



University of the Free State
Faculty of Economic and Management
Sciences

Business School

Rule Book 2023



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Undergraduate Programmes

General Orientation

This section of the Rule Book of the University of the Free State (UFS) sets out the rules in respect of the undergraduate programmes and study programmes of the Business School.

The Protection of Personal Information Act (POPIA) No. 4 of 2013 promotes the protection of personal information by public and private bodies. The POPIA Act, therefore influences how the faculty collects, stores or disseminates the personal information of its students. As such, any personal student information, including information about academic performance, may not be disclosed to third parties, including sponsors and parents, without the written consent of the student.

All registered EMS students must adhere to the **Business School Rules and General Academic Rules and Regulations** (hereafter referred to as Business School Rules and General Academic Rules respectively).

For all the various formal programmes a number of rules apply:

- 1) **General Academic Rules**, which are applicable to all faculties, and consequently apply to programmes in the Business School. Unless specifically stated otherwise, the **General Academic Rules** apply to all the programmes.

The General Academic Rules contain basic information such as the following:

- Student registration; module modifications; simultaneous registration; curriculum compilation; duration of study; preconditions; acknowledgement of modules passed at other institutions; etc.
- Semester and year marks; requirements for passing; programme with distinction; re-admission and exclusion of a student; incorrect reading of examination timetable; marks and final results; etc.

- 2) **Business School Rules and Rules and procedures**, which specifically apply to the formal programmes in the Business School. It is the responsibility of students to be conversant with the General Academic Rules as well as the Business School Rules (contained in the Rulebook and Rules and procedures).

Taking the NBTs is not required with respect to the undergraduate programmes in the Business School.

Higher Certificate Programme

Higher Certificate in Management Development

Information

The Business School, within the faculty of Economic and Management Sciences, has established itself as a leader in South Africa in the provision of management programmes. A dynamic supplement to this spectrum of management programmes on offer is a Higher Certificate in Management Development. The Higher Certificate emphasises leadership development, the broadening of insight by exposure to the most important management disciplines and its integration into a total management approach. This tailor-made qualification has been designed to assist institutions in both the private and public sectors. It is aimed at developing employees, especially focused on middle management group level, to enterprising and professional managers.

This programme will not be offered in any academic year if, in the sole discretion of the UFS, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- Be at least 22 years of age
- Be in possession of a National Senior Certificate (NSC) with appropriate subject combinations and levels of achievement that has been certified with an applicable endorsement by Umalusi, or
- Be in possession of a National Certificate Vocational (NCV) with appropriate subject combinations and levels of achievement
- A permanent work appointment of at least two (2) years with relevant experience
- Submit a manager's/supervisor's recommendation

Admission on the basis of recognition of prior learning (RPL):

Where a person does not qualify for admission to an academic qualification they can apply for admission through RPL, in accordance with the following guidelines:-

- National Senior Certificate (as from 2008) or a School-leaving Certificate (prior to 2008), with at least five years' applicable work experience, including formal and non-formal learning. This work experience must include three years' management experience.
- Candidates admitted according to a RPL process cannot exceed 10% intake.

Higher Certificate in Management Development

Rule F1	HCert (Management Development)	
Minimum total credits	135	
NQF exit level	5	
Academic plan code	BC618084	
Total core modules	16	
Total electives to select	2	
Minimum duration	1 year	
Maximum duration	3 years	

Core modules

Core Modules	Credits	Module code	
		Semester 1	Semester 2
Business and Information Technology	1	BITC1511/BITC1521	
Foundation Skills	1	FOSK1511/FOSK1521	
General Management and Communication	3	GMAN1513/GMAN1523	
Economics and Banking for Managers	9	ECON1519/ECON1529	
Project and Programme Management	10	PMAN1511/PMAN1521	
Strategic and Change Management	11	SMAN1511/SMAN1521	
Institutional Memory and Knowledge	1		MEMO1511/MEMO1521
Enterprise Risk Management	2		RMAN1512/RMAN1522
Ethics and Governance	1		GOVE1511/GOVE1521
Operations and Logistics Management	2		OMAN1512/OMAN1522
Marketing and Digital Marketing	12		MARK1513/MARK1523
People Management	12		HRMA1513/HRMA1523
Entrepreneurship and Innovation	20		ENTR1515/ENTR1525
Leadership Development	22		LEAD1515/LEAD1525
Core (compulsory) module credits	107		

Elective modules

Choose 2 modules (1 x 20 credit and 1x 8 credit module)

Elective modules	Credits	Module code	
		Semester 1	Semester 2
Financial Management and Cost Accounting	20	FMAN1514/FMAN1524	
OR			
Financial Management in the Public Sector*	20	FPUB1515/FPUB1525	
AND			
Labour Relations	8	LABO1512/LABO1522	
OR			
Business Challenge*	8	BUSC1511/BUSC1521	
Elective module credits	28		

* Electives within the HCert in Management Development exclusively apply to in-house intakes in the public sector.

Bachelor Degree Programme

Bachelor of Management and Leadership

Information

The Bachelor of Management Leadership is a management and leadership degree programme for working adult students following an experiential learning teaching strategy and the assessment and recognition of prior learning. It incorporates learning from experiences to support the development of knowledge, skills, and attitudes needed to succeed as educated managerial leaders. The purpose is carried out through a set of components designed to facilitate adult learning:

- A dynamic curriculum that engages adults in diverse learning experiences in management leadership.
- A competence framework that recognises valid prior learning, provides for diverse goals, and believes in different learning styles.
- A committee monitoring each student that helps the student to tailor the framework, to utilise their background and to achieve a specific goal.
- Counsellors that assist and support students with challenges that they might experience.
- A commitment to dialogue and negotiation that enables the adult student to own their learning.

The programme will not be offered if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- At least 23 years of age
- A permanent work appointment of at least two (2) years with relevant experience and
- A National Senior Certificate or the National Certificate (Vocational) with appropriate subject combinations and levels of achievement, or
- Admission on the basis of recognition of prior learning, where a person does not qualify for admission to an academic qualification, they can apply for admission in terms of the RPL process, in accordance with the following guidelines:
 - National Senior Certificate (as from 2008) or a School-leaving Certificate (prior to 2008), with at least five years' applicable work experience, including formal and non-formal learning. This work experience must include three years' management experience.
 - Candidates admitted according to a RPL process cannot exceed 10% of an intake, and
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy

Except for students with full matriculation exemption, students admitted to the BML programme must complete an additional module, BMLB3710/BMLB3720 as approved by the Senate of the UFS.

A selection process takes place twice a year and the admission requirements apply. If necessary, an applicant may be invited for an interview.

Bachelor of Management Leadership

Rule F2	BML	
	Minimum total credits	365
	NQF exit level	7
	Academic plan code	BC638300
	Total core modules	57
	Total electives to select	0
	Minimum duration	3 years
	Maximum duration	6 years

Modules	Credits	First academic level	Second academic level	Third academic level
Portfolio Development				
Who am I?	5	PDCB1511/1521 ¹		
Business Communication	7	PDCB1516/1526 ¹		
Group Dynamics	5	PDCB1513/1523 ¹		
Computer Literacy	3	PDCB1517/1527 ¹		
Numeracy	7	PDCB1515/1525 ¹		
Building on PDC: Numeracy	4		PDCB2614/2624 ¹	
Building on PDC: Language	3		PDCB2612/2622 ¹	
Building on PDC: Case study	1		PDCB2613/2623 ¹	
Environment Domain				
Political Dynamics	4	ENMB1612/1622		
The principles of Micro-economics	10	ENMB1616/1626		
Basic Macro-economics	10	ENMB1617/1627		
Introduction to the Law	3	ENMB1615/1625		
Capstone: Integrating the environment and the organisation	2	ENMB1710/1720 ¹		
How to think and reason in Macro-economics	10		ENMB2614/2624	
The Law as a regulatory framework for management	10		ENMB2634/2644	
Managing Culture	5		ENMB2636/2646	
Criminology issues in management	4		ENMB2612/2622	
Capstone: Environmental impact on organisational operations	3		ENMB2710/2720 ¹	
The role of labour in the economy	10			ENMB3715/3725
International Finance	10			ENMB3712/3722
Financial Systems	10			ENMB3717/3727
Capstone: Integrating finance in the business environment	5			ENMB3710/3720 ¹

a¹ : No RPL credit request is possible for the modules indicated with a¹

Management Domain				
General Management	10	MAMB1618/1628		
Innovation Management	5	MAMB1615/1625		
Introduction to Marketing	5	MAMB1616/1626		
Fundamental Financial Accounting	12	MAMB1613/1623		
Personal Financial Management	5	MAMB1617/1627		
Capstone: Integrating Management	2	MAMB1730/1740 ¹		
Entrepreneurship	12		MAMB2615/2625	
Advanced Marketing for managers	10		MAMB2616/2626	
Business Finance I	12		MAMB2612/2622	
Business Finance II	12		MAMB2613/2623	
Capstone: A toolkit for analysing the business	3		MAMB2710/2720 ¹	
Strategic Management	12			MAMB3715/3725
Small Business Management	12			MAMB3714/3724
Capstone: Analysing business performance	5			MAMB3710/3720 ¹
Leadership Domain				
Introduction to the BML and leadership models	3	LEMB1618/1628 ¹		
Enhancing teamwork in a group	3	LEMB1616/1626		
Decision-making	3	LEMB1614/1624		
Managing Personal Stress	3	LEMB1615/1625		
Understanding who you are, knowing your strengths and weaknesses	4	LEMB1612/1622		
Creating a balance between myself, my work and my family	4	LEMB1613/1623		
Communication in the workplace	5	LEMB1619/1629		
Capstone: What have I learnt about myself so far?	2	LEMB1710/1720 ¹		
Leadership theories	5		LEMB2619/2629	
Power and Networking	4		LEMB2612/2622	
Conflict management and Negotiation	4		LEMB2631/2641	
Optimising Human Capital	12		LEMB2617/2627	
Capstone: Evaluating your current leadership toolkit	3		LEMB2730/2740 ¹	
Motivation	6			LEMB3717/3727
Leadership and Ethics	8			LEMB3719/3729
Leading Change in organisations	4			LEMB3714/3724
Diversity in organisations	6			LEMB3718/3728
Career Planning	8			LEMB3731/3741
Capstone: Life after the BML	5			LEMB3730/3740 ¹
Major Piece of Work				
Major Piece of Work: Proposal	5		MPWB2731/2741 ¹	
Major Piece of Work: Research project	20			MPWB3711/3721 ¹
Core credits	365			

a¹ : No RPL credit request is possible for the modules indicated with a¹

Rules

1. No RPL credit request is possible for the modules indicated with a¹.
2. For the presentation of any module to be sustainable, at least ten students (excluding modules needed for completion of studies) must register for the particular module.
3. An academic year is not equal to one calendar year. The BML is a part-time programme and therefore it takes students longer to complete an academic year. One academic year takes approximately 15 calendar months to complete.
4. Students that fail modules will take longer to graduate.
5. Class attendance of all modules is compulsory.

Portfolio Development Course (PDC) modules

1. Class attendance of the PDC modules is compulsory.
2. The PDC is a prerequisite for the continuation of the BML.
3. The PDC is the final step in the selection process. Students will be re-evaluated on completion of the PDC. If a student fails two or more PDC modules, he/she will not be admitted to the rest of the BML programme.
4. If a student fails PDCB1515 or PDCB1525 he/she will not be allowed to continue with his/her online BML studies.
5. On completion of the PDC an additional selection process may be executed.

Module Prerequisites

BML programme

Module	Module prerequisite
All modules in the BML programme	Portfolio Development Course

Environment domain

Module	Module prerequisite
ENMB1710 or ENMB1720	All the environment modules (ENMB) on the first academic year
ENMB2614 or ENMB2624	ENMB1616 or ENMB1626 and ENMB1617 or ENMB1627
ENMB2634 or ENMB2644	ENMB1615 or ENMB1625
ENMB3712 or ENMB3722	ENMB1616 or ENMB1626 ENMB1617 or ENMB1627 ENMB2614 or ENMB2624
ENMB2636 or ENMB2646	ENMB1612 or ENMB1626
ENMB2710 or ENMB2720	All the environment modules (ENMB) on the second academic year
ENMB3715 or ENMB3725	ENMB1615 or ENMB1625 and ENMB2634 or ENMB2644
ENMB3717 or ENMB3727	ENMB2614 or ENMB2624
ENMB3710 or ENMB3720	All the environment modules (ENMB) on the third academic year

Management domain

Module	Module prerequisite
MAMB1730 or MAMB1740	All the management modules (MAMB) on the first academic year
MAMB modules on second academic year	All management modules (MAMB) presented in the first academic year
MAMB1617 or MAMB1627	MAMB1613 or MAMB1623
MAMB2612 or MAMB2622	MAMB1613 or MAMB1623 and MAMB1617 or MAMB1627
MAMB2613 or MAMB2623	MAMB1613 or MAMB1623 and MAMB1617 or MAMB1627 MAMB2612 or MAMB2622
MAMB2710 or MAMB2720	All the management modules (MAMB) on the second academic year
MAMB modules on third academic year	All management modules (MAMB) presented in the second academic year
MAMB3710 or MAMB3720	All the environment modules (ENMB), management modules (MAMB) and leadership modules (LEMB) on the third academic year

Leadership domain

Module	Module prerequisite
LEMB1613 or LEMB1623	LEMB1612 or LEMB1622
LEMB1710 or LEMB1720	All leadership modules (LEMB) on the first academic year
LEMB modules on second academic year	All LEMB modules presented in the first academic year
LEMB2730 or LEMB2740	All leadership modules (LEMB) presented in the second academic year
LEMB modules on third academic year	All leadership modules (LEMB) presented in the second academic year
LEMB3714 or LEMB3724	LEMB2617 or LEMB2627
LEMB3730 or LEMB3740	All leadership modules (LEMB) on the third academic year

Major Piece of Work

Module	Module prerequisite
MPWB2741 or MPWB2741	All modules on the first and second academic year
MPWB3711 or MPWB3721	<p>The final presentation, that forms part of MPWB3711 or MPWB3721, may only be done in the last semester of the third academic year.</p> <p>Previously used MPW titles are not allowed for future registration.</p> <p>Business plans cannot be submitted to satisfy the requirements for the research project.</p>

Postgraduate Programmes

General Orientation

This section of the Rule Book sets out the rules in respect of the postgraduate programmes in the Business School.

The Protection of Personal Information Act (POPIA) No. 4 of 2013 promotes the protection of personal information by public and private bodies. The POPIA Act, therefore influences how the faculty collects, stores or disseminates the personal information of its students. As such, any personal student information, including information about academic performance, may not be disclosed to third parties, including sponsors and parents, without the written consent of the student.

For all the various formal programmes a number of rules apply:

- 1) **General Academic Rules**, which are applicable to all faculties, and consequently apply to programmes in the Business School. Unless specifically stated otherwise, the **General Academic Rules** apply to all the programmes.

The General Academic Rules contain basic information such as the following:

- Student registration; module modifications; simultaneous registration; curriculum compilation; duration of study; preconditions; acknowledgement of modules passed at other institutions; etc.
 - Semester and year marks; requirements for passing; programme with distinction; re-admission and exclusion of a student; incorrect reading of examination timetable; marks and final results; etc.
- 2) **Business School Rules and Rules and procedure document**, which specifically apply to the programmes in the Business School,. It is the responsibility of students to be conversant with the General Academic Rules as well as the Business School Rules (contained in the Rulebook and Rules and procedure document).

Postgraduate Diploma

Postgraduate Diploma in Business Administration Information

The Postgraduate Diploma in Business Administration provides a valuable articulation route to students with a relevant undergraduate planning to register for an MBA in future.

The programme will not be offered if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- Successful completion of any undergraduate Bachelor degree at NQF Exit Level 7 or an Advanced Diploma NQF Exit Level 7 comprising of at least 360 credits;
- A permanent work appointment of at least two (2) years with relevant experience;
- Being at least 24 years of age;
- Proficiency in English;
- Proficiency in Mathematics; and
- Adequate computer literacy.

Admission to the Postgraduate Diploma in Business Administration is subject to a selection process that consist of two phases.

Phase 1: Evaluation of previous academic performance and compliance with minimum admission requirements. A minimum weighted average of at least 60% for NQF level 7 modules is required for phase 1;

Phase 2: Participation in psychometric tests.

The final selection is based on a combination of the results of phases 1 and 2.

The selection process takes place twice a year. If necessary, an applicant may be invited for an interview.

Once admitted, a prospective student has one year to register for the Postgraduate Diploma in Business Administration. Students admitted to the programme and who do not register within two semesters thereof, have to apply again.

Postgraduate Diploma in Business Administration

Rule F3	PGDip (Business Administration)
Minimum total credits:	120
NQF exit level:	8
Academic plan code:	BC658100
Total core modules:	12
Total electives to select:	0
Minimum duration	1 year
Maximum duration	2 years

Semester Modules	Credits	Semester 1	Semester 2
Business Skills	8	PGBS5810/ PGBS5820	
Integrating Management and Leadership	8	PGML5810/ PGML5820	
Economics for Managers	12	PGEC5813/ PGEC5823	
Digital Transformation	10	PGDT5813/ PGDT5823	
Marketing for business managers and leaders	10	PGMA5813/PGMA5823	
Supply chain management	8	PGSC5810/ PGSC5820	
Ethics and corporate governance	8	PGCG5810/ PGCG5820	
Financial and Managerial Accounting	12		PGAC5813/PGAC5823
Entrepreneurship	8		PGEN5810/PGEN5820
Human Capital Optimisation	12		PGHR5813/PGHR5823
Operational Management and Logistics	12		PGLO5813/PGLO5823
Systems Thinking	12		PGST5813/PGST5823
Total credits	120		

Module Prerequisites

Module	Module prerequisite
PGAC5813 or PGAC5813	PGEC5813 or PGEC5823
PGLO5813 or PGLO5823	PGML5810 or PGML5820

Master's Degree Programme

Master of Business Administration

Information

A focus on niche markets where South Africa's management needs are the greatest combined with collaboration with one of the best business schools in the USA. These are just two of the reasons why the MBA programme of the faculty can be considered as a career investment.

Our aim is to train and develop skilled high-level managers in the field of general management, whilst also providing a new generation of innovative managers in those fields where expertise is in short supply.

Graduates of the MBA programme will be able to compete in both the domestic and global economy.

These programmes will not be offered if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

General Admission Requirements

- Be at least 25 years of age
- Have a permanent appointment of at least three (3) years with relevant work experience
- Have relevant managerial experience
- Have an applicable Bachelor degree (NQF Exit Level 7)

And one of the following:

- A four year applicable Bachelor degree with at least 480 credits (NQF Exit Level 8)
- A Postgraduate Diploma in Business Administration (NQF Exit Level 8)
- An applicable Honours Degree (NQF Exit Level 8)
- A RPL process (prospective students admitted according to a RPL process cannot be more than 10% per intake)

A selection process takes place twice a year and the admission requirements apply. If necessary, an applicant may be invited for an interview.

Master of Business Administration

Rule F4	MBA	
	Minimum total credits	195
	NQF exit level	9
	Academic plan code	BC678100
	Total core modules	14
	Total electives to select	1
	Minimum duration	1 year
	Maximum duration	3 years

Core modules

Module	Credits	Semester 1	Semester 2	Semester 3	Semester 4
Personal Development	5	MPDV7910/7920			
Financial Management	10	MFIN7950/7960			
Leadership	10	MLEA7950/7960			
Strategic Marketing	10	MMAR7910/7920			
Analytical Methods	10		MANL7910/7920		
Business Conditions Analysis	10		MBCA7910/7920		
Corporate Strategy and leading innovation	10		MCOR7910/7920		
Business Research Methods	10		MBRM7910/7920		
Corporate Governance and Business Law	10			MLAW7910/7920	
Organisational Behaviour and Change	10			MBEH7910/7920	
Project Management	10			MPRO7910/7920	
Research Project	60			MBRP7900	
Managing Society and the Future	10				MMSF7910/7920
Scenario Planning	10				MSEN7910/7920
Elective	10				Elective
Total core credits	185				
Total elective credits	10				

Electives

Select one elective

Module	Credit	Module code
Behavioral Economics	10	MBEE7910/7920
Business Negotiations	10	MBNE7910/7920
Data and Business Analytics	10	MBAN7910/7920
Digital Marketing	10	MDMA7910/7920
International Business	10	MIBS7910/7920
Investment and Portfolio Analysis	10	MIPA7910/7920
New Venture Creation	10	MNVC7910/7920
Risk Management	10	MRSK7910/7920
Social Entrepreneurship	10	MENT7910/7920
Total elective credits	10	

All elective semester modules will not necessarily be presented every year and the decision may be influenced by the availability of lecturers and other internal circumstances. For the presentation of an elective semester module to be feasible, at least ten students must enroll for it.

Module Prerequisites

Module	Module prerequisite
MBRP7900	MBRM7910 or 7920
MMSF7910 or 7920	This is a capstone module and must be registered for in the last semester of the MBA studies

Doctoral Degree Programmes

Doctor of Philosophy with specialisation in Business Administration Information

A Doctoral Degree is intended for people who would like to pursue further studies after completing a relevant Master's Degree. A Doctoral degree can be granted in the Business School on the grounds of a thesis or a number of interrelated, publishable manuscripts/published articles.

General Admission Requirements

- A first degree or equivalent with an average of 65% for all the modules
- An MBA or equivalent Master's Degree with an average of 65% for all modules.
- 65% for Business Research Methods done on a Master's level.
- The MBA Research Report must be an expanded MBA Research Report (minimum 60 credits) with duration of at least one academic year. No field studies/mini-dissertations/research reports of less than 60 credits or with duration less than one academic year will be sufficient to be considered for admittance to a PhD with specialisation Business Administration.

The process for admission to the PhD programme is initiated by the confirmation of the selection fee payment (non-refundable). Once this payment is received, the selected process begins.

The selection process for the Phd programme consists of three phases.

Phase 1: Evaluation of previous academic performance and compliance to minimum admission requirements;

Phase 2: A panel evaluation of an abbreviated proposal.

The guidelines for the abbreviated proposal are:

- Length – maximum 2000 words (excluding reference list);
- The following aspects need to be addressed in the proposal:
 - A real-world problem;
 - An abbreviated review of the existing literature;
 - A problem statement and rationale for the study;
 - The primary objective of the study, possibly extended into secondary objectives;
 - The proposed method to be employed; and
 - A consideration of the viability of the study in terms of the literature available, the data needed and the financial and other resources required to reach the stated objectives of the study; and

Phase 3: Availability of promoters for the proposed research topic.

Adherence to the above requirements will not necessarily guarantee admission to the PhD programme.

Admission is subject to approval by the Director of the UFS Business School.

All students registered should, in collaboration with the promoter(s), prepare at least one publishable manuscript in an approved research journal before the thesis is submitted for examining. Students who wish to pursue the interrelated, publishable manuscripts/published articles route should do so in compliance with the General Academic Rules.

Doctor of Philosophy with specialisation in Business Administration

Rule F4	PhD with specialisation in Business Administration	
	Minimum total credits	360
	NQF exit level	10
	Academic plan code	BC690100
	Minimum duration	2 years
	Maximum duration	6 years

Module code

PDBA9100

Research proposal

An acceptable research proposal and provisional title must be approved by the faculty research committee within the first twelve months following registration.

Rules applicable to formal programmes in the Business School

1	<p>Validity period of selection results in BML and MBA programme The validity period of a successful selection is eighteen months (18) for a returning student.</p> <p>Should the student have interrupted his/her studies for two (2) years or longer, the student will be subjected to the selection process when re-applying for admission to the programme.</p>
2	<p>Waiting period after unsuccessful selection The waiting period of an unsuccessful selection is eighteen months (18). Should a student that previously was not selected wish to re-apply, he/she will be eligible to do so only after eighteen months have passed since his/her last attempt.</p>
3	<p>Class attendance A prescribed minimum of at least 80% in the H Cert and BML and 75% in the PGDIP and MBA programme attendance of class and online sessions in a module is compulsory.</p>
4	<p>Sick notes All sick notes must be received within 24 hours of the final due date.</p>
5	<p>Turnitin results Assignments with a Turnitin percentage higher than 5% usage of a single source without proper referencing and/or a Turnitin percentage higher than 25% (H Cert and BML), 20% (PGDip) and 15% (MBA) and 10% (PhD) overall assignment will get a zero mark.</p>
6	<p>Summative assessments other than examinations If a student has only one (1) module outstanding to obtain her/his qualification and this module is assessed only by examination of a project, a portfolio, and essay or research report, such student may (as the final opportunity) resubmit the improved work for assessment if her/his final mark for this module (in the final year of study) is between 45% and 49%, provided that this takes place before the due dates as determined by the UFS.</p>
7	<p>Previously academically excluded students in BML, PGDIP and MBA programme Students that were previously been excluded from a programme in the Business School, can apply for admission to the programme, with the following prerequisites:</p> <ol style="list-style-type: none"> a) A period of five years of more must have passed after the student has been excluded. b) No modules passed in the previous enrolment of the qualification can be used to obtain recognition for prior learning when applying for readmission to the same programme. The student starts afresh with the curriculum. c) The student must go through the selection process again.

	<p>Students that are admitted to the programmes have five (5) years to complete the BML, two (2) years to complete the PGDIP in Business Administration and four (4) years for the MBA. If a student interrupts their studies, the year in absence will also count towards the study period.</p> <p>Students that have previously been excluded from the programme in the Business School for disciplinary/misconduct reasons may not apply for readmission to the programme.</p>
8	<p>Shelf life of Business School modules The shelf life of the modules in the formal programmes in the Business School is five years, except if specifically otherwise indicated by the lecturer.</p>
9	<p>Taking part in assessments In the case of a student being emotionally or physically unwell, the student should not partake in the assessment opportunity. No additional opportunities will be granted to students that accessed an assessment.</p>