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;

Further requirements

In addition to the requirements above, you must also:

- submit a comprehensive CV indicating all your work experience.
- submit one entrance essay. The entrance essay of between 400 and 500 words should focus on your personal and external development. The essay provides insights concerning your motivation to study and provides evidence of your writing ability.
- have a minimum of two years' relevant full-time work experience (preferably at a managerial level);
- be proficient in English.
- have access to a computer and stable internet connection for online learning.

You may have to take part in an aptitude assessment test.

Selection

The number of students selected will be influenced by, among other things, staff capacity and the availability of resources within the School, 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 Stellenbosch Business School, a selection process is applied by a selection committee. The criteria that are applied by the committee, include multiple components supporting the Stellenbosch Business School's drive for inclusivity and upholding our global standard for learning. The Stellenbosch Business School 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 Stellenbosch Business School directly at the details under "Enquiries" below 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 and programme leader

Enquiries

Please direct your queries to:

Stellenbosch Business School Admissions Office
Stellenbosch Business School
Tel: 021 918 4111
E-mail: academicadminbpc@sun.ac.za

Website: www.stellenboschbusiness.ac.za

Programme leader

Prof Nicolene Wesson
Stellenbosch Business School

Programme structure

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

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

In the **hybrid mode** students have the option to attend compulsory classes either synchronously online or face to face on campus. Detailed schedules are available on the Stellenbosch Business School website.

2.3.1 Business Management and Administration: General

Programme content

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

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

2.3.2 Focal area: Data Science for Managers

Description of focal area

Studying in this focal area will equip you to integrate concepts that relate to strategy and business objectives with value realisation that will benefit management that affects data science within an organization. You will be able to review the complexities of applying strategic thinking concerning the interface between business management and data science. The importance of the commercial justification of identifying and continuing a data science project is highlighted. You will be equipped to motivate and apply appropriate quality management techniques in a data science project.

Programme content

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

Compulsory modules

Code	Module	Credits	Module Name	Semester
14384	715	15	Business Process Management	Both
14690	714	15	Data-driven Decision-making	Both
14691	714	15	Data Strategies for Management	Both
14320	711	15	Introduction to Data Science	Both
14383	714	15	Responsible Leadership	Both
11322	714	15	Understanding the World	Both

Elective modules

Choose **two** elective modules by choosing one module from each of the following sets:

- First set: Business Analytics 714(15); Managing of Projects 714(15); Thinking Frameworks 714(15).
- Second set: Managing Risk and Uncertainty 714(15); Organisational Behaviour 715(15).

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

Postgraduate Programmes

1. General information for all postgraduate programmes

The information in this section applies to most of the postgraduate programmes and is not repeated for each programme, so please read it through carefully. Exceptions and deviations are, however, indicated at the individual programmes.

1.1 Postgraduate programmes in the Faculty

The table below lists the postgraduate programmes up to master's level by the department, school or centre where they are offered. The campus or facility is indicated in italics where necessary. All departments, schools and centres also offer a PhD programme. For more on the PhD, see the doctoral section at the end of this chapter.

Africa Centre for Inclusive Health Management
PGDip (HIV/Aids Management)
MPhil (HIV/Aids Management)
Centre for Sustainability Transitions (CST)
PGDip (Sustainable Development)
MPhil (Sustainable Development)
Department of Business Management
PGDip (Marketing)
BComHons (Business Management)
MCom (Business Management)
Department of Economics
BComHons (Economics)
BComHons (Economics and Mathematical Statistics) [with the Department of Statistics and Actuarial Science]
MCom (Economics)
Department of Industrial Psychology
PGDip (Strategic Human Resource Management)
BComHons (Human Resource Management)
BComHons (Industrial Psychology)
MCom (Human Resource Management)
MCom (Industrial Psychology)
Department of Logistics
PGDip (Transport and Logistics)
BComHons (Logistics Management)
BComHons (Operations Research)
BComHons (Transport Economics)
MCom (Logistics Management)
MCom (Operations Research)
MCom (Transport Economics)
Department of Statistics and Actuarial Science
PGDip (Actuarial Science)
BComHons (Actuarial Science)
BComHons (Economics and Mathematical Statistics) [with the Department of Economics]
BComHons (Financial Risk Management)
BComHons (Mathematical Statistics)
BComHons (Statistics)
MCom (Actuarial Science)
MCom (Financial Risk Management)
MCom (Mathematical Statistics)
MCom (Statistics)

School of Accountancy
PGDip (Accounting)
BComHons (Management Accounting)
BAccHons
MCom (Computer Auditing)
MCom (Financial Accounting)
MCom (Management Accounting)
MCom (Taxation)
MAcc (Auditing)
MAcc (Financial Accounting)
MAcc (Taxation)

School of Public Leadership (SPL), *Bellville Park*
PGDip (Environmental Management)   *Stellenbosch*
PGDip (Public Finance Management)
BComHons (Public and Development Management)
BPubAdminHons
MCom (Public and Development Management)
M (Public Administration)
MPhil (Environmental Management)   *Stellenbosch*

Stellenbosch Business School, *Bellville Park*
PGDip (Business Management and Administration)
PGDip (Development Finance)
PGDip (Financial Planning)
PGDip (Futures Studies)
PGDip (Leadership Development)
PGDip (Project Management)
MPhil (Development Finance)
MPhil (Futures Studies)
MPhil (Management Coaching)
MBA

1.2   Undergraduate module requirements for postgraduate programmes

In Appendix D to this Yearbook part, you will find a table showing the minimum module requirements for admission to certain postgraduate programmes. Review this table to determine whether you meet the requirements for the postgraduate programme you wish to follow.

1.3   Selection

Every postgraduate programme in the Faculty is potentially a selection programme since the capacity of the relevant department determines the number of students that can be accommodated in each programme. This means that selection happens when more candidates apply than the department can accommodate in a specific programme. There are, however, also programmes where selection always happens, regardless of how many candidates apply. Departments may choose to list specific requirements and criteria at the relevant programme entries below or on their website or in the programme brochure.

1.4   Postgraduate assessment and examination

- Assessment is determined at modular level; therefore, consult the relevant module framework for more information.
- For the Faculty postgraduate assessment rules, you can consult the Faculty website at www.sun.ac.za/ems and look under "Current students" and then "General information" to find the link "EMS Postgraduate Assessment Rules".
- For more information and the general rules on assessment, see Part 1 (General Rules) of the Yearbook, under "Assessments and Promotions".

- For the general specifications for assignments, theses, and dissertations, consult the section "Postgraduate Qualifications" in Part 1 (General Rules) of the Yearbook.
- For specific information relating to the assignment, thesis or dissertation for an individual programme, consult the programme administrator or leader or relevant programme documentation.

1.5 Pass requirements for postgraduate programmes

The pass mark for postgraduate programmes is 50% and to pass with distinction you need 75%. More detailed information on pass requirements for individual programmes is available from the relevant programme administrator or leader.

1.6 Different campuses and facilities

Some postgraduate programmes are presented by the Stellenbosch Business School or the School for Public Leadership, both of which are on the Bellville Park campus of the University. The School of Public Leadership also presents classes at the Sustainability Institute at Lynedoch. The place where a particular diploma programme will be presented, if not Stellenbosch campus, is indicated below for each individual Programme under "Programme structure".