committee of the Department. If the research proposal is officially approved, the candidate will be allowed to register and a supervisor will be appointed. The candidate will work under the guidance of his/her supervisor until the research is completed according to the rules and regulations of the University.

A public defence of the thesis and an article for publication to a recognized accredited journal is part of the prerequisites of completing the degree. The research component (thesis and concept article for publication) contributes 100% towards the total requirement for the degree.

➤ PhD with specialization in Human Resource Management (07267142)

The PhD with specialization in Human Resource Management will only be offered when sufficient resources are available within the Department of Human Resource Management.

(a) Minimum admission requirements

- (i) A SABPP accredited masters degree in Human Resource Management or an HPCSA accredited masters degree in Industrial and Organizational Psychology.

- (ii) A minimum pass mark of 65% in the master's degree.
- (iii) All applications are subject to a selection process.
- (iv) The Head of the Department may, however, set additional admission requirements.

Curriculum

A minimum of 360 credits must be obtained.

EBW 901 Research Proposal MHB 901
 MHB 995 Thesis: Human Resource Management 995

Before registration for the PhD degree, a candidate must submit and present a research proposal. The research component comprises a thesis and a research article for publication. A candidate will work under the guidance of a promoter to develop a detailed research proposal according to departmental guidelines and regulations. The proposal must be presented to the Departmental PhD committee and must be officially approved by all relevant committees before the candidate can commence with his/her research. The candidate will continue his/her research under the guidance of his/her promoter until the research is completed according to the rules and regulations of the University. A public defence of the final thesis is compulsory and forms part of the final examination. Furthermore, a research article based on the candidate's research must be submitted for publication to a recognized accredited journal. The article is a compulsory condition for the degree to be conferred on the candidate. The research component contributes 100% towards the total requirement for the degree

➤ PhD with an option in Industrial and Organizational Psychology (072670143)

The PhD option in Industrial and Organizational Psychology will only be offered when sufficient resources are available within the Department of Human Resource Management.

Minimum admission requirements

- (i) An HPCSA accredited masters Industrial and Organizational Psychology or a SABPP accredited masters degree in Human Resource Management.
- (ii) A minimum mark of 65% for the master's degree.
- (iii) All applications are subject to a selection process.
- (iv) The Head of Department concerned may, however, set additional admission requirements.

Curriculum

A minimum of 360 credits must be obtained.

EBW 901 Research Proposal MHB 901
 BDO 995 Thesis: Industrial and Organizational Psychology 995

Before registration for the PhD degree, a candidate must submit and present a research proposal. A candidate will work under the guidance of a promoter to develop a detailed research proposal according to departmental guidelines and regulations. The proposal must be presented to the Departmental PhD committee and must be officially approved by all relevant committees before the candidate can commence with his/her research. The candidate will continue his/her research under the guidance of his/her promoter until the research is completed according to the rules and regulations of the University. A public defence of the final thesis is compulsory and forms part of the final examination. Furthermore, a research article based on the candidate's research must be submitted for publication to a recognized accredited journal. The article is a compulsory condition for

the degree to be conferred on the candidate. The research component contributes 100% towards the total requirement for the degree.

➤ **PhD with specialization in Informatics (07267172)**

Important: Students will only be allowed to register for the PhD in Informatics if the department of Informatics has the necessary expertise and the candidate comply with all the prerequisites as described below.

Prerequisites:

If you have not done INF823 / INF830 / INF833 during your master's degree, you must first enrol for the Fundamentals of Informatics Research (FIR) programme (code: 12280002). You will have to pass the course with an average of at least 65% in order to be considered for the PhD programme. **However, note that acquisition of the required 65% average for these modules does not automatically ensure admittance to the PhD programme.** This will depend on the acceptance of your research proposal by the Post Graduate Committee of the Department of Informatics.

Before registering for FIR, you have to submit a research proposal (3 to 5 pages). This proposal will be considered by the Post Graduate Committee of the Department of Informatics in terms of feasibility and the availability of expertise. If the proposal is acceptable, you may register for FIR.

In module INF830 you will develop a detailed proposal. Once you have passed FIR (with 65% average) a supervisor will be appointed and you will be informed by the PhD-coordinator of the Informatics Department. You will then be allowed to register for the PhD and be entitled to receive study guidance from the appointed study leader.

The FIR courses are available only in the first semester. They consist of the following modules:

INF 833 Thinking about IS thinking 833
INF 823 Social context of information technology 823
INF 830 Research methodology and proposal 830

Note, if you fail one of these preparatory modules, or do not meet the 65% average, you will not be allowed to enrol for the PhD, or to repeat any of the above-mentioned modules.

➤ **PhD with specialization in Labour Relations Management (07267061)**

** The PhD in Labour Relations management will only be offered when sufficient resources are available within the Department of Human Resource Management.*

(a) Minimum admission requirements

- (i) An accredited masters degree of which the core content is related to Labour Relations Management.
- (ii) A minimum mark of 65% average in the master's degree.
- (iii) All applications are subjected to a selection process.
- (iv) The Head of the Department may, however, set additional admission requirements.

Curriculum

A minimum of 360 credits must be obtained.

EBW 901 Research Proposal MHB 901
ABV 990 Thesis: Labour Relations Management 990

Before registration for the PhD, a candidate must submit and present a research proposal. A candidate will work under the guidance of a promoter to develop a detailed research proposal according to departmental guidelines and regulations. The proposal must be presented to the Departmental PhD committee and must be officially approved by all relevant committees before the candidate can commence with his/her research. The candidate will continue his/her research under the guidance of his/her promoter until the research is completed according to the rules and regulations of the University. A public defence of the final thesis is compulsory and forms part of the final examination. Furthermore, a research article based on the candidate's research must be submitted for publication to a recognized accredited journal. The article is a compulsory condition for the degree to be conferred on the candidate. The research component contributes 100% towards the total requirement for the degree

➤ **PhD with specialization in Marketing Management (07267041)**

Prerequisites for admission to the degree:

- (i) A B-degree with specialization in marketing up to final year level;
- (ii) A research-based magister-degree with a clear specialisation in a recognised application area of marketing management.

All applicants who meet the above prerequisites will enroll for the Post-graduate Commerce Special-programme that consists of:

- EBW 801 (Research Proposal) and a successful defense of a research proposal before a panel of experts.
- The Head of Department may prescribe any additional modules that will serve as preparation before the student is finally accepted into the PhD-programme. The major modules may be selected from the following and/or any other relevant modules not listed here:
 - BEM 913 Contemporary Marketing Issues 913;
 - BEM 914 Strategic Marketing Management 914; and/or
 - BEM 915 Capita Selecta: Marketing Management 915

After successfully adhering to the above requirements the student will be admitted to the **PhD with specialization in Marketing Management that consists of the following:**

BEM 995 Thesis: Marketing Management 995

The weight of the research component contributes 100% towards the total requirements for the degree.

The research component consists of the thesis and draft article for publication in a recognised scientific journal. The draft article is a necessary condition for the degree to be conferred on the candidate.

➤ **PhD with specialization in Organizational Behavior (07267001)**

Minimum admission requirements

- (i) An accredited masters degree in Human Resource Management, Industrial and Organizational Psychology, Management Sciences or another cognate masters degree as approved by the head of the department.
- (ii) A minimum mark of 65% average in master's degree..
- (iii) All applications are subjected to a selection process.
- (iv) The Head of the Department may, however, set additional admission requirements.

Curriculum

A minimum of 360 credits must be obtained.

ORG 990 Thesis: Organizational Behaviour 990

The research component comprises a thesis and a research article for publication. Before registration for the PhD degree, a candidate must submit and present a research proposal. A candidate will work under the guidance of a promoter to develop a detailed research proposal according to departmental guidelines and regulations. The proposal must be presented to the Departmental PhD committee and must be officially approved by all relevant committees before the candidate can commence with his/her research. The candidate will continue his/her research under the guidance of his/her promoter until the research is completed according to the rules and regulations of the University. A public defence of the final thesis is compulsory and forms part of the final examination. Furthermore, a research article based on the candidate's research must be submitted for publication to a recognized accredited journal. The article is a compulsory condition for the degree to be conferred on the candidate. The research component contributes 100% towards the total requirement for the degree

➤ PhD with specialization in Public Affairs (07267021)

The PhD in Public Affairs is an internationally esteemed research-based programme, which comprise of three parts. **Parts 1 and 2** take the form of compulsory seminars where the candidates have to attend, participate and submit assignments. The intent with the seminars is to establish a focus (during the foundation phase of the programme) for research into the proposed topic of the thesis (**part 3**). A candidate should submit to the School of Public Management and Administration Proposals Committee, an extensive Research Proposal indicating the intended research topic and associated methodology before the thesis topic will be registered and a supervisor allocated. After submission of the thesis for final (internal and external evaluation) a candidate should also subject to a public defense of the research thesis. Before the degree may be conferred, the candidate should provide proof that an article emanating from the thesis research process (related to the thesis topic) was submitted for publication to an accredited academic journal.

Part I: Compulsory modules (seminars)

| | |
|---------|--|
| EBW 801 | Research Methodology 801 |
| CGI 980 | Co-operative Governance and Intergovernmental Relations 980 |
| PAD 981 | Leadership, Governance and Public Policy 981 |
| PEC 981 | Public Sector Economics and Financial Management 981 |
| PUH 980 | Public Human Resource Management 980 |
| RMQ 980 | Research Methods and Quantitative Analysis/Econometrics 980 |
| TPM 980 | Theories and Practices of Public Administration and Management 980 |

Part II: Comprehensive modules (seminars)

A candidate should **select two** from one of the following areas of specialization after successful completion of the compulsory modules:

| | |
|---------|--|
| INA 980 | International Management 980 |
| PAD 980 | Policy Analysis 980 |
| PHD 910 | Public Sector Finance 910 |
| PHD 911 | Intergovernmental Relations 911 |
| PHD 912 | Local Government Management and Administration 912 |
| PHD 913 | Public Management and Administration 913 |
| PHD 914 | Electronic Government 914 |
| PHD 915 | Environmental Management and Sustainable Development 915 |
| PHD 916 | NEPAD and the African Union: Governance Perspectives 916 |

PHD 917 Environmental Justice and Ethics 917
POD 980 Policy Analysis and Development 980

Each field of specialization will comprise of two modules. Other fields may be developed, but must be approved by the PhD Committee.

Part III:

PAD 990 Thesis: Public Affairs 990

➤ **PhD with specialization in Tourism Management
(07267242)**

Prerequisites for admission to the degree: a related master's degree (or equivalent qualification).

EBW 801 Research Methodology 801
TBE 995 Thesis: Tourism Management 995
NME 941 Research Article 941

The Head of Department reserves the right to prescribe any of the following additional modules for a candidate or to expect him/her to register for the *Commerce Special Postgraduate programme* until he/she has met the specified requirements.

TBE 971 Strategic Tourism Management 971
TBE 973 Advanced Destination Marketing Management 973
TBE 974 Environmental and Ecotourism Management 974
TBE 975 Transport and Tourism Distribution 975

The research component comprises the writing of a thesis and a draft article for publication. A two page outline proposal has to be submitted to the Postgraduate Programme Manager. Upon approval of the proposal, a supervisor(s) will be appointed. The candidate will work under the guidance of his/her supervisor to develop a detailed research proposal according to the departmental guidelines and regulations. The proposal has to be approved by all relevant committees before the candidate can commence with the thesis. The candidate will then continue to work under supervision of his/her supervisor to complete the research and to develop and finalise a thesis according to departmental guidelines and regulations. A public defence of the final thesis is required as part of the examination process.

Before or on submission of the thesis, the candidate must submit at least one draft article for publication in a recognised academic journal. The draft article should be based on the research the candidate has conducted for the thesis and be approved by the supervisor/promoter. The draft article is a necessary condition for the degree to be conferred on the candidate.

The research component (thesis and draft article for publication) contributes 100% towards the total requirement for the degree. All prescribed modules are a prerequisite for the thesis.

An approved module from other programmes in other faculties can also be included with the consent from the Head of the Department of Tourism Management and the Head of the other Department concerned.

ANNEXURES

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

SUBMISSION OF DISSERTATION/THESIS

ADMINISTRATIVE GUIDELINES FOR MASTER AND DOCTORAL CANDIDATES

1. Registration must be renewed at faculty administration every year. A candidate is only registered once faculty administration has processed the registration form and a proof of registration is issued to him/her. (*Payment of an instalment, class- or registration fee does not serve as registration*)
2. A research proposal for Master and Doctoral candidates must be prepared for approval and acceptance by the Head of Department. (Guidelines for the preparation thereof is available at the department.)
3. Registration of the title must take place during the first year of registration
4. **Before submission of the thesis an electronic copy must be submitted to the Supervisor**
5. Advise faculty administration in writing **THREE** months prior to submission

CHECKLIST FOR SUBMISSION FOR EXAMINATION

| | |
|--------------------------|--|
| <input type="checkbox"/> | Topic already registered |
| <input type="checkbox"/> | 3 Months notice of intention to submit (EBW 11/07) |
| <input type="checkbox"/> | R50 electronic handling fee paid |
| <input type="checkbox"/> | Submission form for dissertation/thesis(EBW 13/621) |
| <input type="checkbox"/> | Separate Title Page |
| <input type="checkbox"/> | Electronic English Summary (maximum 350 words) |
| <input type="checkbox"/> | 1 Provisionally bound copy for each examiner and supervisor |
| <input type="checkbox"/> | A draft article for publication to a recognised academic journal |

ONLY DOCTORAL CANDIDATES

| | |
|--------------------------|--|
| <input type="checkbox"/> | Publish Abstract agreement |
| <input type="checkbox"/> | Electronic version of Curriculum Vitae |
| <input type="checkbox"/> | Date scheduled for oral examination |

FINAL SUBMISSION (AFTER EXAMINATION) 6 WEEKS BEFORE CEREMONY

| | |
|--------------------------|--|
| <input type="checkbox"/> | 1 Bound copy for the Library and amount required by Supervisor |
| <input type="checkbox"/> | UpeTD form and CD in Word and PDF format |

UNIVERSITY OF PRETORIA
FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

SUBMISSION OF A THESIS OR DISSERTATION
(Please refer to General Regulations G57 to G61)

1. Your thesis/dissertation must be handed in at Student Administration.
2. When submitting your thesis/dissertation please bring the following documents with you:
 - 2.1 One copy of your thesis/dissertation for each of the following: Supervisor/Leader, Co-supervisor/Co-leader (if applicable) and external examiner(s).
Two further copies (one bound and one electronic copy for the Academic Information Service in word and PDF format). These two copies may be submitted after the final result is made known (but not later than one month preceding the graduation ceremony.) However, it is not to be recommended since this could cause a delay in the date on which you fulfil the requirements for the degree.
 - 2.2 A submission form - EBW13/621- on which the supervisor/leader declares:
 - 2.2.1 that he approves of the submission of the dissertation (Reg G57.3(c)) or the thesis, and
 - 2.2.2 that you have submitted at least one article for publication to a recognized journal (Reg G61).
 - 2.2.3 On the same form you must sign a declaration that your thesis/dissertation has not been submitted previously for a degree at another university (Reg G57.3 (d)).
Electronic handling fee is R50-00 and must be paid at the Student Accounts section before submitting your thesis/dissertation.
 - 2.3 A completed D-PAO (Doctoral Thesis - Publish Abstract only) form obtainable from the Faculty's Administration (Please do not fill in "effective date", "date degree awarded" and "Abstract Reprints").
 - 2.4 A separate summary of your thesis in English (a maximum of 350 words) approved by your supervisor, as well as a separate title page in English (Reg G59.1 (b)).
 - 2.5 Doctoral candidates must submit curriculum vitae drawn up in conjunction with and signed by the supervisor, to the Faculty's Administration together with the thesis.
The first paragraph must include the following information and may not exceed 70 words:
 - 2.5.1 Full names and surname
 - 2.5.2 Place of birth
 - 2.5.3 School where you matriculated
 - 2.5.4 Post-matriculation qualifications: Where obtained etc.
 - 2.5.5 Academic career, publications etc.
 - 2.5.6 In the last paragraph of ± 100 words the supervisor must mention: (paragraph begins with the words: In his/her thesis, entitled:
.....
 - 2.5.6.1 the importance of the project;
 - 2.5.6.2 the contribution it will make towards the field of study and research; and
 - 2.5.6.3 special methods used in the research, if any, as well as details thereof.
3. Technical editing of the thesis/dissertation
Please note the contents of General Regulation G58.
4. Please make an appointment with the Faculty's Administration (Tel. 420-3322) at least 7 working days prior to submission of your thesis.

UNIVERSITY OF PRETORIA
FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
SUBMISSION FORM FOR DISSERTATION/THESIS

| |
|---|
| RECEIPT: R50 FOR ELECTRONIC HANDLING FEE |
|---|

NB: THIS FORM MUST BE SUBMITTED TOGETHER WITH THE COPIES OF THE DISSERTATION/THESIS FOR THE EXAMINERS TO THE STUDENT ADMINISTRATION OF THE FACULTY CONCERNED.

TITLE (circle): Prof / Dr / Mr / Mrs / Miss

STUDENT NUMBER:

SURNAME:

FIRST NAMES:

HOME/POSTAL ADDRESS:

POSTAL CODE:

TEL: **CELL NO:**

WORK ADDRESS: **POSTAL CODE:**

TEL: **CELL NO:**

DETAILS OF DISSERTATION/THESIS

DEGREE: **DEPARTMENT:**

LEADER/SUPERVISOR: **CO-LEADER/CO-SUPERVISOR:**

TITLE OF DISSERTATION/THESIS: (exactly as approved by the Postgraduate Committee: including capital letters, small letters and punctuation):

.....

.....

STATEMENT THAT MUST BE SIGNED BY CANDIDATE

- i) I, (surname and initials) declare that the dissertation/thesis, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at another university.
- ii) **Declaration regarding plagiarism:**
- a) I understand what plagiarism entails and am aware of the University's policy in this regard.
 - b) I declare that this dissertation/thesis is my own, original work. Where someone else's work was used (whether from a printed source, the Internet or any other source) due acknowledgement was given and reference was made according to departmental or faculty requirements.
 - c) I did not copy and paste any information directly from an electronic source (e.g. a web page, electronic journal article or CD-ROM) into this document.
 - d) I did not make use of another student's previous work and submitted it as my own.
 - e) I did not make use of a 'ghost-writer' to compile the written dissertation/thesis on my behalf.
- iii) I confirm that I understand that the research is the intellectual property of the University of Pretoria.
- iv) I am aware that, should the dissertation/thesis be accepted, I must submit the additional bound copies at the Faculty Administration as required by the relevant regulations before **15 February** for the Autumn Graduation Ceremony and before **15 July** for the Spring Graduation Ceremony, and that the degree will not be conferred if this requirement is not fulfilled.

SIGNATURE: **DATE:**

} **STAMP OF THE COMMISSIONER OF OATHS**

STATEMENT BY SUPERVISOR /CO-SUPERVISOR

I declare that I hereby approve that may submit his/her dissertation/thesis for examination.

The co-supervisor has agreed to the submission.

SIGNATURE (Co-supervisor): **DATE:**

SIGNATURE: (Supervisor): **DATE:**

Doctoral Dissertations

PUBLISH ABSTRACT ONLY

AGREEMENT

Abstract No. _____

INDICATE YOUR APPROVAL OF THIS AGREEMENT BY SIGNING ITEM #11

PERSONAL DATA (Please type or print)

1. Full name

_____ (last)
 _____ (first) _____ (middle)

2. Year of birth _____

3. Country of citizenship _____

4. Present mailing address _____

Future mailing address _____

Effective date ____ Telephone number (____) _____

DO NOT WRITE IN THIS SPACE

Vol/Issue _____

School Code _____

Advisor _____

DOCTORAL DEGREE DATA

5. Full name of university conferring degree

6. Abbreviation for degree awarded _____ 7. Date degree awarded _____

TITLE/SUBJECT DATA

8. **Attach a copy of your dissertation title page and abstract to this Agreement Form.**

9. Subject Category for your dissertation. Enter 4-digit code from list on opposite side.

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Date _____

SUPERVISOR/CANDIDATE AGREEMENT
POSTGRADUATE
FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

“The more you write, the easier it gets. Tiny bits of writing add up to a lot of writing. The longer you leave it unwritten, the worse the task becomes.” (Delamont, et al)

1. INTRODUCTION

The purpose of this document is to provide guidelines on how to establish a working relationship with your supervisor. The document explains the role and functions of both a candidate and a supervisor. It highlights the main responsibilities of a supervisor and also outlines a number of principles that the candidate should consider when interacting with a supervisor. This service is provided to registered post graduate candidates ONLY.

Different supervisors have different styles or approaches when it comes to guiding a study. Communicate with your supervisor early in the research process to clarify what he/she expects from you and how he/she prefers to interact with you.

It is crucial that the candidate schedules all appointments in advance to see the supervisor. Appointments should be scheduled telephonically or via e-mail and should preferably be confirmed. Remember that the supervisor has other academic, professional and personal responsibilities and may therefore, not be able to see a candidate on short notice (i.e. just before a submission deadline) or after hours. It is vital that the candidate stay in contact with his/her supervisor on a monthly basis as a supervisor may terminate the registration of a candidate after six months of no contact.

It is important that you properly prepare yourself for every meeting with your supervisor and **DO NOT** arrive late for a meeting. A supervisor may refuse to assist you if you are not properly prepared.

Please refer to the official regulations (G57 – G61) stipulated in the “General Information and Regulations” guide of the University of Pretoria for related information and other Faculty related regulations and guidelines.

2. GENERAL PRINCIPLES

The research project will be completed within the time frames allowed for postgraduate study and could be scheduled along the following lines:

- 2.1 The candidate will submit a time-chart which provides the layout of the thesis/dissertation as well as a proposed schedule (project plan).
- 2.2 Unless otherwise arranged, there will be fixed monthly meetings between the candidate and the supervisor. More frequent appointments may be made by the candidate as the need arises. These meetings will be arranged by the candidate (the onus is on the candidate to make an appointment).
- 2.3 The following roles are clarified:
 - i) The candidate will ensure that all submitted work is written in an acceptable standard of English or Afrikaans. It is not the supervisor’s duty to do “*rough editing*” and (s)he will merely concentrate on contents and structure.
 - ii) The candidate understands the consequences of plagiarism and fraud, and agrees to ensure that this is prevented at all times.
 - iii) An ethical statement will be included in the research proposal, which provides indemnity for the candidate, the supervisors and the institutions involved.
- 2.4 All work submitted by the candidate will be returned within a reasonable time (maximum turnover of one month) by the supervisor, accompanied by written comments on the manuscript as well as separate general comments. Any revisions suggested by the supervisor should be re-

submitted by the candidate to the supervisor within one calendar month (along with the copy of the previous manuscript where comments were made by the supervisor).

- 2.5 Work is submitted chapter by chapter and a list of all chapters should be provided before the submission of any chapter. Double-spacing should be used for word-processing.
- 2.6 As the project nears completion the candidate will submit the following:
- i) A first draft of the complete manuscript which has been proofread and peer-edited before submission. The supervisor reserves the right to suggest changes, even major ones at this stage, as this is the first opportunity (s)he will have had to develop a total perspective.
 - ii) A sufficient number of bound copies of the final edited draft should be submitted to the Head: Student Administration for examination purposes (Reg. G57.4) and must be accompanied by the following:
 - a) a declaration by the candidate that the project is his/her own original work;
 - b) a declaration by a language editor that the standard of the language is acceptable and that language editing was done on the whole manuscript.

This draft is examined and the oral defence is based on it.

- iii) After corrections and adjustments of all examiners' comments, a final bound version should be submitted to the Head: Student Administration at least six weeks before the degree is conferred. The number of copies of this final format should be confirmed by the candidate with Student Administration.
- 2.7 An examination panel (internal and external examiner/s) will be appointed by the postgraduate committee in consultation with the Head of Department concerned. The Head of Department in consultation with the leader will arrange for the oral defence, which will be regarded as a final quality assurance to complete the examination of the dissertation/thesis. All examiners' reports will be submitted to the chairperson of the examination board.
- 2.8 The supervisor may exercise the right to arrange a public defence to which subject matter experts may be invited. The oral defence may include a presentation by the candidate where the results of the research project are disseminated and where questions may be put to the candidate. The panel of examiners will lead the questions, and the candidate can be expected to complete the presentation, lead the discussion and answer questions. The format and logistical arrangements of this presentation would be organised by the supervisor and candidate per department.
- 2.9 The candidate must submit a draft article for publication as joint author with the supervisor in an accredited/subsidised journal for dissertations and for a thesis must submit a proof of submission to an accredited/subsidised journal (G. 61).
- 2.10 The intellectual property rights of the outcome of the research will be determined by the agreement that the student has with the University of Pretoria and which is in line with the policy of the University of Pretoria.

3. CONCLUSION

Supervisors are generally keen to assist candidates with their research projects. Most supervisors will go out of their way to help if they see that a candidate is keen and enthusiastic. Unfortunately, candidates often have unrealistic expectations about the role of a supervisor and make unrealistic demands. Communicate with your supervisor early in the research process to understand how (s)he approaches study guidance. Also bear in mind that the research you will be conducting is your responsibility and not that of your supervisor. Ultimately, the candidate has to demonstrate his/her

research competence in order to be awarded a degree.

References:

Postgraduate Portfolio, Centre for Higher and Adult Education.
Kotze, T. Working with your study leader.

SIGNED

LEADER: DATE:

STUDENT: DATE:

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
CHANNEL OF COMMUNICATION FOR STUDENT PROBLEMS

Election of a Class representative (Coursework Candidates)

It is expected from the class to elect a Class Representative by the second meeting but not later than the end of February (for first semester) and August (second semester). This person will act as the spokesperson of the group and act as liaison between the lecturers and candidates. The person's name and contact numbers must be given to the Course Coordinator/Responsible lecturer as well as the Head of Department.

Procedure

If you have a problem about any matter, the following procedure must be followed:

Step 1: Discuss with Class Representative/Lecturer/Supervisor

If a candidate has an academic-related problem he/she must discuss it with the Class Representative. The Class Representative must determine whether it is a general problem or an individual problem, and discuss it firstly with the particular lecturer offering the particular course without reference to the person from where the problem emanated. If it is not subject or course related, the matter must be taken up with the supervisor.

The basic procedure calls for candidates to exhaust each step before proceeding to the next level with a problem. Do not take short cuts or eliminate a person or step in seeking a solution.

Step 2: Discuss with the Course Coordinator/Lecturer

If you are not satisfied with the outcome, you and the Class representative must take up the matter with the Course Coordinator/Lecturer and a meeting will be scheduled if necessary. If the Course Coordinator is the person involved, it must be taken up with the relevant Head of Department.

Step 3: Discuss with Head of Department/Chairperson of School

If you are not satisfied with the result of discussions in steps 1 and 2, contact the Head of Department, or the Chairperson of the School. If the Head of Department or Chairperson of the School is the person involved, it must be taken up with the Head: Student Administration.

Step 4: Discuss with Student Administration

In the event of the problem not being solved after the discussion with the Chairperson of the School, the complainant may refer the matter to Student Administration. Steps 5 to 7 will be the sequence of actions if the complaint has not been solved by this stage. If Student Administration is involved, it must be taken up with the Dean.

Step 5: Discuss with Dean**Step 6: Refer to Dean of Students****Step 7: Refer to appropriate Principal**

The Principal will make a decision on this matter.

General conduct expected from candidates

1. It is important that candidates take note of the procedures set out in the study guide or by lecturers in class or even e-mail notices.
2. Candidates must read the “Manual Discipline and Disciplinary Measures (Candidates)” at: <http://www.up.ac.za/services/registrar/intranet/reg0065>
3. It is important that you study the General Rules and Regulations pertaining to your course/ degree as many problems are the result of candidates not being aware of these requirements.

GLOSSARY: DESCRIPTION OF ROLES

Candidate:

Enrolled student at the University of Pretoria

Class Representative:

Person appointed by the class of a certain module/s to coordinate information, feedback and to represent the class

Lecturer:

Person offering the lecture in a certain module/s

Course coordinator:

Person coordinating a certain module/s

Head of Department:

Person at the head of the department

Chairperson of School:

The Chairs of the following four Schools in the Faculty: Economic Sciences; Management Sciences; Financial Sciences and Public Management and Administration

Student Administration:

Faculty administration on Level 1 and 2 of EMS building

Dean:

The Dean of the Faculty of Economic and Management Sciences

Dean of students:

The Dean that oversees all student affairs at the University

Principal:

The person in Top Management of the University responsible for the Faculty of Economic and Management Sciences

COMMUNICATION CHANNEL

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

| | |
|-----------------------|------------------|
| Name of student:..... | Student No:..... |
| Contact number:..... | Date:..... |
| Degree:..... | Lecturer:..... |

Problems experienced:

.....
.....
.....
.....

Signature:.....

Date:.....

Class Representative/Lecturer/Supervisor:

Decision:.....
.....
.....

Signature:.....

Date:.....

Course Coordinator:

Decision:.....
.....
.....

Signature:.....

Date:.....

HOD/Chairperson of School:

Decision:.....
.....
.....

Signature:.....

Date:.....

Head: Student Administration

Discuss with Dean

Dean of students

Appropriate principal

V. DISSERTATIONS AND THESIS

G.57 GENERAL

1. Approval of topic and title

- (a) Applications for approval of a topic and title, as well as changes of titles, are submitted to the relevant Postgraduate Committee, on recommendation of the relevant head of the department.
- (b) The Postgraduate Committee considers the applications and either approves them or refers them back to the head of the department.
- (c) In the event of a dispute between the head of the department and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.
- (d) The titles of theses/dissertations are submitted to the faculty board for notification.

2. Non-disclosure of the contents of a study

- (a) Where part or all of the contents of the study must remain confidential, the supervisor will be required to submit an application to the Postgraduate Committee setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
- (b) The Postgraduate Committee considers the recommendation and either approves it or refers it back to the supervisor.
- (c) In the event of a dispute between the supervisor and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.

3. Designation of supervisors or co-supervisors

- (a) The Postgraduate Committee, on the recommendation of the head of the department concerned, designates a supervisor and/or co-supervisor from within the faculty for a particular candidate. Should the Postgraduate Committee refuse to confirm the recommendation by the head of department, the matter is referred to the dean for a final decision.
- (b) A person designated as supervisor, should hold the necessary qualifications and have the appropriate stature and experience to supervise postgraduate candidates.
- (c) A person designated as supervisor, must be appointed to an academic position in the University, unless adequate justification can be submitted to the committee as to why an external person should be designated.
- (d) On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the Postgraduate Committee concerned, and after consultation with the head of the department, for a period of not longer than two years after retirement or resignation, still act as supervisor for the student for which he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation/thesis. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for which he or she was appointed as supervisor, a new supervisor is appointed as stipulated in G.57.3(a) to (c).
- (e) The designation of supervisors and co-supervisors is submitted to the faculty board for notification.

4. Preparation and submission of the dissertation or thesis

- (a) The supervisor has the responsibility to ensure that the dissertation/thesis is properly prepared by the student.
- (b) A dissertation/thesis can only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may appeal to the Postgraduate Committee. The Postgraduate Committee may allow the dissertation/thesis to be submitted for examination or turn down the appeal. The decision of the Postgraduate Committee is final.
- (c) A dissertation/thesis is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.

- (d) On submission of the dissertation/thesis the student should also submit a written statement by the supervisor or chairperson of the Postgraduate Committee, where applicable, approving submission of the dissertation/ thesis.
- (e) A student for the master's degree/doctorate, on submission of the dissertation/thesis, has to declare the following before a Commissioner of Oaths: "I declare that the dissertation/thesis, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- (f) For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation/thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the dissertation/thesis in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved dissertation/thesis is presented to the examiners in bound format or electronic format.
- (g) Should the supervisor deem it to be appropriate, an electronic copy of the dissertation/thesis must be submitted to the Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The Postgraduate Committee in consultation with the dean may determine whether the electronic copies should be submitted instead of or in addition to the paper copies.
- (h) If a dissertation/thesis is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.
- (i) In addition to the copies mentioned in G.57.4(f), each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation/thesis to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies.

5. Progress reports

- (a) The supervisor reports once a year in writing to the head of department on the progress of his/her candidate.
- (b) The head of department annually submits a report to the Postgraduate Committee on the progress of all of the postgraduate students in the department.
- (c) Once a year the Postgraduate Committee submits a general report on postgraduate matters to the faculty board.

6. Intellectual property

- (a) All rights in regard to intellectual property that is produced by a student during his/her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his/her parents or guardians at registration. This stipulation applies *inter alia* where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- (b) A student and the University may conclude an agreement regarding the publication of a mini-dissertation , a dissertation, thesis and/or any article, as contemplated in G.61. Should the copyright of the mini-dissertation , dissertation, thesis and/or article be the only exploitable intellectual property that arises from such mini-dissertation , dissertation, thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- (c) In the absence of any agreement as contemplated in G.57.6(b), the University has the right to

reproduce and/or publish, in any manner it may deem fit, the mini-dissertation, dissertation, thesis and/or article as contemplated in G.61, and to distribute such reproduction.

- (d) On publication of the mini-dissertation, dissertation, thesis or any article as contemplated in G.61, or an adaptation thereof, it should be stated that it emanates from a bachelor's/ master's/doctoral study at the University. The name of the supervisor/promoter and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- (e) The above should be read in conjunction with the Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

G.58 TECHNICAL EDITING OF THE DISSERTATION AND THESIS

- 1. Subject to exceptions that have to be approved in writing by the dean, in consultation with the supervisor, the technical editing of a dissertation/ thesis should comply with the following requirements:

1.1 Title page

The title page of the copies of the dissertation/thesis submitted should contain the following:

- (a) (The full title of the dissertation/thesis)
- by
- (b) (Full name of the student).....
- (c) Submitted in partial fulfilment of the requirements for the degree
- or
- Submitted in fulfilment of the requirements for the degree.....
- in the Faculty of, University of Pretoria
- (d) (Year and date of submission)

1.2 Format and cover

The dissertation/thesis should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the dissertation/thesis and the name of the student are printed. The name of the student and the year of submission of the dissertation/thesis should appear on the spine of each bound copy.

G.59 SYNOPSIS OF THE DISSERTATION AND THESIS

- 1.
 - (a) A summary of the dissertation/thesis in English of not more than 500 words should be compiled and included by the student in each bound copy of the dissertation/thesis.
 - (b) In addition to the summary in G.59.1(a), an abstract, in English, of the doctoral thesis (350 words), as well as a copy of the title page in English, should be submitted together with the examination copies of the thesis.
 - (c) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the dissertation/thesis.
- 2. The title of the abstract referred to in G.59.1(b) contains the following:
 - (a) (The full title of the thesis)
 - by
 - (b) (Full name of the student)
 - (c) Supervisor
 - Co-supervisor
 - (d) Department
 - (e) Degree for which the thesis is submitted
- 3. The student submits the summary of the dissertation, and the summary and abstract of the

thesis for approval by the supervisor before final presentation thereof.

G.60 EVALUATION OF THE DISSERTATION AND THESIS

1. Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation/thesis at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The Postgraduate Committee appoints the examination panel for a particular candidate subject to the provisions of regulation G.60.1(c).
- (c) The supervisor in consultation with the head of the department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee appoints examiners in the following manner:
 - (i) For dissertations: At least one internal examiner and at least one external examiner from outside the University.
 - (ii) For theses: At least one internal examiner, at least two external examiners from outside the University, of whom at least one must preferably be from outside South Africa and at least two substitute examiners for purposes of attending the oral examination as provided for in G.60.4(e)(ii).
- (d) The supervisor should be an internal examiner.
- (e) An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
- (f) External examiners must be from different institutions.
- (g) A summary of the dissertation/thesis in English of not more than 500 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
- (h) As soon as a potential examiner has accepted his appointment as examiner, he/she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.

2. Identity of members of the examination panel

- (a) The identity of the examiners, other than the internal examiners, may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the Postgraduate Committee.
- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

3. Criteria for evaluation

- (a) A dissertation must be proof of a candidate's ability to work independently.
- (b) A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.
- (c) A dissertation/thesis is also evaluated on the following and should otherwise also comply with the requirements stipulated by faculties:
 - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
 - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
 - (iii) editing and use of language;
 - (iv) technical finish and layout which must meet the requirements set by faculties; and
 - (v) whether the dissertation/thesis or parts thereof is publishable.
- (d) If a dissertation has been rejected in terms of regulation G.60.4(d)(v), the student may submit an amended version or another dissertation within two years, and in such a case the student must bear the full cost of the examination.

- (e) A student is allowed to submit a thesis that has been rejected only once in amended form, and in such a case, he or she must bear the full cost of the examination.

4. Examiners' reports

- (a) Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.
- (b) Every report has to contain one of the following recommendations, namely:
- (i) that the degree be conferred without any changes to be made by the candidate to the dissertation/thesis;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation/thesis by the candidate, to the satisfaction of the head of the department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation/thesis to the satisfaction of the examination panel;
 - (iv) that the dissertation/thesis does not meet the required standard, but that the candidate be invited to review the dissertation/thesis and to resubmit the dissertation/thesis at a later stage for re-examination;
 - (v) that the dissertation/thesis be rejected and that the candidate does not pass;
 - (vi) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
 - (vii) in addition to the above in the case of dissertations, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and at least 75% as a pass with distinction.
- (c) The reports are made available to the head of the department by the Head: Student Administration.
- (d) In the case of a dissertation, the supervisor and the head of the department review the examiners' reports and submit a consolidated report with one of the following recommendations to the Postgraduate Committee:
- (i) that the degree be conferred;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the head of the department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
 - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
 - (v) that the dissertation be rejected and that the degree is not conferred on the candidate;
 - (vi) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
 - (vii) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and 75% as a pass with distinction.
- (e) (i) In the case of a thesis, the examiners' recommendations made in terms of G.60.4(b) are preliminary in nature and subject to the successful completion of an oral examination by the candidate as provided for in G.60.4(e)(ii)–(iv) below, or such recommendations are treated as provided for in G.60.4(f) below, as the case may be.
- (ii) The supervisor arranges an oral examination chaired by the head of the department during which the candidate is required to do a presentation on the thesis. The examiners appointed in terms of G.60.1 constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed in terms of G.60.1 to act as a member of the examination commission.
- (iii) The supervisor in consultation with the head of the department makes the relevant section(s) of the examiners' reports available to the candidate in accordance with G.60.5(c) beforehand in order for the necessary changes to be made to the thesis before the presentation.
- (iv) After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the head of the department to consider the success of the candidate's representation, to review all the examiners' reports and to submit a

consolidated report with one of the following recommendations to the Postgraduate Committee:

–that the degree be conferred;

–that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination;

–that the thesis be rejected and that the degree not be conferred on the candidate.

- (f) In the case of a thesis, where all the examiners recommended in terms of G.60.4(b)(v) that the thesis be rejected, the supervisor and the head of the department review the examiners' reports and submit a consolidated report to the Postgraduate Committee.

5. Treatment of examiners' reports

- (a) Under no circumstances shall any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the Postgraduate Committee and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the dissertation/thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of the department in order for the necessary changes to be made to the dissertation/thesis.

6. Finalisation of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of the department in consultation with the supervisor, submits a report to the Postgraduate Committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of the department, appoints an additional external examiner who has international standing in the field of research to evaluate the dissertation and report to the Postgraduate Committee on the matter.
- (c) The Postgraduate Committee, after considering all the reports (including the report mentioned in G.60.6.(b)) makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the recommendations as indicated in G.60.4(d) or (e)(iv). The recommendation, together with all relevant documentation, is submitted to the dean.
- (d) Should the dean concur with the recommendation, he/she takes a decision accordingly.
- (e) Should the dean not concur with the recommendation, he/she consults with the Postgraduate Committee. For purposes of this meeting, the dean becomes a member of the Postgraduate Committee and also acts as chair of the Postgraduate Committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
- (f) After a decision on the result of the dissertation/thesis has been reached as indicated in G.60.6(d) or (e), the Head: Student Administration has to
- (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
 - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process;
 - (iii) inform the candidate, the supervisor, the co-supervisor and the head of the department of the final result.

G.61 ARTICLE FOR PUBLICATION

Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student, before or on submission of a dissertation, must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.

The draft or submitted article, as the case may be, should be based on the research that the student has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author.

The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.

SYLLABI IN ALPHABETICAL ORDER ACCORDING TO MODULE CODE

ABV 700 (LABOUR RELATIONS 700)

- Systems approach to labour relations.
- Contemporary environment variables:
- Economical:
- Economic systems and labour relations;
- RDP initiatives;
- Foreign and local markets;
- Creating jobs;
- Social:
- RDP principles;
- Social contracts;
- Political:
- Constitution;
- Affirmative Action;
- Review of legislation and its current effect on labour relations.
- Advanced Labour Relations practices;
- General Human Resources practices and unfair discrimination;
- Handling of grievances;
- Discipline;
- Retrenchment.

BBG 700 (INDUSTRIAL COUNSELLING AND GROUP DYNAMICS 700)

- Introduction to Group dynamics
- Leadership and group functioning
- Methods of group decision-making
- Setting of group objectives
- Occurrence of conflict and controversy in groups
- Coping with conflict of group interests
- Group utilisation in problem solving and decision-making
- Group development and socialisation
- Theory regarding negotiations
- How to negotiate
- The characteristics of the negotiator
- Techniques and strategies in negotiating
- The negotiation relationship

BED 700 (MANAGEMENT OF DIVERSITY 700)

- The extent of diversity
- Paradigm shifts in the development of the historically disadvantaged employees.
- Organisation effectiveness by means of Management of Diversity
- Awareness and acceptance of unique and similar characteristics.
- Female employees; Indian employees; Employees with disabilities; Homosexual employees; Eurocentric employees; Afrocentric employees.
- Unique cultural values.
- Preparing the organisation for diversity management.
- Phasing in of historically disadvantaged employees in the organisation.
- Employment Equity Legislation.
- Compiling and maintaining an Employment Equity Plan.
- Maintaining a diversity climate.
- Monitoring and evaluating the diversity management process.

BEL 701 (TAXATION 701)

- Analysis of the tax legislation.
- Gross income.

- General deductions.
- Specific deductions.
- Capital allowances.

BEL 760 (TAXATION 760)

- Introduction to Taxation
- E-filing
- Type of enterprises
- Registrations
- Returns
- Employees tax – 4th Schedule
- Employees tax – Service Co and Labour Brokers
- Provisional tax
- Allowances and deductions
- Fringe Benefits
- Retirement funds
- VAT
- Tax avoidance
- Objections and appeals
- E-Commerce

BEL 770 (TAXATION 770)

- Interpretation of statutes
- Gross income
- Exempt income
- Capital gains tax
- General deductions
- Specific deductions and allowances
- Inventory
- Interest deduction
- Assessed losses/Ring fencing
- Farmers

BEL 780 (TAXATION 780)

- Tax policy, law and administration
- Constitutional and legal environment
- Fiscal decentralisation
- Proper environment for local taxation
- Provincial and local taxation
- Property rates
- Transfer duty
- Donations tax
- Estate duty introduction
- Limited real rights and taxation
- Trusts, donations tax and transfer duty
- Law of property and taxation
- Law of contract and taxation
- Valuation of property for tax purposes
- Business entities and taxation
- Short-term insurance and taxation

BEL 790 (TAXATION 790)

- Research Methodology

BEL 873 (TAXATION 873)

- Interpretation of tax legislation
- Gross income

- Gen deductions
- Specific deductions and allowances Assessed losses
- Objections
- Appeals
- Rules of the court

BEL 874 (TAXATION 874)

- Introduction to international tax
- Double tax agreements (DTA)
- Jurisdiction to tax
- Permanent establishment
- Transfer pricing and Thin capitalisation
- Controlled foreign companies
- Tax havens and intermediate companies
- Companies and dividends
- Relief measures

BKM 780 (BUSINESS AND ADMINISTRATIVE COMMUNICATION 780)

The overall objective of the course is to acquaint the learner with the most important business communication aspects that a manager will have to be familiar with in the business environment.

- The specific objectives of the course are to:
 - Discuss the building blocks of effective communication messages in business
 - Learn how to compose letters and memos in the business environment
 - Examine the role of interpersonal and group communication in the business environment
 - Learn how to plan, propose and write reports
 - Make public presentations
 - Write job résumés and examine the realm of job interviews

BLB 701 (INVESTMENT MANAGEMENT 701)

- Practical applications of Investment Management to the South African Market:
- Alternative investments
- Quantitative methods
- Economics
- Financial reporting and analysis
- Equity Investments

BLB 702 (INVESTMENT MANAGEMENT 702)

- Practical applications of Investment Management to the South African Market:
- Professional and Ethical Standards
- Advanced portfolio management strategies
- Performance Presentation Standards
- Portfolio Management and Wealth Planning
- Fixed Income

BLB 780 (INVESTMENT MANAGEMENT 780)

- Value, return and risk.
- Financial markets and instruments.
- Fundamental analysis and investment alternatives.
- Technical analysis of investment alternatives.
- Functioning of the Security Exchange with the emphasis on the South African situation.
- Investment in fixed income securities.
- Modern portfolio theory.
- Optimal portfolio composition and management.
- Portfolio performance evaluation.

BVD 780 (MARKETING OF SERVICES 780)

Marketing of services gives the student an opportunity to study a speciality area of marketing, which has become a necessity in the South African marketing world.

The course aims at studying important concepts of the basic theory of marketing of services with specific reference to the practical use thereof in the daily business situation. In addition the student is given the opportunity to apply the speciality area of marketing of services in practice and is simultaneously exposed to the latest developments in marketing of services.

Topics which will be handled include the difference between products and services, the expanded marketing services mix, the philosophy of service quality and the measuring of quality service.

Evaluation is in the format of short seminars within group context, progress tests, and assignments.

DBM 780 (DIRECT MARKETING 780)

Direct Marketing exposes students to the dynamic field of direct marketing in a very practical manner.

The objective is to offer an integrated perspective of this discipline combined with different approaches and analytical techniques for developing, executing and evaluating direct marketing programmes and strategies. Focus will be placed on the principles of direct marketing, managerial decision variables, direct marketing offers and creative, direct marketing media, testing, database marketing, customer relationship marketing and the fulfillment process.

Guest speakers from industry form the main knowledge base for this subject. Evaluation includes a combination of tests, creative briefs and/or seminars as well as a real-life practical project to provide students with the opportunity to master the theory and put it into practice.

EBW 801 (RESEARCH METHODOLOGY 801)

The following broad themes are covered:

- An overview of the research process to be followed and the outcomes required of postgraduate students
- Foundational skills for postgraduate students
- What is research?
- What is a theory and how can I ensure that my study makes a clear theoretical contribution?
- An overview of the structure of a research proposal
- Identifying and evaluating possible research topics
- Delineating the scope of a study
- Writing a literature review
- Choosing an appropriate inquiry strategy (research approach) for a study
- Writing the research design and methods section of a research proposal

EKN 804 (INTERNATIONAL TRADE 804)

Evidence over the last fifty years has shown that trade remains the engine for growth and development across the world and for almost each individual country. This course comprises a thorough analysis of international trade with an emphasis on trade theory, growth and development. It exposes students to the critical issues that policymakers grapple with on a day-to-day basis (WTO issues) and extends the international trade theory to policy-making. Furthermore, an understanding of the circumstances within which international trade policy is made in developing countries with particular reference to South Africa.

EKN 812 (MICRO-ECONOMICS 812)

The course will first expose students to knowledge related to how individual consumers and firms behave under a very strict set of circumstances. Toward the end of the semester, the course will then begin to examine Behaviour under less strict assumptions. The course covers in detail, firm Behaviour, consumer Behaviour, general equilibrium, Behaviour under uncertainty and risk, strategic Behaviour, information, game theory and to a lesser extent, the interaction between the government and the individual.

EKN 813 (MACROECONOMICS 813)

The basic framework for this course will be infinitely-lived Dynamic Stochastic and Non-Stochastic Macro Models in both Discrete and Continuous time-frame. Overlapping Generation models will also be used to deal with certain topics. Topics include: (1) The Lucas Critique, (2) Growth Models, (3) Expectations, (4) Business Cycles, (5) Basics of a New-Keynesian Business Cycle Model, and (6) Overlapping Generations Models

EKT 814 (ECONOMETRICS 814)

In this course, “panel data” refers to the pooling of observations on a cross-section of countries, households, firms, etc. over a number of time periods. We use panel data techniques for example to control for individual heterogeneity or to study the dynamics of adjustment. Panel data allows for more informative results, more variability, more degrees of freedom and more efficiency. This course focuses on statistical theory and empirical estimation, interpretation and evaluation of economic relationships, within a panel data context. The course covers both techniques applicable to stationary and non-stationary panel data sets, and begins with an introduction to one-way error component models (either including individual-specific or period-specific (time) effects), followed by two-way error component models (including individual-specific and time effects simultaneously). Estimation techniques include fixed effects (LSDV or “Within” estimation) and random effects estimation. Hypothesis testing includes tests for poolability (pooled vs. individual regressions), tests for fixed effects, random effects, and specification (exogeneity of the X-regressors). It also includes various tests for serial correlation and heteroscedasticity and the correction thereof. The section on stationary panel data techniques concludes with a discussion of seemingly unrelated regression (SUR) models. In the non-stationary panel data section we discuss unit root testing in the panel context, estimation of non-stationary panels and tests for co integration.

EKN 816 (MONETARY ECONOMICS AND BANKING 816)

This course presents an advanced treatment of critical topics in monetary economics and the models economists use to investigate the interactions between real and monetary factors. It provides extensive coverage of general equilibrium (DSGE) models, models of the short-run real effects of monetary policy, and game-theoretic approaches to monetary policy. Among the topics covered are models of time consistency, monetary policy operating procedures, and interest rates and monetary policy.

Throughout, this course focuses on the implications of interest rate control for monetary policy. The course is designed for advanced graduate students in monetary economics, economic researchers, and economists working in policy institutions and central banks.

The course includes discussions of empirical evidence on the new Keynesian model, inflation forecast targeting models, optimal policies in forward-looking models, stability and the Taylor principle, and open economy new Keynesian models. It explicitly treats policy analysis in new Keynesian models and their underlying DSGE foundations for both a closed economy, a small open economy and a two-country world economy; the discussion includes the derivation of the policy objective function, optimal commitment and discretionary outcome, targeting rules, and instrument rules.

EKN 822 (MICROECONOMICS 822)

This module is a 30 credit module that meets a minimum of two days per week for 14 weeks over one semester. The module is devoted to microeconomic theory, and the relevant econometric theory needed to apply that theory to data that is readily available. Students will be expected to read a broad selection of published papers, learn about recent advances in both theory and econometrics, and start writing their own microeconomic research. Students will be graded through coursework and tests, as well as on their research.

EKN 823 (MACROECONOMICS 823)

This module is a 30 credit module that meets a minimum of two days per week for 14 weeks over one semester. The module is devoted to macroeconomic theory, and the relevant econometric theory needed to apply that theory to data that is readily available. Students will be expected to read a broad

selection of published papers, learn about recent advances in both theory and econometrics, and start writing their own macroeconomic research. Students will be graded through coursework and tests, as well as on their research.

EKN 833 (PUBLIC FINANCE AND ECONOMICS OF TAXATION 833)

This module will review and analyse the impact of tax systems and different tax instruments on the allocation and mobilisation of resources, economic stability and growth, as well as the distribution of income and wealth, as well as the appropriate role and design of different taxes.

EKN 834 (LAW AND TAXATION 834)

This module will cover taxation in the context of constitutional and administrative law, procedural law, an appropriate constitutional and legal environment for a well-functioning tax system, as well as the theoretical and practical aspects of drafting and interpreting tax legislation.

EKN 835 (COMPARATIVE TAX POLICY AND ADMINISTRATION 835)

Tax policy issues (e.g. tax incentives, voluntary compliance) in developed and developing countries, with an emphasis on these issues in an African context, will be considered. will also discuss how country-specific circumstances may impact on tax policy and tax reform. Also to be considered is a broad range of issues essential to the administration of a modern tax system. Among the topics to be discussed in the area of tax administration are the relationship between tax policy and tax administration, information technology, audit and investigation, dealing with corruption, dealing with avoidance and evasion, objection and appeal procedures, e-government, and taxpayer rights.

EKN 836 (BUSINESS TAXATION 836)

This module deals with the theoretical and practical aspects of taxing small, medium and large businesses in the context of developing countries in Africa – especially focusing on the income tax issues raised by taxing business income.

EKN 837 (VALUE-ADDED TAXATION 837)

Globally value-added (VAT) has become the most important tax instrument to tax consumption. An examination of fundamental issues in designing and implementing a VAT system is therefore essential. This module will deal with the economic, legal, administrative and inter-jurisdictional aspects of VAT. The application of VAT to the provision of various types of goods (e.g. real estate) and services (e.g. financial services and insurance) will be covered.

EKN 838 (SUB-NATIONAL TAXATION 838)

This module will deal with the policy and practical considerations of administrative and fiscal decentralization, appropriate sources of revenue for sub-national government, property taxation, sub-national budgeting and financial management, as well as sub-national tax administration and revenue enhancement.

EKN 839.(CURRENT ISSUES IN TAXATION 839)

Selected topical issues in the areas of tax policy, tax administration and tax governance, such as international taxation and tax treaties, taxation and development, tax analysis and aspects of revenue forecasting will be considered.

EKT 713 (ECONOMETRICS 713)

An introductory yet comprehensive course in econometrics, encompassing an in-depth examination of elementary statistics and regression analysis. This includes the fundamentals of simple and multiple regression analyses, as well as estimation, inference and hypothesis testing. Considerable attention is devoted to practical applications on current economic issues and examples drawn from the applied economic literature.

EKT 720 (ECONOMETRICS 720)

Regression analysis is extended to:
Simultaneous equations
Logit modeling from first principles

Ridge regression
Non linear regression
Multi-regression
MARS, CART, LDA and k-nearest neighbour methods
Bootstrap procedures

EKT 723 (ECONOMETRICS 723)

An advanced course in econometrics that goes beyond elementary statistics and regression analysis. This includes in-depth analyses of the theory and application of stationarity, unit roots and co integration in single equations. In addition to this, the concepts of qualitative analysis, cross-sectional modelling and simultaneous-equation modelling are dealt with.

EKT 814 (ECONOMETRICS 814)

In this course, “panel data” refers to the pooling of observations on a cross-section of countries, households, firms, etc. over a number of time periods. We use panel data techniques for example to control for individual heterogeneity or to study the dynamics of adjustment. Panel data allows for more informative results, more variability, more degrees of freedom and more efficiency. This course focuses on statistical theory and empirical estimation, interpretation and evaluation of economic relationships, within a panel data context. The course covers both techniques applicable to stationary and non-stationary panel data sets, and begins with an introduction to one-way error component models (either including individual-specific or period-specific (time) effects), followed by two-way error component models (including individual-specific and time effects simultaneously). Estimation techniques include fixed effects (LSDV or “Within” estimation) and random effects estimation. Hypothesis testing includes tests for poolability (pooled vs. individual regressions), tests for fixed effects, random effects, and specification (exogeneity of the X-regressors). It also includes various tests for serial correlation and heteroscedasticity and the correction thereof. The section on stationary panel data techniques concludes with a discussion of seemingly unrelated regression (SUR) models. In the non-stationary panel data section we discuss unit root testing in the panel context, estimation of non-stationary panels and tests for cointegration.

ENP 812 (ENTREPRENEURSHIP: THE BUSINESS PLAN 812)

- Idea Generation and Business Start-up
- The Business Plan – preparation, evaluation
- The financial aspects as part of the business plan
 - Break-even analysis
 - Financial statements
 - Budget
- What potential financiers look for in business plans
 - Business partners
 - Venture capitalists
 - Commercial banks

ENP 813 (MANAGING GROWTH 813)

- The need for growth ventures
- Managing entrepreneurial growth
- Types of growth
- Managing the venture life-cycle
- Growth strategies and methods
- Financing growth: Venture capital
- Financing growth: IPO's

ENP 814 (SMALL BUSINESS MANAGEMENT 814)

- Business management principles
- Difference between entrepreneurial ventures and small business
- Understanding small business

- Managing the small business
- Managing the micro business
- Managing the family business
- Marketing and supply chain
- Social responsibility, networking and legal aspects

ENP 821 (INTRODUCTION TO ENTREPRENEURSHIP 821)

- The need for entrepreneurship
- Characteristics and traits of entrepreneurs
- Impetus for entrepreneurship
- Difference between small and entrepreneurial ventures
- The entrepreneurial process
- Ideas vs Opportunities
- The Window of Opportunity
- Market research and target markets
- The Business Plan

ENP 822 (ENTREPRENEURSHIP THEORY 822)

- History, where does entrepreneurship come from
- The economists (Cantillon, Say, Schumpeter); The entrepreneurial behaviourists (Weber, Henry, McClelland); The historians (Cole, Belshaw, Livesey); The management scientists (Drucker, Mintzberg); The entrepreneurial specialists (Timmons, Gartner, Welsh, Brockhaus, Filion);
- Defining entrepreneurship – Analyzing the concept
- Key theories relevant for the entrepreneur –
- Resource based view, Real options theory, Transaction cost theory, Resource munificence theory, Threat-rigidity theory, Confirmation bias, Escalation of commitment bias, Self serving bias, Prospect theory, Regulatory focus bias, Prospect theory, Metacognition, reflection, tacit vs explicit knowledge, Prototype theory, etc
- Key contributors to the entrepreneurship body of knowledge
- Gartner, Carland, Baron, Shepherd, Aldrich, Kuratko, Mitchell, Reynolds, Brockhaus, Vesper, Shane, Venkataraman, etc.
- The future of entrepreneurship - where are we heading?
- Relevant topics
 - Entrepreneurial leadership
 - Entrepreneurial strategy
 - Entrepreneurial cognition
 - Entrepreneurial paradoxes

ENP 823 (CREATIVITY, INNOVATION AND OPPORTUNITY SEEKING 823)

- The theorem surrounding creativity, innovation and opportunity finding
- The techniques to facilitate and enhance creative thinking
- A full understanding of business innovation in an entrepreneurial context

ENP 824 (SMALL BUSINESS ENABLING ENVIRONMENT 824)

- Definitions
- Entrepreneurship policy vs SMME policy
- Models for entrepreneurship development and enabling of MME's
- History of SMME development in SA up to the National Small Business Act 1996.
- The National Small Business Act and amendments
- The role of SEDA, Khula and the LBSC's.
- Financial institutions and SMME's
- Other role players : SMME desks, development corporations, NGO's, development agencies, universities and technikons

- Business development services
- The informal sector

ENP 825 (LEGAL ASPECTS 825)

- The benefits of the different forms of business
- The legal implications for owners/members etc of each form of business
- Starting the enterprise
- How each form of business can be formed or registered
- Business trust
- Bankruptcy
- Patents, trade marks, trading licence, business names, various registrations,
- Copyrights, intellectual capital, product safety & security, insurance, labour laws

ENP 840 (ENTREPRENEURSHIP 840)

- Entrepreneur & the troubled company
- Business failures
- Turnaround measures
- Consolidating the venture
- Exit strategies
- Harvesting
- Liabilities
- Strategy

ENP 841 (BUSINESS DEVELOPMENT SERVICES 841)

- Business advice, counselling and mentoring defined
- Best practices. What is required from counsellors and mentors
- Counselling - concepts and methods
- Entrepreneurship education and training. Training needs analysis
- Mentoring - concepts and methods
- Adult learning techniques
- Networking and alliances
- The role of business incubators
- Business incubators in SA

ENP 842 (INTERNATIONAL BUSINESS 842)

- International business environment. Field of international business, venturing abroad, why internationalise? Foreign direct investment
- Researching the foreign market. International product adaptation. International threats and risks
- The global manager/entrepreneur, cultural aspects, internationalising of small firms: market entry costs, exchange rates etc.
- Entrepreneurial opportunities: EU-ACP partnership, USA policy on Africa (ALGOA)
- Imports and exports, procedures and govt policy, incentives, the use of export processing zones (EPZs)

ENP 843 (CORPORATE ENTREPRENEURSHIP 843)

- Applying entrepreneurship to established companies
- Corporate venturing
- Levels of corporate entrepreneurship
- Training for corporate entrepreneurs

- Implementation of intrapreneurial management

FBS 700 (FINANCIAL MANAGEMENT 700)

Financial Management 700 covers two subject areas – Financial Management and Management Accounting.

Financial Management learning areas

Analysis and Interpretation of the Annual Report and Sustainability Report of an entity; Working Capital Management; Financing covering the sources of financing including the capital, debt and money markets, export financing, off balance sheet financing structures, and an evaluation of the feasibility of the different financing instruments; Cost of Capital incorporating the calculation of the weighted average and weighted marginal cost of financing; Capital Structure theory; Dividend Theory; Valuations incorporating the valuation of preference shares, debentures or bonds, selected financial instruments on a cash flow basis (swaps, options and forward rate agreements), the valuation of equity instruments (using the following models: intrinsic, dividend yield and dividend growth models, earnings yield and price-earnings, free cash flow or discounted cash flow) and the valuation of intellectual capital; Mergers and Acquisitions; and Risk Management, in particular managing currency and interest rate risk.

Management Accounting learning areas

Costing in both manufacturing and service environments; Decision-making incorporating short-term decisions (incorporating cost-volume-profit analysis, relevant costing issues and linear programming), long-term decisions (incorporating different techniques for evaluating long-term decisions) and risk and uncertainty into the decision-making process; Transfer Pricing; Performance Measurement and Management; Planning incorporating budgeting, forecasting techniques, learning curves and human behavioral aspects of planning; Standard Costing and Variance Analysis; and Trends in Management Accounting (developments in the subject area)

FBS 701 (FINANCIAL MANAGEMENT 701)

- Objectives of financial management.
- Risk and return.
- Required rate of return and the cost of capital.
- Capital structure theory.
- Valuation.
- Capital investment decisions.
- Leasing
- Dividend decision and long-term financing.
- Economic Value Added.
- Sustainable growth.
- Convertible bonds.
- Financial analysis.
- Financial planning and control.
- Mergers and acquisitions.
- Working capital management.
- Foreign trade and foreign exchange.
- International investments.
- International treasury.

FBS 713 (CAPITA SELECTA IN FINANCIAL MANAGEMENT 713)

- Financial Management and Management Accounting: Tools for decision-making
- Profitability analysis and planning
- Measuring relevant costs for decision-making
- Activity-based management
- Profit planning and the role of budgeting
- Capital investment decisions
- Cost management
- Strategic management accounting
- International financial accounting
- Costing systems

- Competitive strategies
- Types of debt and equity
- Financial structure decisions
- Cost of capital
- Management of working capital
- Financial planning, control and performance measurement

FBS 721 (FORENSIC FINANCIAL MANAGEMENT 721)

- Discuss the responsibilities of regulators, directors and auditors for the integrity of financial statements.
- Advise on good corporate governance and ethical issues pertaining to financial reporting.
- Identify financial statement fraud schemes.
- Using ratio to detect fraud.
- Quantify the financial losses arising from breach of contract or delicts for litigation or insurance purposes.
- Understand the role of expert witnesses in legal or Alternative Dispute Resolution processes.

FBS 884 (FINANCIAL MANAGEMENT 884)

- Relevance regained by bottom-up empowerment
- Strategic Management Accounting
- Target Cost, Cost of Quality, Cost of capacity
- Competitor Cost Analysis Benchmarking and Teardowns
- Hoskin planning – a substitute for budgeting
- Business plans – a Financial perspective
- Value analysis and process reengineering
- Capita Selecta

FBS 885(FINANCIAL MANAGEMENT 885)

- Demand and supply of financial and economical information
- Financial analysis – empirical issues and evidence
- Cross-sectional analysis / Time-series analysis
- Beyond the ratio's – interpretation
- Going concern and forecasting
- Restructuring and distress analysis
- Capita Selecta

FBS 886 (FINANCIAL MANAGEMENT 886)

- Financial planning
- Cash flow models for planning
- Assessing the value of Strategic Opportunities
- Undertaking the risk attached to a strategic opportunity
- Capital budgeting and strategy
- Models for creating and implementing Cooperative Strategies
- Economic Value Added
- Managing Financial Risk
- Capita Selecta

FNB 895 (MINI-DISSERTATION FINANCIAL MANAGEMENT 895)

- Reading List
- Research proposal
- Research in process
- Research publication

FOA 721 (FORENSIC AUDITING 721)

- Internal auditors' responsibility for the detection of fraud and the control environment
- Introduction to fraud related definitions, framework for the prevention, detection and investigation of fraud

- Extent of fraud and characteristics of perpetrators
- Introduction to law including criminal law, law of evidence and other related legislation
- Fraud issues relating to codes of conduct and ethics
- Developing a fraud response plan. Fraud risk assessment, red flags and hot-lines
- Financial fraud schemes
- Basic interviewing techniques
- Reporting on findings and monitoring corrective action

FRB 711 (FINANCIAL RISK MANAGEMENT 711)

- Introduction to risk and financial risk
- Financial risk exposures
- Evolution and use of risk management instruments
- Measurement of internal and external risk through modelling and forecasting
- Market (price) risk
- Portfolio risk
- Value-at-risk
- Capital requirements
- Fixed-income risk
- Liquidity, operational and legal risks
- Credit (default) risk
- Regulation (governance) and compliance environment
- Firm-wide risk management
- Implementing a risk management programme

FRB 721 (FINANCIAL RISK MANAGEMENT 721)

- Introduction to derivatives
- Forward markets and contracts
- Futures markets and contracts
- Options markets and contracts
- Swap markets and contracts
- Risk Management applications of forwards and futures strategies
- Risk Management applications of options strategies
- Risk Management applications of swap strategies
- Risk Management

GLB 780 (INTEGRATED LOGISTICS MANAGEMENT 780)

The purpose of this course is to have students gain insight and perspective into the integrated total materials flow through the enterprise to the target market.

Study Themes:

- Logistics management in perspective
- The materials supply activities required for operations
- Supporting the activities of materials supply
- Physical transformation of materials during the production process with emphasis on operations planning and control
- Support of logistics management including physical distribution
- Assessment of logistics performance
- Logistics management – an integrated context
-

IBE 780 (INTERNATIONAL MARKETING 780)

Economic integration is a reality and internationalisation as an extension strategy must be considered by every company. In this course the student is introduced to the highly competitive international marketing environment. The objective of this course is to study the field of international marketing from a practical viewpoint and the following themes are covered:

- important aspects of the theory of “international” marketing with specific reference to the practical utilisation and use in the day to day business environment of international markets
- the cultural environment of international markets

- the evaluation of international marketing opportunities
- the development of international marketing strategies
- the implementation of international marketing strategies, and
- entry into world markets.

The course is student orientated and fellow students participate in the evaluation process. The evaluation structure consists of group presentations, discussion forums, class evaluation and the application of international marketing principles to a South African case study.

IEK 780 (INTERNATIONAL ECONOMICS 780)

The course aims to utilise students' prior microeconomic, macroeconomic and international economics knowledge, to study and analyse the international trade and international finance environment, in a systematic and scientific manner. The course is designed to go beyond traditional theory, and includes recent empirical findings and real life applications. In respect of its practical application, students will be required to apply the theory in analysing the manner in which such policies and practices are being applied in South Africa and the Southern African Customs Union (SACU). In such analysis students will learn more about the South African and SACU authorities that deals with customs, excise, and international trade matters.

IFB 710 (INTERNATIONAL FINANCIAL MANAGEMENT 710)

- International environment.
- International Financial Markets.
- Exchange rate determination.
- Government influence on exchange rates.
- International arbitrage and interest rate parity.
- Relationship between inflation, interest rates and exchange rates.
- Measuring exposure to exchange rate fluctuations.
- Managing transaction exposure.
- Managing economic exposure and translation exposure.
- Direct foreign investment.
- Multinational capital budgeting.
- Multinational cost of capital and capital structure.
- Long-term financing.

IKO 780 (INTERNATIONAL COMMUNICATION 780)

The aim of the course is to give you an insight into important current issues that affect business communication nationally and globally. On completion of this course you should be able to:

- conceptualise a theoretical framework of international communication.
- critically discuss the technical, social, political and developmental dimensions of international communication.
- evaluate the effects of international communication on local and global businesses.
- critically discuss the state of the communication profession in South Africa, relevant to the situation in the rest of the world.

Course evaluation includes compiling reports on the various topics covered in the course, participation in class discussions and the completion of an examination assignment.

INF 713 (HUMAN-COMPUTER INTERACTION 713)

Dramatic advances in technology have revolutionized the way that people interact with computers. This course focuses on the design and evaluation of user interfaces. Discussions will include both traditional computer systems and web-based systems.

INF 714 (RESEARCH METHODOLOGY 714)

This compulsory course explains different approaches that can be used for research in Informatics and gives practical advice with respect to carrying out limited research projects. It also assists students in selecting suitable research topics and writing research proposals in preparation for the research paper, which they will write in INF780.

INF 715 (ENTERPRISE ARCHITECTURE 715)

Enterprise Architecture (EA) involves comprehensive business frameworks that capture the complexity of modern organizations, providing a blue-print for co-ordinating and integrating all components of an organization. The course will illustrate all the aspects of EA, discuss the need for EA as well as various frameworks, methods and techniques of EA.

INF 716 (IT SERVICE MANAGEMENT 716)

All students will deal with the main aspects of IT service management addressing the 11 main management processes, namely service support processes (Service desk management and the processes of incident management, Problem management, Configuration management, Change management, Release management (hardware and software)) and service delivery processes (Capacity management, Availability management, Service level management, IT service continuity, Financial management for IT services, Security management for IT services).

INF 780 (RESEARCH PAPER 780)

A research paper on a topic from the field of Informatics

INF 785 (ADVANCED DATABASE SYSTEMS 785)

- Advanced database design
- Advanced database management
- Database architectures and languages
- Data warehousing and data marts
- Current trends

INF 787 (MANAGING PROJECTS AND END USERS 787)

Main emphasis will be on IS project management using a case study to get practical experience in project management.

INF 788 (INFORMATION SYSTEMS DEVELOPMENT 788)

Study and evaluation of different systems development methodologies

INF 790 (ELECTRONIC BUSINESS APPLICATIONS 790)

The course will consist of a few discussion classes and a project that must be completed and implemented. The project consists of the development of an electronic commerce site with full functionality. Programming skills are essential for this course. The course will provide you with the tools, skills and an understanding of the technology, business concepts and issues surrounding the emergence of electronic business on the Internet.

INF 791 (KNOWLEDGE ACQUISITION AND SHARING 791)

In this information age a lot of data is captured every day and recorded in databases, but the wealth of this data is kept locked in the databases because relatively little mining is performed on this data. This course introduces you to data mining in terms of:

- The data mining process - how do you mine data?
- The data mining techniques - an overview of the data mining techniques that can be used
- Practical data mining experience - a practical project mining real industry data to find unknown patterns
- Product overviews - product demonstrations by data mining vendors

INF 834 (INFORMATION SYSTEMS THEORY 834)

A discussion of various Information Systems Theories, including systems, social and information theory as applied in Informatics.

INR 780 (INTERNATIONAL BUSINESS MANAGEMENT 780)

The purpose of this course is to enhance the international perspective of South African business people and other interested parties in order to increase the competitiveness of local businesses. This can be done by the student gaining appropriate knowledge on international trade in general and international or multinational businesses in particular.

Study Themes:

- Globalisation
- National differences in political economy
- International trade theory
- Foreign direct investment
- The strategy of international business
- The organising of international business
- Entry strategy and strategic alliances
- Global marketing and R&D

IOK 711 (INTERNAL AUDITING 711)

- Managing the internal auditing activity
- Outsourcing the internal auditing activity
- Quality assurance
- Audit committees
- Managing the internal auditing engagement
- Ethics and the internal auditor
- Internal auditing in the public sector
- Corporate governance (including King II and Sarbanes-Oxley)

IOK 721 (INTERNAL AUDITING 721)

- General and application controls
- Control Frameworks (e-SAC & Cobit)
- E-Commerce environments
- Electronic Data Interchange and Electronic Fund Transfers
- Enterprise Resource Planning (ERP) environments
- Database Environments
- Contingency Planning
- Malicious software
- Computer-assisted and other auditing tools and techniques

IOK 722 (INTERNAL AUDITING 722)

- Internal control frameworks
- Financial audits
- Benchmarking the internal auditing activity
- Total Quality Management (TQM) and Business Re-engineering
- ISO standards
- Contract auditing
- Treasury auditing
- Operational auditing
- Environmental auditing
- Consulting engagements

IOK 724 (ORGANISATIONAL BEHAVIOUR AND MANAGEMENT SKILLS 724)

- Fundamentals of organisational behaviour
- Fundamentals of strategic management
- Global business environment
- Motivation, reward and performance systems
- Leadership skills
- Individual and interpersonal behaviour
- Group behaviour
- Change and its effects
- Negotiation skills

IOK 725 (RISK-BASED AUDITING 725)

- Understanding the nature of risks

- Policies, legislation and other regulations applicable to risk management
- Risk management process
- Planning the IAA long range plans
- Risk-based auditing
- Control-self assessment
- Risk process in private organisations
- Risk process in the public sector
- Software for managing risk (Methodware)

IPL 751 INTERNATIONAL POLITICAL ECONOMY 751)

Contemporary political and economic trends that impact on the political economy of the developing world are studied. The focus is in particular on the influence of international financial institutions and regimes on the political economy of the developing world, and on the responses of developing countries.

IPL 752 (INTERNATIONAL RELATIONS THEORY 752)

The study of empirical and normative theories of International Relations, with specific reference to the contemporary development and state of the art thereof. The emphasis is on the extent to which it represents traditional or postmodern thought and it moves away from the contending paradigms and perspectives that presently characterize the discipline. In-depth analyses are also made of specific partial theories, and of the contribution of selected theorists and their works.

IPL 753 (FOREIGN POLICY 753)

This advanced module makes an in-depth study of the most important theoretical issues in the analysis of foreign policy. It deals with the development of foreign policy theory, the concept “foreign policy” and the related issues of the role of the state and the agency structure debate. It also makes an in-depth study of a variety of approaches to the study of foreign policy and in so doing attempts to prepare the student for a possible master’s dissertation on a topic related to the study of foreign policy.

IPL 754 Strategic Studies 754 (24 credits)

The strategy of deterrence and the strategy of action are discussed in detail, followed by an analysis of national security policy, post-cold war international security and strategic intelligence. The practical component consists of a study of the strategic doctrines of the major international powers, national security in the RSA and current

KBE 780 (ENTREPRENEURSHIP 780)

This course aims to expose students to relevant study material in order to gain insight into the unique nature, functioning, problems and existence of small businesses.

Study Themes:

- The role of small business enterprises in the business environment
- Opportunities and challenges that small business enterprises offer
- The choice to own your own enterprise
- Planning an enterprise
- Financial planning and control
- Planning and utilisation of facilities
- Small business enterprises and regulating
- Managing human resources
- Marketing
- Safeguarding assets

KHB 780 (RETAIL MARKETING 780)

The course objectives are threefold:

- * to provide information of the important component of our society, namely, retail
- * to demonstrate how retail managers function in this exciting and challenging environment, and
- * to enlighten students about the leading retail business practices.

Focus will be on the following topics:

- * retail management strategy such as location, establishment and financial factors
- * merchandising
- * shop management.

Seminar presentations by groups, tests, individual assignments and a practical exam assignment will constitute the evaluation methodology.

KPK 780 (CORPORATE COMMUNICATION MANAGEMENT 780)

This subject is positioned as an entry level postgraduate course and not as an advanced level or practical application of undergraduate theory. The course content is more abstract than many other subjects, since KPK 780 provides the foundation for Strategic Communication Management (SKO 780), Development Communication (OWK 780) and International Communication (INK 780). This course provides a sound theoretical/philosophical foundation for understanding current and emerging trends in the theory and practice of corporate communication management. Specific emphasis is placed on the difference between modern and postmodern approaches to this field of study, contrasts between European, American, Asian and African theory and practice, and the influence of seminal research projects like the "EBOK" and "Excellence" studies on practice. The role of professional and subject-related associations within this globalised field of study is also explored. The purpose of this course is to empower students to critically evaluate current and emerging theories/views through regular class debates and other forms of critical thinking. This course also provides a broad theoretical foundation in preparation for future master's degree studies. This includes emphasising the nature of theory and the components of a meta-theoretical framework for a specific research question.

KUB 780 (IT LAW 780)

- Introduction to the study of cyber law
- The place of cyber law in the legal system
- The nature and scope of cyber law
- Sources of cyber law
- Inception and influence of the Internet
- Regulation of the Internet
- National/international
- Jurisdiction
- Aspects of intellectual property law and the Internet
- E-commerce activities and the Internet
- Aspects of jurisdiction and signing of contracts
- Data protection and encryption
- Liability of Internet service providers
- Advertising and the Internet
- Criminal liability in cyber space
- Constitutional aspects in cyber space
- The right to privacy/freedom of expression/information

LEK 711 (AGRICULTURAL ECONOMICS 711)

- Primal approach: Structure of the production technology and properties, elasticity of substitution, homogeneity and returns to scale, separability, estimation of technology parameters and testing hypothesis about properties, functional forms.
- Normative supply analysis: Applications of linear programming to farm supply decisions.
- Dual approach: The profit function, the cost function, duality and technology structure, estimation and hypothesis testing.
- Positive supply analysis: Econometric specification of output supply and factor demand, restrictions from technology structure (homogeneity, etc.), aggregate supply analysis.
- Risk and uncertainty: Mean-variance analysis applications in agricultural production, stochastic dominance; MOTAD and quadratic programming.

LEK 712 (AGRICULTURAL ECONOMICS 712)

Reasons and effect of government intervention in agriculture. The economic theory of policy evaluation. Interdependence between trade, macro economic and agricultural policy. Welfare considerations. Public choice theory and agricultural policy. Game Theory. Policy Analysis Matrix. Quantitative policy analysis. Seminars.

LEK 713 (AGRICULTURAL ECONOMICS 713)

The nature, development and conceptualization of marketing and marketing study; the marketing environment, nationally and internationally; the functional and institutional approaches to marketing study; price discovery and margins; dynamics of marketing channels; competition and concentration on horizontal and vertical level; conflict and power relationships in marketing; consumption economics, consumer behaviour and consumer action; market segmentation; price, product, promotional and distributional policy; marketing analysis and planning. Global food marketing issues, contracting and changing global food retail patterns.

LEK 720 (AGRICULTURAL ECONOMICS 720)

Dynamics of agricultural management. Entrepreneurship. Environmental scanning. Productivity measurement and improvement thereof by the organisation of manpower, capital and financial sources. Business growth. Formulation and implementation of competitive strategy. Corporate governance, strategic analysis and strategic choice, strategy implementation, balanced scorecard.

LEK 722 (AGRICULTURAL ECONOMICS 722)

Economic theory underlying agricultural finance and agricultural finance institutions. Supply and demand of agricultural financial services. Servicing the farm and the agricultural business firm. Agricultural finance within the broader financial market in South and Southern Africa.

LEK 723 (AGRICULTURAL ECONOMICS 723)

Contribution of agriculture and agricultural growth to economic development. The inter-relationship between growth and the evolution of the agrarian structure. The agrarian question. Micro-economic theory of the peasant household. Agricultural policy issues for developing countries. Constraints and transaction cost barriers facing poor farmers. Land reform.

LEK 726 (AGRICULTURAL ECONOMICS 726)

This module will review the basic principles of micro-economic theory needed for understanding and analysis of environmental problems, introduce market and non-market techniques of valuation of natural resources and environmental services (hedonic pricing, contingent valuation, transport cost, willingness-to-pay, cost-based techniques, etc.), public goods and environmental externalities, property rights regimes and selection of appropriate environmental policy instruments for management of environmental externalities.

LEK 780 (AGRICULTURAL ECONOMICS 780)

This module reviews the origins and evolution of natural and environmental resource economics. It describes and studies the application of economic principles and analytical methods for sustainable development of renewable, non-renewable and environmental economics. Examine sources of inefficiency and causes as well as indicators of environmental degradation. The economics of pollution management: Concepts, policies and instruments. Sustainable management of natural and environmental resources. Introduction to Natural and Environmental Resource Policy. Economic valuation of Natural and Environmental Resources.

LEK 782 (AGRICULTURAL ECONOMICS 782) Theory of international trade. Protectionism and domestic policies on agricultural trade. The GATT and the WTO and World Agricultural Trade Negotiations. Commodity agreements. Trade liberalization. Synchronisation of domestic and trade policy. The agricultural policies, of the EU and USA. International organisations. Regional economic integration in Southern Africa.

LEK 783 (AGRICULTURAL ECONOMICS 783) Research in perspective. The research process. Formulating research problems, hypotheses and objectives. Developing a conceptual framework.

Review of literature. Methods and procedures. Data collection, processing and analysis. Developing a good research proposal. Writing and presenting a good research report

LEK 784 (AGRICULTURAL ECONOMICS 784)

Economic theory underlying rural financial markets and institutions. Economic growth and financial services. Supply and demand of financial services in rural areas. Rural financial institutions and application to South and Southern Africa.

LEK 785 (AGRICULTURAL ECONOMICS 785) Planning and Priority setting. The project concept. Project cycle: Identification, preparation and appraisal, implementation, evaluation. Development programming. Decision making in public projects. Policy vs project analysis. Cost-Benefit analysis. Impact assessment.

LEK 810 (AGRICULTURAL ECONOMICS 810)

- a) Linear regression: Assumptions of the linear regression model, OLS estimators and properties, hypothesis testing (single and multiple restrictions), forecasting, dummy variables.
- b) Violations of the linear model assumptions: Multi-collinearity, heteroscedasticity, serial correlation and distributed lag models, (GLS estimators).
- c) Advanced topics: Quantitative response models (logit, tobit and probit analysis) co-integration, instrumental variables and 2-stage least squares.
- d) Partial equilibrium models in agriculture. The demand system, the supply system, supply and demand in a single market model, the agricultural household model.

LEK 814 (AGRICULTURAL ECONOMICS)

Multi-sector models: Input-output and programming models and social accounting matrices for consistent production planning, growth, income distribution and trade policy analysis. Multi-market analysis. Computable general equilibrium models.

LEK 820 (APPLIED TRADE ANALYSIS 820)

Following a brief historical introduction, this module covers many of the major background issues of real international trade policy and analysis. The emphasis is on understanding the working of different trade policies and their relevance to policy debate in our economies. Most of the focus will be on agriculture. The last part will discuss numerical techniques for trade policy analysis. The main tools reviewed will be spreadsheets and econometrics, but the emphasis will be on how to use modeling results for trade policy analysis, rather than on the numerical techniques themselves. Applications through partial equilibrium analysis and through simple economy wide models will be discussed. By the end of the module students should be able to discuss details of varieties of commercial policies, their likely impact on African economies and how to start thinking about evaluating such policies rigorously. Because the module is data intensive, students will also acquire knowledge about sources of trade data, problems associated with data and some understanding of various aspects of African economies.

LEK 882 (INSTITUTIONAL AND BEHAVIOURAL ECONOMICS 882)

This module will expose students to the principles of the New Institutional Economics paradigm and how it can be utilized to improve the analysis of agricultural economic and agricultural development problems and issues. Major themes covered are: The Agricultural Development Challenge: Stylised Features; New Institutional Economics: Distinctive Features and Concepts; Institutions and Development: A Historical and Macro Perspective Techno-Economic Characteristics and Agricultural Systems and Products in Poor Countries; NIE Analysis of Markets and Markets Structures; The State: Political and Institutional determinants of Agricultural Policy; Collective Action; Transactions Costs in Smallholder Agriculture; Case Studies, Global human resource management

LEK 883 (AGRICULTURAL SUPPLY CHAIN MANAGEMENT 883)

Explore the evolution of supply chain management in the global food industry. Establish the different ways in which supply chain management can provide a source of competitive advantage at industry level and for individual firms. Examine the cross-functional and multidisciplinary nature of supply chain management as it applies in the global food industry. Introduce the core elements of the theoretical literature on supply chain management and consider applications in different sectors. Provide

students with practical experience in applying the principles of supply chain management to the exploitation of a marketing opportunity, using case examples from the fresh produce and meat sectors. Provide students with practical experience of undertaking a supply chain audit, with a view to establishing an appropriate business strategy for a food manufacturing company.

LEK 886 (AGRICULTURAL ECONOMICS 886)

This module aims to provide a good motivation for the need to study and properly understand the linkages between the dynamics and functioning of natural and human systems. The module will introduce students to the underlying key environmental processes and ecosystems function and services (population ecology and dynamics, biodiversity, carrying capacity, material balance, resilience, nitrogen and carbon cycles, etc.); the nature of the resource management and optimal use questions and basic issues involved will be presented first within an African context. The appropriate ecological theory and principles will then be introduced in the context of the presented issues and the link to economic theory and analytical tools will be established. Techniques of optimization over time, optimal allocation and management of non-renewable and renewable resources.

LEK 887 (AGRICULTURAL ECONOMICS 887)

This module will introduce students to various issues of special importance in environmental economics and policy with special emphasis on international dimensions. Examples of key themes to be covered include trade and the environment, trans-boundary externalities, global public goods, multi-lateral environmental agreements, international aid, economic growth and environmental change, poverty and the environment, etc. The main objective of the module is to equip students with the appropriate tools for analysing the linkages between economic development, trade and globalization, poverty, economic and environmental policy and environmental change.

LMO 710 (LINEAR MODELS 710)

Projection matrices and sums of squares of linear sets. Estimation and the Gauss-Markov theorem. Generalized t- and F- tests

LMO 720 (LINEAR MODELS 720)

The singular normal distribution. Distributions of quadratic forms. The general linear model. Multiple comparison. Analysis of covariance. Generalized linear models. Analysis of categorical data.

MEK 780 (MACROECONOMICS 780)

The study of the relationships that determine the operation and performance of the economy as a whole. Following a review of some basic concepts, the element of time (e.g. growth and business cycles) and the international economy (open-economy macroeconomics) are analysed. This is followed by several topical issues; amongst them the convergence hypothesis, international crises and the phenomenon of globalisation.

MET 710 (MULTIVARIATE TECHNIQUES 710)

Matrix methods in Statistics Vector addition and multiplication, determinants, vector space and rank, inverse of a matrix, trace of a matrix, characteristic roots, orthogonal vectors.

Multivariate Distributions: Expected values and covariance matrices, moment generating functions. The multivariate normal distribution: definition, distribution of quadratic forms and independence.

The linear model: The statistical model, least squares estimators.

Generalized t and F tests. Linear regression: Simple linear regression, multiple linear regression. Analysis of Variance.

MET 720 (MULTIVARIATE TECHNIQUES 720)

Estimation: Methods of moments and maximum likelihood. Cramer-Rao inequality, mean squared error, loss and risk functions, Bayes estimators. Sufficient statistics, completeness, the exponential class. Most powerful tests, Neyman-Pearson lemma, uniformly most powerful tests, generalized likelihood ratio tests.

MHB 781(EMPLOYEE HEALTH AND SAFETY 781)

- Legal aspects: The Health and Safety Act 85 of 1993
- The concepts “health” and “safety” in context
- A few important and specific aspects of industrial health
- Employee Aid Programmes (EAP)
- HIV/Aids
- Alcohol and drug dependence
- Management stress and burnout
- Traditional healers and employee health
- International management and employee health
- Examples of actual events related to employee health and safety

MHB 782 (CAREER PSYCHOLOGY 782)

- A model of career management
- Practical application of the model
- Career development and adult development stages
- The choice of and entry into a career
- The early career
- Middle and later stages of career development
- Job stress
- Intersection between work and family
- Entrepreneurship
- Organisation contributions

MHB 783 (ORGANIZATIONAL DEVELOPMENT 783)

- The nature of planned change
- The competencies of the organizational development practitioner
- Ethical dilemmas in organizational development
- Phases in the OD process
- Entering and contracting
- Diagnosing organisations
- Diagnosing groups and jobs
- Collecting and analysing diagnostic information
- Feedback of diagnostic data
- Designing interventions
- Leading and managing change
- Evaluating and institutionalizing organization development interventions
- Human process interventions
- Interpersonal and group process approaches
- Organization process approaches
- Technostructural interventions
- Restructuring organizations
- Employee involvement
- Work design
- Strategic interventions
- Special applications of OD

MHB 801 (HUMAN RESOURCE MANAGEMENT PRACTICE 801)

- Contemporary issues in Human Resource and Talent Management.
- Advanced group dynamics
 - To learn about the dynamics of groups and organisations by experiencing a group and linking the experience with group psychology theory and application possibilities

MHB 802 (DIVERSITY DYNAMICS 802)

Diversity policy

- Maintenance and implementation of Diversity
- Contemporary issues in Diversity

- Problemsolving in diversity and diversity management in South African Organisations.

MHB 803 (ADVANCED ASSESSMENT 803)

- Using online assessment
- Assessment of employee skills
- Application of specialist selection
- Balance Score Card
- Assessment Centres
- Psychological Assessment in South Africa

MHB 804 (LEADERSHIP 804)

Theoretical component

A history of leadership theory

Contemporary approaches to understanding leadership

Practical component

Design and deliver a leadership development programme

MHB 805 (STRATEGIC HUMAN RESOURCE MANAGEMENT 805)

The context and content of strategic human resource management ;

Implementation of strategic human resource management ;

The state of strategic human resource management in South African Organisations.

MIE 780 (MICROECONOMICS)

Demand and supply theory. The derivation of demand and supply curves by means of mathematical utility and production functions forms part of the course. Production factor markets, both perfect and imperfect, and imperfect product markets are also included.

MKB 783 (STRATEGIC HUMAN RESOURCE MANAGEMENT 783)

The purpose of the course is to expose students at a relatively advanced level, to the theoretical principles of human resource management, which are used in practise.

Study Themes:

- The human resource function and the role of the human resource department
- Task analysis and design
- Personnel
- Performance appraisal of personnel
- Training and development of human resources
- Internal placement and career development
- Remuneration, remuneration systems and benefits
- Collective bargaining and grievance procedures
- Discipline
- Personnel research and problem solving
- Labour relations in South-Africa

MKB 802 (ORGANISATIONAL BEHAVIOUR AND CHANGE DYNAMICS 802)

Theoretical component

Purpose: To enable students to understand the nature and dynamics of organisational change

Study units:

- The world of change;
- Change paradigms and typologies;
- Theories of change;
- Process perspectives of change in organisations;
- Change models.

Practical component

Purpose: To enable students to apply principles and models of organisational change in practice

Case study:

- Analysis of change/transformation process in a specific organisation and proactive interventions to address the identified problem areas.

NME 804 (RESEARCH METHODOLOGY 804)

Strong emphasis on market research, quantification of the market but also a basis for academic publications and a doctorate

NMK 801 (RESEARCH METHODOLOGY 801)

- Approaches to research
- Qualitative research
- Special types of research studies
 - Evaluation research
 - Instrument research
 - Questionnaire development
 - Programme development
- Quantitative data analysis

PSD 806 (PERSONNEL PSYCHOLOGY 806)

- Personnel Psychology in Personnel Practice
- Criteria: Concepts, measurement and evaluation
- Measuring, interpretation and validation of individual measures
- Fairness in employment decision and selection
- Analysing jobs and work
- Strategic Workforce Planning
- Managerial evaluation and selection
- International dimensions of applied psychology
- Ethical issues in human resource management

MNE 780 (MONETARY ECONOMICS 780)

The objective of the study of monetary economics at honours level is to improve students' knowledge of monetary theory, central banking and the conduct of monetary policy. This course encourages critical evaluation and strategic ways of thinking in the field of monetary economics, thereby enabling students to specialise further in monetary economics at masters level.

MVA 710 (MULTIVARIATE ANALYSIS 710)

Matrix algebra. Multivariate distributions. Samples from multivariate normal populations. The Wishart distribution. Hotelling's T^2 statistic. Inferences about mean vectors.

MVA 720 (MULTIVARIATE ANALYSIS 720)

The matrix normal distribution, correlation structures and inference of covariance matrices. Principal component analysis, factor analysis, discriminant analysis.

NME 703 (RESEARCH METHODOLOGY 703)

The focus in this module will be teaching on some of the fundamental processes, principles and techniques necessary to conduct and interpret empirical research in a business context.

NME 704 (RESEARCH METHODOLOGY 704)

The purpose of this course is to introduce students to the nature and the role of research in a business enterprise so that they will be able to conduct and utilise research.

Study Themes:

- The role of research in an enterprise
- Conceptualisation and the scientific thinking process
- The research process
- Research planning and design
- Data gathering and analysis
- Reporting or research results

NME 707 (RESEARCH METHODOLOGY 707)

- Problem identification and problem formulation
- Literature study/Text study.
- Research aids: Library, computer, etc.
- Observation and measurement: Test reliability; test validity; measuring levels; scaling.
- Questionnaires as measuring instruments.
- Random tests
- Research strategies.
- Gathering of data and Data preparation.
- Statistics: Parametric and non-parametric.
- Qualitative methods: Contents analysis, Phenomenology, Ethnomethodology, Critical Theory.
- Report writing: Research presentation, technical care of research reports, scientific journal articles, theses and papers

NME 708 (RESEARCH METHODOLOGY 708)

- The role of research in the organization.
- Conceptualizing scientific thinking.
- The research process.
- Research planning and design.
- Data collection and analysis.

NMK 801(RESEARCH METHODOLOGY 801)

- Approaches to research
- Qualitative research
- Special types of research studies
- Evaluation research
- Instrument research
- Questionnaire development
- Programme development
- Quantitative data analysis

OBS 781 (CONTEMPORARY MANAGEMENT AND LEADERSHIP 781)

Objective of the course:

The purpose of the course is to develop the management and leadership skills of students so that they can make effective decisions where amongst others; ethics, motivation, innovation and change aspects of a typical business enterprise are concerned.

Study Themes:

- Managers and managing
- Ethics, social responsibility and diversity
- The manager as decision maker
- The manager as a planner and strategist
- Managing organisational structure
- Organisational control and culture
- The manager as a person
- Motivation
- Leadership
- Groups and teams
- Communication

OBS 784 (THE MANAGEMENT OF E-COMMERCE AND E-BUSINESS)

The aim of this introductory learning experience to the world of e-Commerce and e-Business is to expose the student to the different categories of e-Commerce from a strategic business point of view. The course includes practical and “real world” case studies that build firmly on a sound theoretical basis that will also be covered in this unique learning opportunity.

Study Themes:

- A framework for e-commerce

- The basics of doing business on the web
- Framing the market opportunity
- Internet business models
- Customer interface
- Market communications and branding
- Strategy implementation
- Internet metrics
- B2B
- Collaborative commerce
- Capital infrastructure
- Media infrastructure

OWE 780 (PUBLIC FINANCE 780)

This is a public economics course offered to honours students. The topics covered in the course include the theory of public goods, externalities and role of government, and analysis of government expenditure. Others include taxes and income distribution, tax efficiency and optimal taxation, public debt theory and policy, and fiscal decentralization. At the end of the course the students are not only expected to have a thorough understanding of the theory related to these topics but also be able to perform empirical analysis in these or related areas.

OWK 780 (DEVELOPMENT COMMUNICATION 780)

In terms of the primary learning outcomes of the course the student will be able to:

- Disseminate information from relevant theories, models and paradigms of CSR and Development Communication.
- Apply scientific reasoning to critically evaluate existing corporate social responsibility and development communication case studies and lessons learnt from them.
- Understand the importance of the strategic management of corporate social responsibility.
- Work effectively with others as a member of a group.
- Work effectively as an individual during self-study.
- Stimulate cross-functional communication and management abilities.
- Demonstrate and understand that the world is a set of related systems and that problem-solving do not exist in isolation.
- Understand the importance of sustainable development for companies.
- Evaluate an actual South African case study around a particular social responsibility/development project.

PNP 720 (PARAMETRIC AND NONPARAMETRIC STOCHASTIC PROCESSES 720)

Part A:

Queueing processes: M/M/1; M/M/S; M/G/1 queues and variants; limiting distribution of the queue length and waiting times. Queueing networks. Some stochastic inventory and storage processes.

Part B:

Power and asymptotic power of distribution-free procedures. Asymptotic relative efficiency: Linear rank tests: Definition, properties and applications.

PSD 806 (PERSONNEL PSYCHOLOGY 806)

To offer you the opportunity of making an in-depth study of specialised fields in Personnel Psychology to equip you with applicable knowledge of the scientific development and application of personnel systems according to which human resources can be effectively utilised in organisations.

Content

- Personnel Psychology in Personnel Practice
- Criteria: Concepts, measurement and evaluation
- Performance Management
- Measuring, interpretation and validation of individual measures
- Fairness in employment decision and selection
- Analysing jobs and work
- Strategic Workforce Planning
- Recruitment and initial screening

- Managerial evaluation and selection
- Training and Development
- International dimensions of applied psychology
- Ethical issues in Human Resource Management

PSK 700 (PSYCHOMETRICS 700)

- An internship programme (200 hours) for psychometrists accredited with the Professional Board for Psychology
- Ethical and legal aspects regarding psychological measurement
- Theory and application of psychological tests
- Introduction to tests commonly used in industry
- Psychometric report writing

PTO 751 (AFRICAN POLITICS 751)

The focus is on the African political systems and on the position and role of Africa in the international system. An analysis and evaluation is made of the major issues, challenges, trends and transformations concerning the domestic politics and international relations of African states, including pan-Africanism and regional cooperation and conflict management.

PTO 752 (POLITICAL CONFLICT 752)

The theory and practice of political conflict with specific reference to the classification, causes, development, conduct, management and outcomes of political conflict. Particular emphasis is placed on the different facets of political conflict management such as conflict avoidance, prevention, settlement and resolution, as well as the process of bargaining, negotiation and (third party) mediation. An analysis will be made of selected case studies.

PTO 753 (JEAN MONNET EUROPEAN STUDIES 753)

This module offers an overview of the European Union and the main directions of change in Europe are explored from a political-economic perspective. The main elements of study are theoretical aspects of political and economic integration; the development of the 'Idea of Europe' with emphasis on the role of seminal thinkers and the main historical forces; the evolution of European integration; a structural-functional analysis of the main institutions of the EU; the main issues confronting the EU; and the EU's development and aid policy towards the ACP countries with special emphasis on the Cotonou Agreement and the TDCA with South Africa.

PTO 754 (AFRICA DIASPORA STUDIES 754)

This module explores the African American and African diasporic experience from an African perspective, focusing on the Africa diaspora as the sixth region of the African Union and as a building block in the promotion of continental integration, peace, security and development on the continent.

PTY 701 (PRACTICE APPLICATIONS 701)

- Practical sessions where students are exposed to CIMA's examinations and modus operandi as well as writing class tests and solving case studies aimed at the final level of CIMA examinations.

RAL 780 (REGRESSION ANALYSIS 780)

Diagnostic and graphical tests in analysis of residuals. Polynomial models in one, two or more variables. Multicollinearity diagnostics and parameter estimation methods in the presence of multicollinearity. Serial correlation, heteroscedasticity: diagnostics and parameter estimation methods. Errors in variables. Specification errors. Integrated use of computer programs.

RKB 780 (SPORT MARKETING 780)

The aim of this course is to introduce students to a dynamic application field in marketing, namely sport and leisure marketing. The ultimate outcome is that students will be exposed to the multi-dimensional scope of sport and leisure marketing through an experiential process where relevant scientific theory is combined with practical applications. Other topics will also be covered: leisure, recreation, sport and adventure tourism.

SBB 781 (STRATEGIC MARKETING MANAGEMENT 781)

- To develop the student's ability to think strategically;
- To explain the ways in which a company can develop a sustainable competitive advantage;
- To teach students the practical capabilities in situation analysis, strategic alternatives and the "what if" analysis;
- To equip students with the art of understanding the co-ordination between the corporate and marketing strategy;
- To teach students the processes of target market identification and positioning;
- To teach students how to use management techniques and financial analysis in a management perspective;
- To develop students' holistic, creative and abstract thoughts with the aim to integrate their previous knowledge;
- To develop the awareness of ethical and social responsible behaviours of individuals and companies; and
- To develop students' ability to formulate their thoughts scientifically and logically and to communicate their thoughts in writing and orally.

SBE 780 (STRATEGIC MANAGEMENT 780)

Strategic Management 780 analyses the combination of competitive moves and business approaches that organisations can employ to please customers, achieve organisational objectives and compete successfully in a dynamic business environment.

Study Themes:

- The strategic management process: An overview
- Establishing company direction: Developing a strategic vision, setting objectives and crafting a strategy
- Industry and competitive analysis
- Evaluating company resources and competitive capabilities
- Strategy and competitive advantage
- Tailoring strategy to fit specific industry and company situations
- Strategy and competitive advantage
- Evaluating the strategies of diversified companies
- Building resource strengths and organisational capabilities
- Managing the internal organisation to promote better strategy execution
- Corporate culture and leadership – Keys to effective strategy execution

SFB 701 (STRATEGIC FINANCIAL MANAGEMENT 702)

- Setting objectives.
- Appraising the environment.
- Position appraisal and analysis.
- Evaluating strategic options.
- Implementing and controlling plans.

SFT 720 (SAMPLING TECHNIQUES 720)

Simple random sampling. Estimation of proportions and sample sizes. Stratified random sampling. Ratio and regression estimators. Systematic and cluster sampling. Complex survey methodology. Handling of nonresponse.

SKO 780 (STRATEGIC COMMUNICATION MANAGEMENT 780)

The objective of this course is to provide a conceptualisation of the role of corporate communication in the strategic decision-making process. It also addresses the overlapping and complementary areas of communication management with other fields of study in the management sciences.

Some of the topics that you will be introduced to are:

- * the corporate communication manager's contribution to strategic management
- * the role of communication management in the identification and management of strategic issues in the internal, task and macro environment of the organisation
- * the positioning and introduction of a corporate communication strategy

- * how the strategic management of communication can assist in achieving corporate goals such as innovation (by creating a culture of creativity), productivity, rationalisation, a new corporate culture, and global competitiveness
- * the crucial role of communication management in identifying and managing strategic stakeholders and problematic publics
- * the responsibility of corporate communication in identifying and changing asymmetrical worldviews in the organisation
- * important research in the field
- * the experience of and relationships with top management.

Course evaluation is continuous and includes individual class tests, group presentations, projects and participation in class discussions.

SPC 780 (STATISTICAL PROCESS CONTROL 780)

Quality improvement. Modeling and inferences in process quality. Univariate and Multivariate Shewhart type, CUSUM and EWMA control charts for Variables and Attributes data. Process capability analysis. Acceptance sampling. Computer applications and interpretations using Minitab.

STL 751 (POLITICAL THEORY 751)

An in-depth study and evaluation of the metatheoretical and theoretical foundations of modern politics. The emphasis is on the ideas and theories shaping politics in the contemporary world, as well as on the issues and changes in society that challenge established political theories.

STL 752 (POLITICAL POLICY STUDIES 752)

An advanced study of policy analysis. Policy analysis is an approach to public policy that aims to integrate and contextualise models and research. Special attention is given to meta-analysis (methods and approaches), meso-analysis and decision-making analysis.

STL 753 (SOUTH AFRICAN POLITICS 753)

The study of South African politics with reference to political institutions, the political process, political issues and policy. The emphasis is on recent events and developments in the national and international political environment. Emphasis is placed on political parties, organisations and institutions, the political system, the development of the political system, system adaptation, transformation and legitimacy, influences on the political environment, elections, political leadership, policy and the development of policy.

STL 754 (COMPARATIVE POLITICS 754)

Emphasis is placed on the development of Comparative Politics; problems in the comparative study of political objects and in the evaluation of approaches and principles underlying comparative analysis; as well as the identification and evaluation of new approaches. This knowledge is applied to specific case studies.

SVS 710 (STATISTICAL FORECASTING 710)

Background and perspective. Smoothing and decomposition methods applied on economical time series. Regression and econometric methods of forecasting. Other forecasting methods. Data requirements for forecasting. Integration of forecasting and planning in practice.

TRA 720 (TIME SERIES ANALYSIS 720)

Models for stationary and non-stationary time series. Model identification, estimation, diagnostic testing and forecasting. Analysis of time series with computer programs.

VIO 703 (BRANDING AND VISUAL IDENTITY 703)

This module examines the role of visual communication as a fundamental aspect in the creation of brands and corporate identities. It considers the concept and constituents of visual identity and how identity/brand design extends throughout the many ways in which an organisation, service or product is perceived. Visual developments, strategies and case studies in both traditional media and digital environments will be critically examined.

VMT 710 (DISTRIBUTION-FREE METHODS 710)

Equal in distribution technique. Counting and ranking statistics. One and two sample U-statistics. Multi-sample distribution-free tests. Additional distribution-free procedures.

WEK 780 (MATHEMATICAL ECONOMICS 780)

Log-Linearization

- Difference and Differential Equations: Stochastic and Non-Stochastic
- Solving Rational Expectations Models
- Dynamic Optimization: Continuous and Discrete Time Framework