

## 2.3 Postgraduate Diploma in Business Management and Administration

### Admission requirements

- One of the following:
  - A three-year bachelor's degree *or*
  - An advanced diploma at NQF level 7 or higher *or*
  - A postgraduate diploma;
- A minimum of two years' relevant full-time work experience (preferably at a managerial level);
- Proficiency in English;
- Complete the SHL assessment battery (Numeric, Verbal and Logical Reasoning) aligned with predefined programme requirements.

### Further requirements

In addition to the requirements above, you must:

- Submit a comprehensive CV indicating all of your work experience.
- Submit one entrance essay. The entrance essay of between 400-500 words should focus on the prospective student's personal and external development. The essay provides insights concerning the student's motivation to study and provides evidence of writing ability.

### Selection

The number of students selected will be influenced by, among other things, staff capacity availability of the School's resources as well as academic merit and University transformation objectives. As staff capacity and resources may fluctuate from year to year, the number of students selected can also differ from year to year.

Should the applicants that meet the admission requirements exceed the capacity of USB, a selection process is applied by a selection committee. The criteria that are applied by the committee, include multiple components supporting the USB's drive for inclusivity and upholding our global standard for learning. The USB selection committee considers work experience, qualifications, assessment results, writing ability and motivation for further development when choosing suitable candidates. These criteria are used to rank the applicants in order of suitability, and to finalise the list of selected applicants.

### Application procedure and closing date

Contact the University of Stellenbosch Business School directly at the details below under "Enquiries" to find out about the application process and closing date.

### Duration of programme and starting date

*Duration:* One or two years for both the hybrid-learning option and the full-contact option.

*Starting date:* January.

### Further study possibilities

The Postgraduate Diploma in Business Management and Administration prepares you for the Master's in Business Management and Administration (MBA) and makes you eligible for entry into the MBA.

### Enquiries

University of Stellenbosch Business School Admissions Office

University of Stellenbosch Business School

E-mail: [admissions@usb.ac.za](mailto:admissions@usb.ac.za)

Website: [www.usb.ac.za](http://www.usb.ac.za)

Programme administrator: Edwina Sonnenberg

University of Stellenbosch Business School

Tel: 021 918 4254

E-mail: [edwina@sun.ac.za](mailto:edwina@sun.ac.za)

Website: [www.usb.ac.za](http://www.usb.ac.za)

## Programme structure

This programme is presented at the Bellville Park campus and online in full-contact or hybrid modes.

The **full-contact mode** is delivered in four one-week blocks on campus in-person over one or two years. Detailed schedules are available on the USB website.

In the **hybrid mode** students have the option to attend compulsory classes either synchronously online or on campus in person. Detailed schedules are available on the USB website.

## Programme content

### *Programme module*

You must earn a total of 120 credits for this programme.

| Code  | Module | Credits | Module Name                            | Semester |
|-------|--------|---------|--|----------|
| 10723 | 778    | 120     | Business Management and Administration | Both     |

### *Compulsory modules*

| Code  | Module | Credits | Module Name                 | Semester |
|-------|--------|---------|-----------------------------|----------|
| 11984 | 714    | 15      | Business Finance            | Both     |
| 14384 | 715    | 15      | Business Process Management | Both     |
| 13026 | 714    | 15      | Entrepreneurial Innovation  | Both     |
| 23795 | 714    | 15      | Marketing Management        | Both     |
| 14383 | 714    | 15      | Responsible Leadership      | Both     |
| 11322 | 714    | 15      | Understanding the World     | Both     |

### *Elective modules*

Choose two modules. One module chosen from Business Analytics *or* Managing of Projects *or* Thinking Frameworks and one module chosen from Managing Risk and Uncertainty *or* Organisational Behaviour.

| Code  | Module | Credits | Module Name                   | Semester |
|-------|--------|---------|-------------------------------|----------|
| 14023 | 714    | 15      | Business Analytics            | Both     |
| 12978 | 714    | 15      | Managing of Projects          | Both     |
| 14388 | 714    | 15      | Managing Risk and Uncertainty | Both     |
| 13888 | 715    | 15      | Organisational Behaviour      | Both     |
| 14385 | 714    | 15      | Thinking Frameworks           | Both     |

Disclaimer:

The content above comes from the 2023 Economic Management Sciences Calendar (Yearbook). Make sure to consult the full [Economic Management Sciences Calendar](#) to see this extract in context and to check if there have been any changes. Take special note of additional information in the Calendar under section ***1. General Information for all Postgraduate Programmes.***