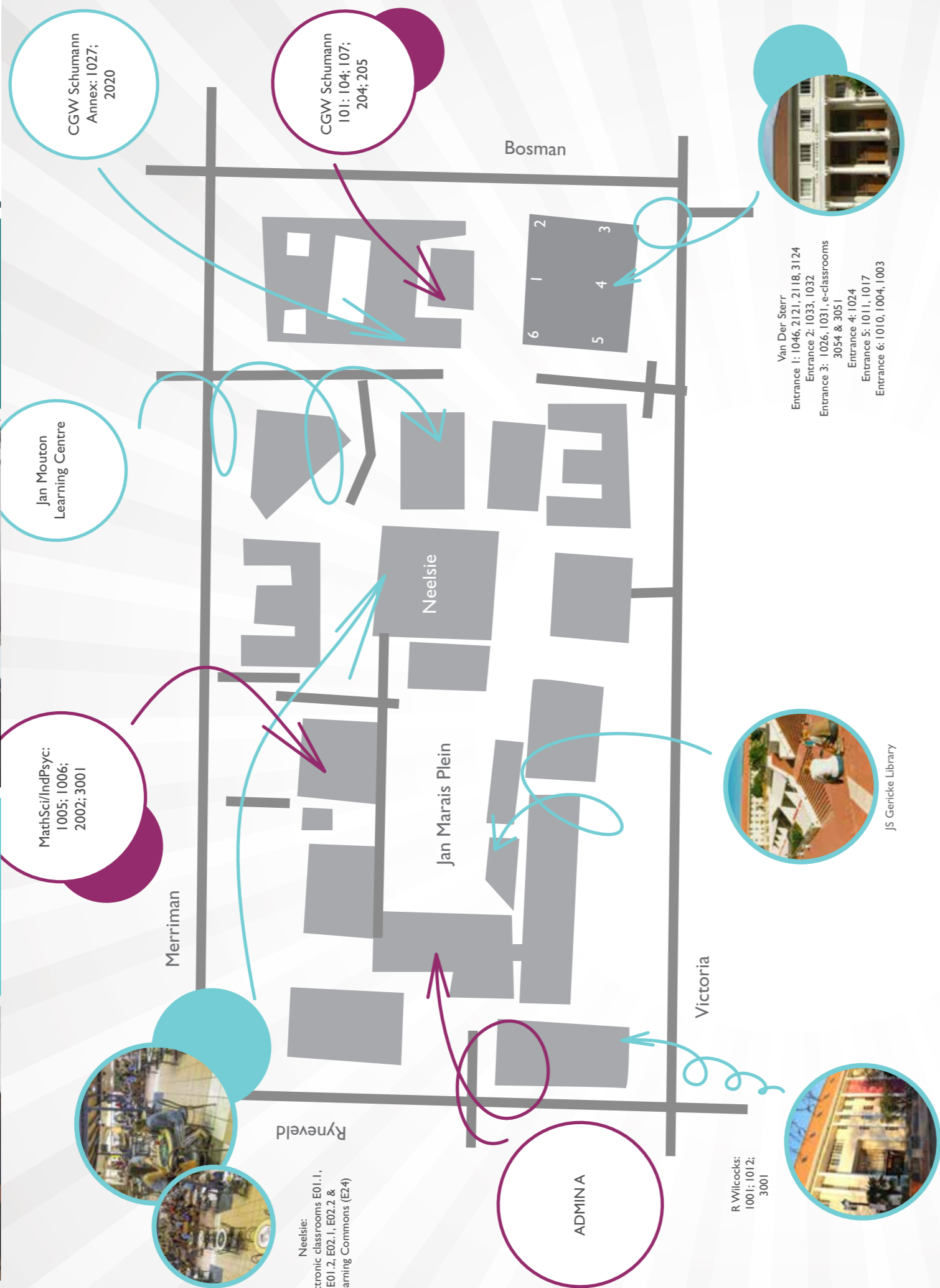




2020
 Undergraduate
 Guide

FACULTY OF
**Economic and
 Management
 Sciences**



IMPORTANT NOTICE

The Faculty's Student Committee (EBSK) invites all students and staff to attend the following important events:

FIRST SEMESTER
Engaging with the Dean (February)
 Students and staff are offered an opportunity to engage with the Dean of the Faculty.

EMS Week (April)
 The EBSK has a fun-filled week lined up in April for all EMS students.

SECOND SEMESTER
Engaging with the Dean (July)
 Students and staff are offered an opportunity to engage with the Dean of the Faculty.

BCom Ball (August)
 Hosted by the EBSK, the ball is a night filled with dancing, music, food and fun.

For information on these and other events, keep an eye on EBSK's Facebook and Instagram pages or visit www.sun.ac.za/ems and click on Current Students.

IMPORTANT CONTACT DETAILS

FACULTY ADMINISTRATOR:
 MS NAZLI DANIELS
 021 808 4837
 ndaniels@sun.ac.za

COORDINATOR: STUDENT AFFAIRS:
 MS ILZE GELDERBLOM
 021 808 9525
 ilzeg@sun.ac.za

FACULTY LIBRARIANS:
 MS HANLIE STRYDOM & MR PEPLER HEAD
 021 808 4424 / 021 808 9576
 hanelies@sun.ac.za / peplerh@sun.ac.za

FHARGA MANAGER:
 MR JOHAN VAN ROOYEN
 021 808 4113
 jdvr@sun.ac.za

DEAN'S PERSONAL ASSISTANT:
 MSTANJA MALAN
 021 808 9564
 tanja@sun.ac.za

CLIENT SERVICE CENTRE:
 GENERAL ENQUIRIES
 021 808 9111
 info@sun.ac.za

STUDENT COMMITTEE (EBSK)

The Faculty's Student Committee (EBSK) represents students' academic interests. The members can assist with the calculation of HEMIS, or channel feedback and complaints regarding lecturers, predicates and course contents, liaise with the Dean's Office and statutory bodies such as the SRC, and provide updates about the latest faculty news, financial opportunities and events.

The following students have been selected to represent the EMS student body:

Ms Antoinette Lötter (Chairperson)
Mr Mokgeseng (MG) Ramaisa (Vice-Chairperson)
Ms Alexis Arendse (BAC Chairperson)
Ms SL Staples (Secretary)
Mr LL Shezi
Ms AI Kachikoti
Mr MS Nothnagel
Ms NRY Nyoni
Ms Langa Tlouane (Marketing)
Mr R de Bruin

For more info: Like the EBSK Facebook page at <https://www.facebook.com/ebskstellenbosch/>

DEAN, VICE-DEANS AND HEADS OF DEPARTMENTS

With almost 9000 students, the Faculty is the largest at the University. We have an extensive programme in teaching and learning for this large student body, which includes an annual intake of 1550 new first-years. The Faculty has 5 departments and various schools, institutes and centres.

Dean: Prof Ingrid Woolard
Vice-Dean (Teaching and Learning): Prof Ronel du Preez
Vice-Dean (Research): Prof Christo Boshoff
Vice-Dean (Social Impact & Transformation): Prof Solosh Pillay
Faculty Director: Mr MJ Brooks

The Chairpersons and Directors of Schools are:

Business Management: Prof Christo Boshoff
Economics: Prof Andrie Schoombee
Industrial Psychology: Prof Aletta Odendaal
Logistics: Prof Stephan Visagie
Statistics & Actuarial Science: Prof Paul Mostert
School of Accountancy: Prof Pieter von Wielligh
School of Public Leadership: Prof Zweil Ndevu

PROGRAMMES

Our broad degree programmes give you a thorough grounding in economic, management and mathematical sciences and a wide choice of careers. We also offer degree programmes that prepare you for internationally recognised professional certification or registration. In addition, we offer two programmes with a law focus.

Broad degree programmes

BCom
BCom (Management Sciences)
BCom (Economic Sciences)
BCom (Mathematical Sciences)
BCom (International Business)
BCom (Management Sciences) Extended Degree Programme

Professional registration programmes

BAccounting
BCom (Financial Accounting)
BCom (Management Accounting)
BCom (Actuarial Science)
BCom (Industrial Psychology)

Programmes with a law focus

BAccLLB
BCom (Law)

Diploma programme

Diploma in Sustainable Development

DEPARTMENT OF LOGISTICS

We train experts to solve the problems of transport economics, the management of logistical systems and the technical challenges of operations management.

LOGISTICS MANAGEMENT

This focal area positions you for a career as a logistics manager, who plans and controls the efficient, effective flow and storage of goods, services and related information from the place of origin to the place of consumption.

QUANTITATIVE MANAGEMENT

This focal area enables you, after sufficient practical experience, to analyse and manage business functions and processes at the strategic, tactical and operational levels.

OPERATIONS RESEARCH

This practice-oriented focal area finds mathematically-based solutions for problems that have a high degree of complexity, uncertainty and conflict in factories, businesses, banks, the mining and agricultural sectors.



DEPARTMENT OF INDUSTRIAL PSYCHOLOGY

In the Department of Industrial Psychology, we study the many interesting opportunities for productive cooperation in the work place. We train professionally qualified industrial psychologists who help business leaders create the human environment that will allow for both profitable businesses and flourishing workers.

HUMAN RESOURCE MANAGEMENT

This focal area prepares you for a career as a personnel manager, market researcher, training manager, consultant or labour relations manager.

INDUSTRIAL PSYCHOLOGY

Industrial psychologists are knowledge partners optimising employee performance in the interests of core business. To qualify as a psychometrist in independent practice registered with the Health Professions Council of South Africa (HPCSA), you have to complete BCom (Industrial Psychology) and BComHons (Industrial Psychology) degrees, follow a six-month BPsych Equivalence programme and pass the professional board examination.

“To qualify as an industrial psychologist registered with the HPCSA, you have to complete the MCom (Industrial Psychology) programme, an internship of 12 months, and pass the professional board exam.”

SCHOOL OF ACCOUNTANCY

The BAcc programme remains one of the most sought-after undergraduate training programmes if you aim to become a professional accountant.

CHARTERED ACCOUNTANT (CA)

To obtain this professional qualification, you have to pass the examinations of the SA Institute of Chartered Accountants (SAICA) and/or the Independent Regulatory Board for Auditors (IRBA). A chartered accountant is qualified to work as an auditor for an auditing firm. Careers in financial management, management accounting or tax consulting can also be considered.

CHARTERED MANAGEMENT ACCOUNTANT

This internationally recognised professional qualification is obtained by passing the examinations of the Chartered Institute of Management Accountants (CIMA, London). Chartered management accountants focus on financial competencies and interpret and use financial information to manage a business.

CHARTERED CERTIFIED ACCOUNTANT

This internationally recognised professional qualification is obtained by passing the examinations of the Association of Chartered Certified Accountants (ACCA, London). Certified accountants prepare financial statements, do internal auditing and give advice on business and taxation matters.

HEMIS AND READMISSION

HEMIS (Higher Education Management Information System) is the system used by the University to determine whether students may continue their studies at the University and/or stay on in their residences.

Each programme has a prescribed number of credits per year. (For information regarding the prescribed programme credits, please see the Calendar, Part 10.)

You must pass at least 50% of your total credits **annually** to continue your studies, e.g.:

- BCom (Management Sciences) The first year of the BCom (Management Sciences) programme has a total of 120 credits. You need to pass at least 60 credits by the end of the year to continue your studies at SU.
- Pass 60/120 = 0.50 HEMIS credits.
- Readmission is evaluated annually; therefore students have to pass 50% of their total credits for any given academic and/or historic enrolment by the end of the year.

If you do not meet the HEMIS requirements, you may have to apply for re-admission at the end of the academic year

“If you do not meet the HEMIS requirements, you may have to apply for re-admission at the end of the academic year.”

TERMINOLOGY

Programme is the correct name for the particular 'course' you have enrolled for, e.g. BCom.

Focal areas help you choose the right combination of modules for specific careers. These module options are not compulsory. Students choose their focal areas in their 2nd year.

Modules are the 'subjects' of each programme. Certain modules are only presented in the 1st semester; others only in the 2nd semester; and some are presented over the course of the entire year. The code of each module will divulge this information.

The **module code** is the 3-digit number following the module name, e.g. 114. The 1st digit indicates the year in which it is presented; the 2nd digit indicates the semester in which it is presented (1 to 3 refers to 1st semester; 4 to 6 to 2nd semester; and 7 to 9 to a year module); and the last digit is used to differentiate between modules.

The **module framework** is the 'contract' for the module. Study it carefully!

Flexible assessment is the EMS module of assessment. It implies that you have to work continuously throughout the year as all summative assessments count toward your final mark.

DEPARTMENT OF ECONOMICS

We study the process of economic development, including decisions about the distribution of limited resources, and the consequences of those decisions on society.

ECONOMETRICS

Graduates with an aptitude for, and training in, economics, mathematics and statistics can opt for employment as econometricians in the financial or public sector, or at a research institution.

ECONOMIC AND MANAGEMENT CONSULTANTS

This focal area is aimed at people who wish to qualify as economic or management consultants. A good knowledge of economics is combined with broad exposure to commercial and management subjects.

FINANCIAL SECTOR

In the financial sector, qualified persons with this module combination will typically be employed as economic or financial analysts, or as economic or management consultants.

TRANSPORT ECONOMICS

Transport economists plan and manage transport infrastructure, the formulation of transport policy and the control of transport systems for public enterprises and transport organisations.



DEPARTMENT OF BUSINESS MANAGEMENT

Entrepreneurship, marketing, corporate management, financial management and investments are the topics studied in this department.

ENTREPRENEURSHIP AND INNOVATION

This focal area motivates and orients students to enter the exciting world of entrepreneurship by considering a future business or practice of their own, or to make creative contributions towards the success of other established enterprises.

FINANCIAL MANAGEMENT

A sound knowledge of financial management is essential for the success of a business. Careers include investment analyst, financial manager or financial adviser.

MARKETING MANAGEMENT

Marketing focuses on activities such as product decisions, price determination, distribution, advertising and creating awareness of products or services. Possible careers include marketing, sales, client or advertising manager.

INVESTMENT MANAGEMENT

This focal area prepares you for a career in, for example, portfolio management or investment analysis.

DEPARTMENT OF STATISTICS & ACTUARIAL SCIENCE

This Department is home to specialists in numerical and especially probabilistic reasoning. Here we study the mathematical foundations of statistics, and the application of statistics in all other branches of knowledge.

DATA SCIENCE

Data Scientists are employed as statisticians, data miners, data managers, computer scientists and statistical analysts in, for example, marketing, information and management divisions of businesses.

FINANCIAL RISK MANAGEMENT

People with training in financial risk management, mathematical statistics and financial mathematics are appointed by large financial institutions as financial and quantitative analysts, financial risk managers, portfolio managers and financial traders.

ACTUARIAL SCIENCE

Actuaries are experts in the analysis and modelling of situations involving financial risk and contingent events. To become an actuary (Fellow of the Actuarial Society of South Africa) you need to pass the 15 exams of the professional body and have sufficient work experience. Successful university studies can result in exemptions from many of these examinations.



SUNLEARN

SunLearn is the University's learning and teaching platform. Once you've registered for a module, you'll automatically have access. All study materials, information regarding tests, tutorials, examples and contact information are published here, including:

STUDY MATERIAL

All study material will be available on SunLearn. Please ensure that you download all study material, preferably before contact sessions. This will better prepare you for classes and tutorials.

CLASS AND ASSESSMENT TIMETABLES

The class and assessment timetables will only be available on SunLearn. Please make sure that you download a copy to determine your class and assessment timetables before classes start on 3 February 2020.

TIMETABLES AND GROUP ARRANGEMENTS

Some first-year modules are divided into more than one group, e.g. Economics 114 (Group 1) and Economics 114 (Group 2). The timetables of these groups differ. Please ensure that you download your personal and specific group allocations from the student portal (www.mymaties.com). It will be available from the Thursday of the week before classes start. You are not allowed to change groups.



STUDENT SUPPORT

We care about students – we want to support every student to achieve academic success. Apart from the day-to-day support that is offered by lecturers, assistance is available in many forms. The important thing is to ASK for help when you realise you need it.

At the Centre for Student Counselling and Development (CSCD) the aim is to help students to prepare optimally for the realities, demands and challenges of the occupational world. This includes personal therapy sessions as well as workshops aimed at developing individuals and supporting them (free of charge) to achieve success in their studies.

The CSCD focuses on the following:

- **Academic development:** study methods, effective time management, thinking skills and stress management. Contact tel: 021 808 4707
- **Personal development:** improving your self-confidence and social skills, stress management in your studies and personal life. Contact tel: 021 808 4707 / 4994
- **Professional development:** improving the skills you'll need to successfully start your career, e.g. interview and CV writing skills. Contact tel: 021 808 3568