



Institutional Prospectus

2015

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THE MANAGEMENT COLLEGE OF SOUTHERN AFRICA

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1. INTRODUCTION TO MANCOSA

The Management College of Southern Africa (MANCOSA) is a private higher education institute registered in terms of the Higher Education Act (*Act 101 of 1997*) as amended. It was established in 1995 as a post-apartheid empowerment institution offering affordable and accessible management education primarily to persons previously denied access to postgraduate education. MANCOSA has 100% Black ownership, i.e. it is owned entirely by previously disadvantaged South African persons. The Master of Business Administration (MBA) programme has been offered since 1995. Between 1995 and 2000 MANCOSA provided management programmes in association with the Buckinghamshire Chilterns University College (BCUC), a College of the University of Brunel in the United Kingdom. During this period MANCOSA was successfully quality assured by the British Quality Assurance Agency (QAA). In 2002 MANCOSA received institutional accreditation from the Higher Education Quality Committee (HEQC), the quality assuring committee of the Council on Higher Education (CHE).

MANCOSA is a leading provider of international and local management programmes through supported distance learning in Southern Africa. In delivering its range of management education programmes to a diverse body of students from both the public and private sectors, MANCOSA has developed significant infrastructural, academic and intellectual capacity. As a leading provider of management programmes by supported distance education, MANCOSA has considerable expertise in the design and development of high quality and relevant programme materials. It has developed unique teaching and learning strategies, particularly suited for transferring knowledge and skills to mature students, the majority of whom are in full-time employment. Through its active research focus, MANCOSA is also at the cutting-edge of the latest management and leadership training trends.

2. REGISTRATION, ACCREDITATION AND LEGAL STATUS

2.1. Registration and Accreditation

MANCOSA is registered as a private higher education institution in terms of section 54(1) (c) of the Higher Education Act, 1997 (Act No 101 of 1997 as amended), and regulation 16(4) (a) of the Regulations for the Registration of Private Higher Education Institutions, 2002, registration No 2000/HE07/003.

MANCOSA has been successfully quality assured and has received programme accreditation by the Council on Higher Education (CHE).

In South Africa, all MANCOSA programmes are:

- Registered by the Department of Higher Education and Training (DHET)
- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE); and
- Recorded on the National Qualifications Framework (NQF) by the South African Qualifications Framework (SAQA).

MANCOSA is also:

- Accredited by the Mauritius Tertiary Education Commission (TEC)
- Recognised by the Namibia Qualifications Authority (NQA)
- Recognised by the Zambia Ministry of Education (ZME)
- Recognised by the Malawi Ministry of Education (MME)
- Accredited by the Botswana Human Resource Development Council (HRDC)

MANCOSA is affiliated with the South African Business Association (SABSA), Association of African Business Schools (AABS) and the National Association of Distance Education Organisations of South Africa (NADEOSA). MANCOSA is also a member of the European Foundation for Management and Development (EFMD). MANCOSA has strong academic links with higher education institutions throughout the world.

2.2. Legal Status

MANCOSA (Proprietary) Limited trading as Management College of Southern Africa is registered as a private company in terms of the Companies Act, 1972, Registration No. 96 04727/07.

3. THE MANCOSA VISION AND MISSION

3.1. The MANCOSA Vision

MANCOSA's vision is to be the leading distance higher education provider that is responsive to the evolving education and training needs of dynamic economies through a commitment to people, opportunity and quality.

3.2. The MANCOSA Mission

MANCOSA endeavours to respond to the changing education demands of both public and private sectors in dynamic economies through the provision of innovative education. In doing so MANCOSA strives to:

- Grant accessible, quality and affordable distance education.
- Invest and conducting innovative teaching and learning.
- Promote and conducting relevant and socially responsible research
- Contribute to economic and social upliftment through responsive and relevant interventions.
- Maintain service excellence.
- Contribute to the transformation process of higher education.
- Promote opportunity, equality and social justice irrespective of race, colour, creed and gender.
- Embrace ethical practice in the delivery of all its programmes.

4. INTRODUCTION BY THE PRINCIPAL: PROF YUSUF KARODIA



Choosing a business school is certainly one of the most important decisions, made even more difficult in our changing times where the world has lost its old equilibrium without having found new values.

The frontiers of the economy are reforming and in continuous evolution and work opportunities are emerging. In this brave new world tertiary institutions can no longer limit itself to provide text book knowledge and mere academic preparation reducing itself to an 'exam house' attaching titles and empty labels, neither can it continue to ignore the changing needs of a global employment market and the profound changes in the environment awaiting the students beyond the campuses.

MANCOSA's mission is to prepare a new breed of leaders, courageous, sincere individuals with the intellectual abilities, cross cultural versatility, practical skills and ethics needed to operate in today's business world. With programmes designed to accommodate individuals with diverse needs and lifestyles, MANCOSA distance learning programmes are in great demand with the rigour and innovation to create reflective practitioners. Participants are immersed in an active education that will challenge their assumptions, disrupt their ordinary ways of doing business, and introduce them to new and unexpected ways of thinking. By participating, you will be prepared for the next step in your career and life, demonstrating leadership skills among your peers. Most important, you will return to your organisation with fresh ideas, new business skills, and a greater capacity for addressing the challenges your company will face.

MANCOSA programmes promote a high level of independence through innovative learning and assessment interventions. You can expect a carefully integrated mix of lectures; access to well-designed self-study materials and online learning resources. One key feature of MANCOSA is its use of case studies, an active learning model that teaches participants how to assess, analyse, and act upon complex business issues. Rooted in real-life experiences, the business case method develops analytical skills, sound judgement, and the leadership potential within each participant. This will equip you with cutting-edge skills that will position you to be a leader in your organisation and community.

For those who are prepared to embrace the challenges of this programme, you will find unique rewards with lasting impact for your organisation and career. We wish you well in your academic endeavours and assure you of our continued support towards realising your goals. I wish you well in your studies.



Prof YM Karodia

5. MESSAGE FROM THE MANAGING DIRECTOR: MR MOHAMMED GOGA



In the next few years you will be constantly engaged in academic interrogation of both theory and practice. What separates MANCOSA programmes from other programmes is our emphasis on developing the reflective practitioner - one who is constantly engaged in questioning ones practice in the real-world environment.

You will, therefore, find that the MANCOSA programmes are not textbook bound, but will test your ability to undertake independent research, analyse case studies and work in groups and teams. I wish you well and assure you of the continued support of all academic faculties during your time with MANCOSA.

On behalf of MANCOSA, I welcome you to our institution and wish you every success in your academic endeavours.

6. DIRECTORS

DESIGNATION

Principal
Managing Director
Director: Finance
Academic Dean
Deputy Dean
Director: Mancosa Graduate School of Business

NAME

Prof YM Karodia
Mr M Goga
Mrs N Bobat
Prof M Hay (Acting)
Dr K Naidoo
Mr Z Hamid

7. PROGRAMME OFFERINGS

MANCOSA programmes cover the areas of business administration, commerce, functional management and leadership and range from certificate programmes to a master's degree.

MANCOSA offers the following CHE accredited and DHET registered programmes:

1. Master of Business Administration General
2. Postgraduate Diploma in Project Management
3. Postgraduate Diploma in Business Management
4. Postgraduate Diploma in Educational Management
5. Bachelor of Commerce Honours in Human Resource Management
6. Bachelor of Commerce Honours in Marketing Management
7. Bachelor of Public Administration Honours
8. Bachelor of Business Administration
9. Bachelor of Commerce in Marketing Management
10. Bachelor of Commerce in Human Resource Management
11. Bachelor of Commerce in Information and Technology Management
12. Bachelor of Commerce in Supply Chain Management
13. Bachelor of Public Administration
14. Advanced Certificate in Management Studies
15. Advanced Certificate in Financial Planning
16. Higher Certificate in Business Management
17. Higher Certificate in Local Government and Development Management
18. Higher Certificate in Information Technology
19. Higher Certificate in Supply Chain Management

The abovementioned programmes are offered at the Durban site of delivery:

26 Samora Machel Street
Durban
4001

P O Box 49494
East End
4018

Tel: 031-300 7200

Fax: 031 300 7298

Email: undergrad@mancosa.co.za

Email: postgrad@mancosa.co.za

Website: www.mancosa.co.za

8. PROGRAMME INFORMATION

Programme name	Master of Business Administration General
NQF level	8
Total credits	300
Minimum duration of qualification	30 months
Programme co-ordinator	Dr Anthony Rippon

Admission requirements

- A first degree/National Diploma;
- An Honours Degree or Postgraduate Diploma; and
- Five years of work experience of which two years are in a management capacity.

Programme description

The MANCOSA MBA is contextualised to the business management and training needs of the developing world. Globalisation, technological advancements, migration and new communication vehicles enable business organisations in developing countries to accelerate the pace of social and economic development in the quest to improve living standards of their populations.

Resource-rich countries such as Brazil, Russia, India, China and South Africa (BRICS) have the potential to drive global economic growth across vast regions of both the developing and developed worlds. Business organisations operating in emerging markets have unique challenges. The MANCOSA MBA understands and addresses these challenges.

The MANCOSA MBA instils an in-depth understanding in students of the forces shaping business developments in emerging markets. Students acquire knowledge, skills and competencies to manage organisations in developing countries through a series of well-planned learning experiences and interventions. There are several reasons why the MBA is regarded as the pinnacle of management education. The MANCOSA MBA remains one of the most popular MBA degrees in many parts of Africa.

The modules covered in the Master of Business Administration (General) programme are as follows:

Year 1	Year 2	Year 3
Semester 1	Semester 1	Dissertation
Compulsory	Compulsory	
Human Resource Management	Accounting for Decision Making	
Management Information Systems	Corporate Strategy	
Marketing Management	International Business	
Semester 2	Semester 2	
Operations Management	Managing Strategic Change	
Economics	Managerial Finance	
Quantitative Methods	One elective from:	
	Entrepreneurship	
	Management Science	
	Business and Professional Ethics	
	Investment and Portfolio Management	
	Environmental Management	
	Project Management	
	Managing Health Care	

Overall programme objectives

The Master of Business Administration General degree focuses on:

- The successful application of advanced management principles and theories in a variety of organisational settings;
- The development of a multi-disciplinary and global view of business problems and situations;
- An understanding of the challenges and opportunities that are created by the cultural and ethnic diversity in Southern Africa;
- The creation of a strategic perspective with respect to organisational decision making;
- An understanding of the ethical and societal implications of organisational decision-making;
- The application of technology to business functions and an integrated e-business economy;
- The effective analysis of the financial implications of business decisions;
- The use of quantitative tools to analyse complex business problems in order to generate decision-making strategies;
- The generation of potential strategic solutions to business problems, through the application of appropriate research methodologies and the scientific collection and analysis of literature and data; and
- The application of new knowledge to research and career opportunities.

Academic Faculty

	Name	Qualification	Module	FT/PT
1	Lailah Imandin	Masters	Human Resource Management	FT
2	Trishana Ramluckan	Masters	Management Information Systems	FT
3	Shamola Pramjeeth	Masters	Marketing Management	FT
4	Trevor Naidoo	Masters	Operations Management	PT
5	Herrison Matsongoni	Masters	Economics	FT
6	Dr Krishna Naidoo	PHD	Quantitative Methods	FT
7	Dr Abu Kader	PHD	Corporate Strategy	PT
8	Dr Anthony Rippon	PHD	International Business	FT
9	Dr Shamila Singh	DBL	Managing Strategic Change	PT
10	Ridwaan Asmal	Masters	Managerial Finance	FT
11	Andrew Gieles	Masters	Accounting for Decision Making	PT
12	Dr Krishna Naidoo	PHD	Management Science	FT
13	Dr Anthony Rippon	PHD	Business and Professional Ethics	FT
14	Dr Dave Sokoyo	PHD	Investment and Portfolio Management	FT
15	Razia Khan	Masters	Entrepreneurship	PT
16	Rajendra Naidoo	Masters	Project Management	PT
17	Dr Duvai Mukivisi	PHD	Managing Health Care	PT
18	Dr Shaun Pekeur	PHD	Environmental Management	FT
19	Dr Naren Ramsamooj	PHD	Marketing Management	PT
20	Dr Harry Garbharran	PHD	Economics	PT
21	Dr Dave Stephens	PHD	Human Resource Management	PT
22	Dr Suleiman Moolla	PHD	Quantitative Methods	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Postgraduate Diploma in Project Management
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Mr Stebby Mutobola

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

1.

The Postgraduate Diploma in Project Management is a one year specialised programme that enables students to develop an advanced understanding of concepts, approaches and tools relevant to the field of project management. Project management impacts directly on the growth and advancement of most modern organisations and is a much-sought-after qualification.

The programme enhances the capacity of managers to improve production and service delivery thereby contributing to organisational effectiveness. The programme also provides for the attainment of quantitative skills in project finance and project management.

The modules covered in the Postgraduate Diploma in Project Management programme are as follows:

Semester 1

Compulsory

Principles of Project Management
 Project Scope and Time Management
 Project Management Leadership
 Project Communication and Risk Management

Semester 2

Compulsory

Project Resource Management
 Project Financial Management
 Project Quality Management
 Project Applied Technology

Overall programme objectives

A student attaining the Postgraduate Diploma in Project Management should be able to:

- Apply project management principles in a work-based context;
- Apply quantitative methodologies in making work-based decisions;
- Utilise technology to solve work-based problems;
- Communicate knowledge acquired in a work-based project;
- Display basic research skills in solving work related problems;
- Manage people in a project;
- Display project leadership skills;
- Apply financial management principles; and
- Display knowledge of quality principles.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Stebby Mutobola	MBA	Principles of Project Management	FT
2	Shashona Singh	MBA	Project Management Leadership	PT
3	Gavin Chapman	PHD	Project Quality Management	PT
4	Patrick McLaren	MBA	Project Applied Technology	PT
5	Indrasen Moodley	MBA	Project Resource Management	FT
6	Ghazala Osman	MBA	Project Time Management	FT
7	Lewis Chapman	MBA	Project Communication and Risk Management	PT
8	Dr Dave Sokoyo	PHD	Project Financial Management	PT
9	Mary Munsamy	Masters	Project Quality Management	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Postgraduate Diploma in Business Management
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Ms Lutfiya Adam

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

The Postgraduate Diploma in Business Management is a one year postgraduate programme that provides students with advanced knowledge, skills and competencies in the key functional areas of management. This programme will ensure that students are able to apply their management competencies to the complex and changing business environment in order to drive organisational growth.

Upon completion of this programme, students will be able make informed decisions at middle and senior levels of management. This programme will equip students with the necessary skills and advanced knowledge to be successful managers and leaders in the challenging and diverse environment in which they find themselves

The modules covered in the Postgraduate Diploma in Business Management programme are as follows:

Semester 1

Compulsory

Human Resources Management
 Organisational Behaviour
 Technology and Information Management
 Marketing Management

Semester 2

Compulsory

Strategic Management
 Accounting and Financial Management
 Operations Management

One elective from:

Entrepreneurship, Project Management
 Entrepreneurship, Project Management
 Managerial Economics, Business Ethics

Overall programme objectives

The Postgraduate Diploma in Business Management programme focuses on the following key learning objectives:

- The successful application of advanced management principles and theories in a variety of organisational settings;
- The development of a multi-disciplinary and global view of business problems and situations;
- An understanding of the challenges and opportunities that are created by the cultural and ethnic diversity in Southern Africa;
- The creation of a strategic perspective with respect to organisational decision-making;
- The application of technology to business functions and an integrated e-business economy;

- The effective analysis of the financial implications of business decisions; and
- The generation of potential strategic solutions to business problems, through the application of appropriate research methodologies and the scientific collection and analysis of literature and data.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Dr S Ramdial	PHD	Human Resources Management	PT
2	Lutfiya Adam	Masters	Organisational Behaviour	FT
3	Trishana Ramluckan	Masters	Information and Technology	FT
4	Alec Bozas	Masters	Marketing	PT
5	Osman Seedat	Masters	Strategic Management	PT
6	Akin Lot	Masters	Accounting and Financial Management	FT
7	Trevor Naidoo	Masters	Operations Management	PT
8	Razia Khan	Masters	Entrepreneurship	FT
9	Dr Anthony Rippon	PHD	Business Ethics	FT
10	Herrison Matsongoni	Masters	Managerial Economics	FT
11	Lewis Kaplan	Masters	Human Resources Management	PT
12	Gavin Chapman	Masters	Strategic Management	PT
13	Dr M Maharaj	PHD	Information and Technology	PT
14	Mr P Brijlal	BEd	Accounting and Finance	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Postgraduate Diploma in Educational Management
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Dr Ayoob Jadwat

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

The Postgraduate Diploma in Educational Management is a 12 month programme which will equip managers to advance their individual skills by self-critical analysis and reflection of their own management styles and practices. In doing so, it is anticipated that they will enrich both themselves and the institutions in which they practice.

The modules covered in the Postgraduate Diploma in Educational Management programme are as follows:

Semester 1

Compulsory

School Management Principles
Leading and Managing People

Semester 2

Compulsory

Educational Governance
School Effectiveness and School Improvement

Semester 3

Compulsory

School Marketing and Fundraising
Project

Overall programme objectives

Upon successful completion of this programme, students should be able to:

- Contribute to the stated intention of the government of capacity building and human resource development in management for social and economic development
- Display enhanced communication and analytical skills
- Display advanced management skills and competencies necessary to function and progress in the education environment
- Be provided with the opportunity to continue towards the attainment of a Master's Degree in Business Administration and/or Master's Degree in Education Management.
- Display research capacity to promote technological improvement and social development
- Acquire the academic and professional knowledge required for leadership in educational institutions
- Provide leadership in an educational context
- Apply management principles in an educational context
- Develop marketing strategies for educational institutions
- Administer financial resources in an educational institution
- Administer human resources in an educational institution
- Evaluate the effectiveness and efficiency of the functioning of educational institutions
- Evaluate the provisions of relevant legislation

- Apply the provisions of relevant legislation
- Develop fundraising strategies for educational institutions

Academic faculty

	Name	Qualification	Module	FT/PT
1	Mohammed Moolla	Masters	School Management Principles	PT
2	Dr Kogie Archary	PHD	Leading and Managing People	PT
3	Priscilla Govindsamy	BEd	Educational Governance	PT
4	Dr Ayoob Jadwat	PHD	School Effectiveness and School Improvement	FT
5	Dr Mona Singh	PHD	School Marketing and Fundraising	PT
6	Guia Ritacco	Masters	Project	FT
7	Navindra Naidoo	BEd	School Governance and School Management Principles	PT
8	Osman Seedat	Masters	Leading and Managing People and School Governance	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 40% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Commerce Honours in Human Resource Management
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Mrs Lailah Imandin

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

The Bachelor of Commerce Honours in Human Resource Management is a one-year postgraduate degree that equips students with skills and knowledge to occupy middle to senior management positions. The primary objective of the programme is to link human resources to the business imperatives within an organisation. The programme is also aimed at providing the student with an understanding and working application of the principles essential to the effective management of organisations, with specialisation in the human resource function.

The modules covered in the Bachelor of Commerce Honours in Human Resource Management programme are as follows:

Semester 1

Compulsory

Strategic Human Resource Management
 Organisational Behaviour
 Labour Relations
 Research Methodology

Semester 2

One elective from:

Diversity Management
 Performance Management
 Employee Relationship Management

One elective from:

Labour Law
 Industrial Counselling and Group Dynamics
 HR and Business Ethics

Compulsory

Research Report

Overall programme objectives

Upon successful completion of the Bachelor of Commerce Honours in Human Resource Management programme a student should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a business management context;
- Demonstrate knowledge of economic principles;
- Display skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Display in-depth knowledge of human resource management.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Lailah Imandin	Masters	Performance Management	FT
2	Lutfiya Adams	BA Hons	Labour Relations	FT
3	Patrick Mupumbwa	MBA	Research Methodology	PT
4	Arumugam Moodley	LLM	Diversity Management	PT
5	Amandla Mkwazi	LLB	Labour Law	PT
6	Ms Lutfiya Adams	BA Hons	Industrial Counselling and Group Dynamics	FT
7	Prof Anthony Rippon	Phd	HR and Business Ethics	FT
8	Dr Emmanuel Mutumbara	Phd	Organisational Behaviour	FT
9	Dr Suresh Ramdial	Phd	Strategic Human Resource Management Labour Relations Diversity Management Performance Management Industrial Counselling and Group Dynamics HR and Business Ethics	PT
10	Dr Gavin Chapman	Phd	Organisational Behaviour	PT
11	Monica Bishnoi	Phd	Research Methodology	PT
12	Rowena Barnard	LLM	Labour Law	PT
13	Lailah Imandin	Masters	Strategic Human Resource Management Performance Management	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Commerce Honours in Marketing Management
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Mrs Shamola Pramjeeth

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

The Bachelor of Commerce Honours in Marketing Management is a one-year postgraduate programme that provides in-depth knowledge on marketing management. Marketing management impacts on every aspect of a business, from product development and communications to events management and advertising. This programme is aimed at providing advanced skills in marketing management which enables one to make informed decisions thereby ensuring that the organisation has a competitive advantage.

The modules covered in the Bachelor of Commerce Honours in Marketing Management programme are as follows:

Semester 1

Compulsory

Strategic Marketing Management
 Services Marketing
 Marketing Research
 Research Methodology

Semester 2

One elective from:

E-Marketing
 International Marketing
 Relationship Marketing

One elective from:

Brand Management
 Marketing Communications
 Direct Marketing

Compulsory

Research Report

Overall programme objectives

Upon successful completion of the Bachelor of Commerce Honours in Marketing Management programme, a student should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a business management context;
- Demonstrate knowledge of economic principles;
- Display skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Display in-depth knowledge of human resource management.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Alec Bozas	MBA	Marketing Research Research Methodology	PT
2	Shamola Pramjeeth	M Com	Strategic Marketing Management Services Marketing E-Marketing International Marketing Direct Marketing	FT
3	Tecla Maphosa	MBA	Direct Marketing Services Marketing	PT
4	Mabel Mandela	MBA	Marketing Research Research Methodology International Marketing	PT
5	Francis M Lwanga	MBA	E-Marketing International Marketing	PT
6	Portia Sithole	MBA	Research Methodology Marketing Research	FT
7	Isaac W Chiphazi	MA Marketing	E-Marketing International Marketing Direct Marketing	PT
8	Olusola V A Somosu	MBA	Services Marketing Marketing Research	PT
9	Simon I Hoabeb	MBA	Strategic Marketing Management Direct Marketing E-Marketing	FT
10	Dr Naren Ramsamooj	Phd	Strategic Marketing Management Services Marketing E-Marketing International Marketing Direct Marketing Marketing Research Research Methodology	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Public Administration Honours
NQF level	8
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Dr Shaun Pekeur

Admission requirements

- Appropriate Bachelor's Degree or
- Appropriate Advanced Diploma

Programme description

The Bachelor of Public Administration Honours is a one year postgraduate programme aimed at students who have completed the relevant first degree and who intend to consolidate and strengthen their expertise in the field of public administration. This programme is pivotal to the development of research capacity in the methodology and techniques of public administration. Students will obtain advanced skills relevant to the public sector. The programme also focuses on equipping students with a sound understanding of organisational strategy, structure, systems and organisational culture.

The Bachelor of Public Administration Honours Degree demands a high level of theoretical engagement and intellectual independence and is suitably designed for articulation into higher qualifications.

The modules covered in the Bachelor of Public Administration Honours programme are as follows:

Semester 1

Compulsory

Theory and Science of Public Administration
 Planning and Policy Analysis in the Public Sector
 Politics in the Public Sector
 Management of Public and Municipal Finance

Semester 2

One elective from:

Ethics in the Public Sector
 Strategy in the Public Sector
 Leadership in the Public Sector

One elective from:

Local Government Management
 Research in the Public Sector
 Labour Relations in the Public Sector

Compulsory

Research Report

Overall programme objectives

Upon successful completion of the Bachelor Public Administration Honours programme, a student should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a business management context;
- Demonstrate knowledge of economic principles;

- Display skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Display in-depth knowledge of human resource management.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Khadija Kharsany	MBA	Theory and Science of Public Administration Ethics in the Public Sector Strategy in the Public Sector Leadership in the Public Sector Local Government Management Research in the Public Sector	PT
2	Herrison Matsongoni	MBA	Management of Public and Municipal Finance	FT
3	Dr Shaun Pekeur	Phd	Planning and Policy Analysis in the Public Sector Politics in the Public Sector	FT
4	Dr Harry Garbharran	Phd	Ethics in the Public Sector Strategy in the Public Sector Leadership in the Public Sector Local Government Management Research in the Public Sector Labour Relations in the Public Sector Planning and Policy Analysis in the Public Sector	PT
5	Claudia Dunn	MBA	Labour Relations in the Public Sector Strategy in the Public Sector	PT
6	Dr Anoop Sewnarian	Doctrate -Public admin	Politics in the Public Sector Planning and Policy Analysis in the Public Sector	PT
7	Dr Srimi Moodley	Doctrate -Public admin	Management of Public and Municipal Finance Leadership in the Public Sector	PT
8	Dr Joseph David	MPA	Theory and Science of Public Administration	PT
9	Khadija Kharsany	Masters	Management of Public and Municipal Finance	PT
10	Herrison Matsongoni	MBA	Theory and Science of Public Administration Ethics in the Public Sector Strategy in the Public Sector Leadership in the Public Sector Local Government Management Research in the Public Sector	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 40% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Business Administration
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Ms Razia Khan

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

2.

The Bachelor of Business Administration degree is a three-year undergraduate degree programme that equips students with an understanding of the business and management environments. The programme aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blend of business and general education. Students are able to understand and develop unique leadership qualities required to successfully manage a business. The programme is further aimed at enhancing professional development.

It is also designed to produce up-to date, assertive and effective executives for business and other organisations and prepares students for further studies. The programme covers a variety of business and management principles.

The modules covered in the Bachelor of Business Administration programme are as follows:

Year 1

Semester 1

Business Management 1A
End User Computing 1T
Business Mathematics 1T
Economics 1A

Semester 2

Business Management 1B
Business Communication 1T
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

Business Management 2A
Business Administration 2A
Management Accounting 1T
Business and Society 1T

Semester 2

Business Management 2B
Business Administration 2B
Business Statistics 1T
Information Systems 1T

Year 3

Semester 1

Business Management 3A
Business Management 3B
Business Administration 3A
Business Administration 3B

Semester 2

Business Management 3C
Business Management 3D
Business Administration 3C
Business Administration 3D

Overall programme objectives

Upon successful completion of the Bachelor of Business Administration programme, a student should be able to:

- Comprehend and apply the principles of business ethics;
- Obtain the quantitative skills and knowledge needed to make sound business decisions;
- Acquire knowledge in the fields of business, including management, international business, marketing, business law, accountancy, finance, economics, and knowledge management, and apply these skills to different business environments;
- Integrate the knowledge acquired in the programme to analyse a business to identify its strengths and weaknesses and determine what changes can be made for improvement;

- Conduct independent research relevant to business-related issues; and
- Demonstrate written and oral presentation skills expected of a business school graduate.

Academic Faculty

	Name	Qualification	Module	FT/PT
1	Saheefa Safar	Hons	Business Management 1A Business Management 1B	PT
2	Neetu Lakha	B Tec Hons	End User Computing 1T Information Systems 1T	FT
3	Dr Krishna Naidoo	PHD	Business Mathematics 1T	FT
4	Akin Lot	Masters	Economics 1A Economics 1B	FT
6	Mishaal Maikoo	Masters	Business Communication 1T	FT
7	Ridwaan Asmal	Masters	Financial Accounting 1T Management Accounting 1T	FT
8	Razia Khan	MBA	Business Management 2A Business Management 2B Business Management 3A Business Management 3B	FT
9	Vartikka Indermun	MBA	Business Administration 2A	FT
10	Shardhanand Panday	BEd	Business and Society 1T	PT
11	Nobuhle Kumarai	Masters	Business Administration 2B	FT
12	Janine Upton	MBA	Business Statistics 1T	PT
13	Lutfiya Adams	BA Hons	Business Administration 3A	FT
14	Dr Anthony Rippon	PHD	Business Administration 3B Business Management 3C	FT
15	Dr Abu Kader	PHD	Business Management 3D	PT
16	Dr Dare Sokoyo	PHD	Business Administration 3C	PT
17	Rajendra Naidoo	Masters	Business Administration 3D	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
5. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Commerce in Human Resource Management
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Ms Vartikka Indermunn

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

The Bachelor of Commerce in Human Resource Management degree is an undergraduate programme that prepares students for managerial roles that contribute to their organisations' performance.

The goal of the human resources management degree is to prepare human resource professionals to deal with the complexities and challenges of managing today's workforce. The programme content is designed to provide a comprehensive coverage of the major human resource responsibilities, addressing strategic and operational aspects. The courses involve both practical and theoretical considerations in the professional development of men and women in the field of human resources in such settings as business, industry, government and non-profit organisations and institutions.

The modules covered in the Bachelor of Commerce in Human Resource Management programme are as follows:

Year 1

Semester 1

Business Management 1A
End User Computing 1T
Business Mathematics 1T
Economics 1A

Semester 2

Business Management 1B
Business Communication 1T
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

Business Management 2A
HRM 2A
Management Accounting 1T
Business Law 1T

Semester 2

Business Management 2B
HRM 2B
Business Statistics 1T
Information Systems 1T

Year 3

Semester 1

Business Management 3A
Business Management 3B
HRM 3A
HRM 3B

Semester 2

Business Management 3C
Business Management 3D
HRM 3C
HRM 3D

Overall programme objectives

A student attaining the Bachelor of Commerce in Human Resource Management degree should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a business management context;
- Demonstrate knowledge of economic principles;
- Display skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Display in-depth knowledge of human resource management.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Saheefa Safar	Hons	Business Management 1A Business Management 1B	PT
2	Neetu Lakha	B Tec Hons	End User Computing 1T Information Systems 1T	FT
3	Dr Krishna Naidoo	PHD	Business Mathematics 1T	FT
4	Akin Lot	Masters	Economics 1A Economics 1B	FT
5	Mishaal Maikoo	Masters	Business Communication 1T	FT
6	Ridwaan Asmal	Masters	Financial Accounting 1T Management Accounting 1T	FT
7	Razia Khan	MBA	Business Management 2A Business Management 2B Business Management 3A Business Management 3B	FT
8	Lutfiya Adams	BA Hons	HRM 2A HRM 2B	FT
9	Arumugam Moodley	LLM	Business Law 1T HRM 2A HRM 2B HRM 3D	PT
10	Dr Gavin Chapman	PHD	HRM 2A HRM 3A HRM 3C	PT
11	Janine Upton	MBA	Business Statistics 1T	PT
12	Preesha Seetal	LLB	Business Law	PT
13	Lydia Wambui	MBA	HRM 2A HRM 3A HRM 3B	PT
14	Monica Bishnoi	PHD	HRM 2A HRM 2B HRM 3C	PT
15	Vartikka Indermun	MBA	HRM 3A HRM 3B HRM 3C HRM3D	FT
16	Lailah Imandin	MCom	HRM 3C HRM 3D	FT
17	Dr Anthony Rippon	PHD	Business Management 3C	FT
18	Dr Abu Kader	PHD	Business Management 3D	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
5. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester

Programme name	Bachelor of Commerce in Marketing Management
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Mr Mishaal Maikoo

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

The Bachelor of Commerce in Marketing Management degree is an undergraduate programme that prepares students for professional careers in the field of marketing. This emphasises the techniques and methods of managing and planning for marketing. Students proceed through the curriculum in a planned sequence that culminates with the development of a marketing plan.

The programme focuses on proven practices and application of theory covering research, the nature of consumers, sales management, advertising, quality management, law and ethics in the marketing environment. The programme also introduces students to critical thinking skills by providing them with practical marketing principles, examples and case studies, all of which develop student's cognitive abilities and enable them to develop marketing strategies for their organisations.

The modules covered in the Bachelor of Commerce in Marketing Management programme are as follows:

Year 1

Semester 1

Business Management 1A
End User Computing 1T
Business Mathematics 1T
Economics 1A

Semester 2

Business Management 1B
Business Communication 1T
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

Business Management 2A
Marketing 2A
Management Accounting 1T
Business Law 1T

Semester 2

Business Management 2B
Marketing 2B
Business Statistics 1T
Information Systems 1T

Year 3

Semester 1

Business Management 3A
Business Management 3B
Marketing 3A
Marketing 3B

Semester 2

Business Management 3C
Business Management 3D
Marketing 3C
Marketing 3D

Overall programme objectives

A student attaining the Bachelor of Commerce in Marketing Management degree should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a business management context;
- Demonstrate knowledge of economic principles;
- Display skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Display in-depth knowledge of marketing management.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Saheefa Safar	Hons	Business Management 1A Business Management 1B	PT
2	Neetu Lakha	B Tec Hons	End User Computing 1T Information Systems 1T	FT
3	Dr Krishna Naidoo	PHD	Business Mathematics 1T	FT
4	Akin Lot	Masters	Economics 1A Economics 1B	FT
5	Mishaal Maikoo	Masters	Business Communication 1T	FT
6	Ridwaan Asmal	Masters	Financial Accounting 1T Management Accounting 1T	FT
7	Razia Khan	MBA	Business Management 2A Business Management 2B Business Management 3A Business Management 3B	
8	Nobuhle Kumarai	Masters	Marketing 2A	FT
9	Arumugam Moodley	LLM	Business Law 1T	PT
10	Preesha Seetal	LLB	Business Law	PT
11	Janine Upton	MBA	Business Statistics 1T	PT
12	Dr Anthony Rippon	PHD	Business Management 3C	FT
13	Dr Abu Kader	PHD	Business Management 3D	PT
14	Nobuhle Kamurai	MBL	Marketing 2A,2B	PT
15	Mishaal Maikoo	PGDIP	Marketing 3A	FT
16	Patrick Mupumbwa	MBA	Marketing 3B,3C,3D	PT
17	Shamola Pramjeeth	M com	Marketing 2A,2B	FT
18	Mabel Mandela	MBA	Marketing 3A,3B	PT
19	Isaac W Chiphazi	MA Marketing	Marketing 3C,3D	PT
20	Tecla Maphosa	MBA	Marketing 2B,3B,3C	PT
21	Naren Ramsamooj	Phd	Marketing 3A,3B,3C,3D	PT
22	Portia Sithole	MBA	Marketing 2A,2B	PT
23	Simon I Hoabeb	MBA	Marketing 3A,3C	PT

Assessment

- The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
- The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
- To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
- However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
- Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester

Programme name	Bachelor of Commerce in Information and Technology Management
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Ms Trishana Ramluckan

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

The Bachelor of Commerce in Information and Technology Management degree is a popular and much-sought-after undergraduate programme.

Information technology presently is one of the fastest growing industries creating significant career opportunities for students. The aim of the programme is create graduates who are able to offer and manage business solutions, demonstrate skills and knowledge in both business and information technology domains and management thereof. Students are exposed to the design and development of systems and engage in solving real-life problems and implement and continually adapt these systems to changing organisational needs. This programme enables students to become professionals in their fields providing them the perfect opportunity to pursue and succeed in postgraduate studies.

The modules covered in the Bachelor of Commerce in Information and Technology Management programme are as follows:

Year 1

Semester 1

Business Management 1A
Informatics 1A
Analytical Techniques 1T
Economics 1A

Semester 2

Business Management 1B
Informatics 1B
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

IT Management 2A
Informatics 2A
Management Accounting 1T
Project Management 1T

Semester 2

IT Management 2B
Informatics 2B
Advanced Statistics 1T
Information Systems 1T

Year 3

Semester 1

IT Management 3A
Informatics 3A
Auditing 3T

Semester 2

Systems Analysis and Design 3T
IT Management 3B
Informatics 3B

Overall programme objectives

The Bachelor of Commerce in Information Technology Management programme focuses on the following key learning objectives:

- The structure of data, information and knowledge in an organisational setting;
- The application of information and knowledge management principles and theories in a variety of organisational settings;
- The application of information and knowledge management principles in the different functional units of an enterprise;
- The architecture, platforms and configuration of systems to generate information and knowledge for decision making;
- Utilisation of information and knowledge management as a strategic tool for competitive advantage;
- Analysis, evaluation and representation of financial, quantitative and functional information and knowledge for meaningful interpretation;
- Proposal of business solutions through information and knowledge management techniques.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Neetu Lakha	B Tec Hons	Informatics 1A, 1B, 2A, 2B	PT
2	Dr Suleiman Moolla	Phd	Analytical Techniques 1T Business Statistics	FT
3	Trishana Ramluckan	MA	IT Management 2A, 2B, 3A, 3B	PT
4	Indrasen Moodley	Bcom Hons	Project Management	FT
5	Yusuf Seedat	CTA	Auditing	PT
6	Neeshan Lakaram	Bsc	Informatics 3A, 3B Systems Analysis & Design	FT
7	Trishana Ramluckhan	MA	Informatics 2A, 2B	PT
8	Lewis Kaplan	Masters	Project Management	PT
9	Trishana Ramluckan	MA	Informatics 1A, 1B, 2A, 2B	FT
10	Dr Krishna Naidoo	Phd	Analytical Techniques 1T Business Statistics	PT
11	Vasu Chetty	BA Hons	Informatics 3A, 3B Systems Analysis & Design	PT
12	Sayed Reyman	MBA	Auditing	PT
13	Josphat N Mukabi	MBA	IT Management 2B Informatics 2 B	PT
14	Neetu Lakha	B Tec Hons	IT Management 2A IT Management 2B	FT
15	Mishaal Maikoo	Hons	Business Communication	FT
16	Ridwaan Asmal	MBA	Management Accounting	FT
17	Razia Khan	MBA	Business Management 2 A, 2B and 3 A and 3 B	FT
18	Saheefa Safar	HONS	Business 1 A & 1 B	PT
19	Janine Upton	MBA	Business Statistics	PT
20	Preesha Seethal	MLLB	Business Law	PT
21	Akin Lot	MBA	Financial Accounting and Economics	FT
22	Herrison Matsongoni	MBA	Economics and Finance	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
5. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Commerce in Supply Chain Management
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Mr Indrasen Moodley

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

The Bachelor of Commerce in Supply Chain Management degree is a dynamic programme designed to give candidates specialist knowledge within the growing field of supply chain management.

A well implemented supply chain management system has been identified as a key tool in the success of today's leading businesses. Supply chain management involves the co-ordination, production, shipment and delivery of goods from the point of production to the point of consumption. Students enrolled on the programme will be exposed to the learning areas of operations, supply chain management, logistics and purchasing. Students will obtain in-depth knowledge in the field of supply chain management. Graduates of this programme will be well prepared to occupy positions in industry and to pursue postgraduate studies.

The modules covered in the Bachelor of Commerce in Information and Technology Management programme are as follows:

Year 1

Semester 1

Business Management 1A
End User Computing
Business Mathematics
Economics 1A

Semester 2

Business Management 1B
Business information Systems
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

Business Management 2A
Supply Chain Management 2A
Management Accounting 1T
Project Management 1T

Semester 2

Commercial Law
Business management 2B
Supply Chain Management 2B
Business Statistics

Year 3

Semester 1

Supply Chain management 3A
Supply Chain management 3B
Supply Chain management 3C
Supply Chain management 3D

Semester 2

Supply Chain management 3E
Supply Chain management 3F
Business Management 3A
Business Management 3B

Overall programme objectives

The Bachelor of Commerce in Supply Chain Management programme focuses on the following key learning objectives:

- Discuss the strategic importance of good supply chain design planning and operation and how they can confer competitive advantage when properly applied.
- Identify and properly evaluate the various key drivers which effect supply chain performance; facilities inventory, transportation, information, sourcing, and pricing.
- Utilise analytical methodologies for supply chain analysis in a managerial context.
- Attain a commitment to quality, timeliness and continuous improvement.
- Plan, administer and apply critical thinking in the evaluation and planning of projects.
- Analyse logistics and operations in supply chain management.
- Develop client and vendor relation skills.
- Coordinate and communicate with various stakeholders inside and outside the organisation regarding supply chain management and prepare participants to communicate and function effectively in teams.
- Perform warehousing activities effectively.
- Attain and apply contract and negotiation skills

Academic faculty

	Name	Qualification	Module	FT/PT
1	Saheefa Safar	Hons	Business Management 1A Business Management 1B	PT
2	Neetu Lakha	B Tec Hons	End User Computing	FT
3	Dr Krishna Naidoo	PHD	Business Mathematics	FT
4	Akin Lot	Masters	Economics 1A Economics 1B	FT
5	Neetu Lakha	BTec hons	Business information Systems	FT
6	Lewis Kaplan	Masters	Supply Chain Management 2A Supply Chain Management 2B Supply Chain management 3A Supply Chain management 3B Supply Chain management 3C Supply Chain management 3D Supply Chain management 3E Supply Chain management 3F	PT
7	Ridwaan Asmal	Masters	Management Accounting 1T Financial Accounting 1T	FT
8	Indrasen Moodley	BCom Hons	Project Management 1T	FT
9	Amandla Mkwazi	LLB	Commercial Law	PT
10	Razia Khan	MBA	Business Management 2A,2B,3A,3B	FT
11	Dr Suleiman Moola	PHD	Business Statistics	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
5. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Bachelor of Public Administration
NQF level	7
Total credits	360
Minimum duration of qualification	36 months
Programme co-ordinator	Dr Shaun Pekeur

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement;
- An equivalent NQF Level 4 qualification with proven proficiency in English;
- A Higher Certificate;
- An Advanced Certificate; or
- Diploma.

Programme description

The Bachelor of Public Administration degree programme is an undergraduate programme which focuses on principles and practices of public administration and management in the public sector.

The programme equips the student to function effectively and efficiently in public service organisations. It also examines local systems of governments. This includes an understanding of the types of local government and their constitutional relations with intermediate and central government. It also examines the public policy issues and priorities. The programme has the primary purpose of providing a well-rounded, broad education that equips students with the knowledge base and methodology principles that enable them to enter the labour market.

The modules covered in the Bachelor of Public Administration programme are as follows:

Year 1

Semester 1

Public Administration 1A
End User Computing 1T
Business Mathematics 1T
Economics 1A

Semester 2

Public Administration 1A
Business Communication 1T
Financial Accounting 1T
Economics 1B

Year 2

Semester 1

Public Administration 2A
Local Government 1A
Public Law
Public Sector Economics

Semester 2

Public Administration 2B
Local Government 1B
Introduction to Politics
Ethics In the Public Sector

Year 3

Semester 1

Public Administration 3A
Local Government 2A
Research in the Public Sector
Public Administration 3B

Semester 2

Local Government 2B
Public Administration 3C
Public Administration 3D
Public Sector Budgeting

Overall programme objectives

Upon successful completion of the Bachelor of Public Administration programme, students should be able to:

- Apply fundamental management principles in a work-based context;
- Utilise technology to communicate effectively;
- Conduct basic research;
- Manage information in a public management context;
- Demonstrate knowledge of basic economic principles;
- To analyse the political, social, economic, and legal environments of public sector organisations;
- Acquire skills in written communication, planning, budgeting, decision-making, and collaboration; and
- Be aware of ethical issues and problems in public organisations.

Academic Faculty

	Name	Qualification	Module	FT/PT
1	Claudia Dunn	MBA	Public Administration 1A	PT
2	Neetu Lakha	BTec Hons	End User Computing 1T	FT
3	Dr Krishna Naidoo	PHD	Business Mathematics 1T	FT
4	Akin Lot	Masters	Economics 1A Economics 1B	FT
6	Mishaal Maikoo	Hons	Business Communication 1T	FT
7	Ridwaan Asmal	Masters	Financial Accounting 1T	FT
9	Dr Joseph David	PHD	Public Administration 2A, 2B,3A,3B	PT
10	Dr Vasi Govender	PHD	Local Government 1A, 1B , 2A, 2B	PT
11	Sheetal Maharaj	Masters	Public Law	PT
12	Akin Lot	Masters	Public Sector Economics	FT
15	Dr Anoop Singh	PHD	Introduction to Politics Research in the Public Sector	PT
16	Dr Shaun Pekeur	PHD	Ethics In the Public Sector	FT
22	Dr Vasi Govender	PHD	Public Administration 3C	PT
23	Raj Moodley	MPA	Public Administration 3D	PT
24	Herrison Matsongoni	Masters	Public Sector Budgeting	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. However, a subminimum of 40% is required in each method of assessment with a final combined mark of 50% for all Year 3 modules.
5. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Advanced Certificate in Management Studies
NQF level	6
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Mr Dennis Ramsamy

Admission requirements

- Higher Certificate in the appropriate field; or
- An equivalent NQF Level 5 qualification.

Programme description

The Advanced Certificate in Management Studies is a one-year programme aimed at providing students with an overview of key management philosophies and practices. It offers students the opportunity to build a strong foundation in management education. This programme provides a comprehensive view of contemporary management practice in both the public and private sectors.

The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations. This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

The modules covered in the Advanced Certificate in Management Studies programme are as follows:

Semester 1

Principles of Management
Marketing
Business Information System

Semester 2

Microeconomics
Business Statistics
Accounting

Overall programme objectives

A student attaining the Advanced Certificate in Management Studies should be able to:

- Apply fundamental management principles in a work-based context;
- Apply quantitative methodologies in making work-based decisions;
- Utilise technology to communicate effectively; and
- Conduct basic research.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Randhir Ramharack	Masters	Principles of Management	PT
2	Jane van der Merwe	Masters	Marketing	PT
3	Neetu Dwarika	Masters	Business Information System	FT
4	Akin Lot	Masters	Microeconomics	FT
5	Dr Suleiman Moolla	PHD	Business Statistics	PT
6	Ridwaan Asmal	Masters	Accounting	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.
5. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.

The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.

Programme name	Advanced Certificate in Financial Planning
NQF level	6
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Mr Ridwaan Asmal

Admission requirements

- Higher Certificate in the appropriate field; or
- An equivalent NQF Level 5 qualification.

Programme description

This advanced certificate programme offers a combination of theory and practice in the area of financial services. Qualifying students will develop an integrated conceptual understanding, synthesis and application of specific issues in financial planning. They will also develop research skills, financial planning skills as well as skills in communication

Semester 1

Financial Planning Environment
 Personal Financial Planning
 Business Financial Planning

Semester 2

Practice Management
 Income Tax Planning
 Financial Management

Overall programme objectives

A student attaining the Advanced Certificate in Financial Management should be able to:

- Describe the financial planning process in detail
- Describe, explain, analyse and synthesise financial planning concepts
- Analyse a variety of products and make an informed decision based on the client's needs and suitability of the product to the need
- Provide a comprehensive financial needs analysis to a client
- Record the advice process as per regulatory requirements
- Analyse market conditions, regulations, investment products, risk products and provide solutions to clients based on the financial need
- Implement a monitoring process for client feedback and re-evaluation
- Provide and implement a business management operation in line with FAIS compliance requirements

Academic faculty

	Name	Qualification	Module	FT/PT
1	Ridwaan Asmal	Masters	Financial Planning Environment	PT
2	Sayeed Rahman	Masters	Personal Financial Planning	PT
3	Mohammed Saleem	Masters	Business Financial Planning	PT
4	Razia Khan	Masters	Practice Management	FT
5	Dr Harry Garbharran	PHD	Income Tax Planning	PT
6	Dennis Ramsamy	HONS	Financial Management	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Higher Certificate in Business Management
NQF Level	5
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Ms Ghazal Essop

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

Programme description

The Higher Certificate in Business Management is a one year programme that prepares students for employment in junior and middle management positions. It develops skills, knowledge and values in the areas of team management, strategic management, project management, marketing, finance and people management.

The programme is aimed at preparing students for a career in business and management. It focuses on the functional areas of management and ensures students apply theory to practice.

The modules covered in the Higher Certificate in Business Management programme are as follows:

Semester 1

Management Principles
Marketing
Business Communication
Business Mathematics

Semester 2

Project Management
Information Retrieval
Accounting and Finance
Business Law

Overall programme objectives

Upon successful completion of the Higher Certificate in Business Management programme, students should be able to:

- Apply management principles in a work-based context;
- Utilise technology to communicate effectively;
- Communicate effectively using both verbal and non-verbal communication; and
- Display project management skills.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Razia Khan	Masters	Management Principles	FT
2	Mishaal Maikoo	Masters	Marketing	FT
3	Dr Ayoob Jadwat	PHD	Business Communication	FT
4	Samantha Reede	PHD	Business Mathematics	PT
5	Stebby Mutobola	Masters	Project Management	FT
6	Neetu Dwarika	Masters	Information Retrieval	FT
7	Dennis Ramsamy	HONS	Accounting and Finance	FT
8	Sheetal Maharaj	Masters	Business Law	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Higher Certificate in Local Government and Development Management
NQF level	5
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Dr Joseph David

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

Programme description

The Higher Certificate in Local Government and Development Management is a one-year programme that aims to increase public service management capacity at local government level. It is directed towards persons who do not have any formal post school qualifications and who have limited work experience. It provides a foundational understanding of local government and development management.

All students take the same modules in the all levels of the curriculum. These modules induce the students to learn the basic skills which the programme demands, to understand the theoretical core of the disciplines of local government development and management, and to understand something of the context in which these disciplines are practised.

The modules covered in the Higher Certificate in Local Government and Development Management programme are as follows:

Semester 1

Local Government Law
 Local Government Finance
 Local Government Human Resource Management

Semester 2

Project Management
 Disaster Management
 Ethics and Professionalism
 Local Government Management

Overall programme objectives

Upon successful completion of the Higher Certificate in Local Government and Development Management programme, students should be able to:

- Analyse disaster management activities;
- Identify the legal framework of local government;
- Apply basic financial management skills in the work environment;
- Develop the capacity to communicate effectively; and
- Evaluate the provisions of relevant legislation.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Raj Moodley	MPA	Local Government Law	PT
2	Akin Lot	Masters	Local Government Finance	FT
3	Raj Moodley	MPA	Local Government Human Resource Management	PT
4	Stebby Mutobola	Masters	Project Management	FT
5	Nancy Simelane	Masters	Disaster Management	FT
6	Dr. Anthony Rippon	PHD	Ethics and Professionalism	FT
7	Dr Shaun Pekeur	PHD	Local Government Management	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Higher Certificate in Information Technology
NQF level	5
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Ms Neetu Lakha

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

Programme description

The purpose of the qualification is to provide a structured programme for persons wishing to work as information technology support staff in public and private sector organisations. The qualification aims to develop an integrated conceptual understanding, synthesis and application of information technology principles.

It will also develop communication and project management skills, and provide students with skills in IT support. This qualification covers fundamental concepts and components into the technology and operation of modern information systems.

The modules covered in the Higher Certificate in Information Technology programme are as follows:

Semester 1

Business Communications
 Essential Mathematics
 Introduction to Programming
 Networking Fundamentals

Semester 2

Computer Hardware and Architecture
 Web Development
 Information Systems
 End User Computing

Overall programme objectives

Upon the successful completion of the Higher Certificate in Information Technology programme, a student should be able to:

- Demonstrate knowledge and understanding of the information technology environment of an organisation.
- Utilise technology to communicate effectively.
- Operate as information technology support staff
- Perform information technology and related tasks in an organisation
- Apply, implement and maintain information technology systems.
- Compile information for business decision making

Academic faculty

	Name	Qualification	Module	FT/PT
1	Dr Ayoob Jadwat	PHD	Business Communications	FT
2	Samantha Reede	PHD	Essential Mathematics	PT
3	Neetu Dwarka	Masters	Introduction to Programming	FT
4	Cleopatra Simelane	Masters	Networking Fundamentals	FT
5	Cleopatra Simelane	Masters	Computer Hardware and Architecture	FT
6	Cleopatra Simelane		Web Development	FT
7	Trishana Ramluckan	Masters	Information Systems	FT
8	Neeshan Lakaram	HONS	End User Computing	PT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

Programme name	Higher Certificate in Supply Chain Management
NQF level	5
Total credits	120
Minimum duration of qualification	12 months
Programme co-ordinator	Ms Ghazala Essop

Admission requirements

- National Senior Certificate;
- National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

Programme description

This qualification offers a combination of theory and practice in the area of supply chain management. The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in supply chain management. The qualification will develop management and planning skills, and provide participants with knowledge of economics.

The purpose of this qualification is to equip students with a sound fundamental knowledgebase and basic skills regarding supply chain management. The Higher Certificate in Supply Chain Management is aimed at equipping first-line managers with the knowledge and skills required to fulfil their management role within the supply chain. This includes the disciplines of warehousing, transport, inventory, materials management and purchasing.

The qualification has relevance for students who engage in processes across the supply chain so as to create sustainable value for organisations.

The modules covered in the Higher Certificate in Supply Chain Management programme are as follows:

Semester 1

Business Management
Business Economics and Finance
Supply Chain Management

Semester 2

Purchasing Management
Logistics Management
Operations Management

Overall programme objectives

Upon successful completion of the Higher Certificate in Supply Chain Management programme, students should be able to:

- Demonstrate knowledge and understanding of the supply chain management environment within an organisation.
- Demonstrate knowledge and understanding of the influence of performance and risk within a supply chain management environment.
- Contribute to the development of a supply chain strategy for an organisation.
- Contribute to operational plans for supply chain management.
- Implement a supply chain strategy.

Academic faculty

	Name	Qualification	Module	FT/PT
1	Saheefa Safar	Hons	Business Management	PT
2	Charl Hendryck	Masters	Business Economics and Finance	FT
3	Indrasen Moodley	Masters	Supply Chain Management	FT
4	Ghazala Essop	Masters	Purchasing Management	FT
5	Indrasen Moodley	Masters	Logistics Management	FT
6	Stebby Mutobola	Masters	Operations Management	FT

Assessment

1. The assessment method is conducted by the submission of an assignment and the writing of an examination for each module. Both these assessment methods have separate independent departments with their own rules and regulations.
2. The contribution to the final mark for each student is 50% for the assignment and 50% for the examination.
3. To pass a module, a sub-minimum of 30% is required in each method of assessment and a final combined mark of 50% is required.
4. Entrance to the examination is dependent on meeting the sub-minimum requirements of the assignments for each semester.

9. ADMINISTRATIVE SUPPORT

9.1. The MANCOSA Student Support Department

MANCOSA has a Student Support Department situated at its head office in Durban, South Africa. It is the first point of contact for all student administration queries. MANCOSA has a unique-number tracking system to record for all student queries, whether administrative or academic. It works to have a response time of 24 to 48 hours. All queries in this regard and any other MANCOSA electronic facilities (such as IT and website information) must be forwarded to this department on:

- Email: sss@mancosa.co.za
- Tel: +27 31 300 7200

9.2. Regional Representatives

MANCOSA has regional representatives/ administrative offices in some areas. The details of these representatives/offices are given below:

City/country	MANCOSA representative	Contact details
South Africa (Durban)	Mancosa Staff	MANCOSA Campus 26 Samora Machel Street, Durban, 4000 Tel: +27 31 3007200 Fax: +27 31 3007299 Email: SSS@mancosa.co.za
South Africa (Johannesburg)	Mancosa Staff	MANCOSA Office, Ground Floor Sunnyside Centre 13 Frost Avenue, Sunnyside, Auckland Park Johannesburg, 2092 Tel: +27 11 8533000 Fax: +27 11 4829072 Email: JHB@staff.mancosa.co.za
South Africa (Cape Town)	Mancosa Staff	MANCOSA Office 1st Floor, Stadium on Main, 9 Main Road, Claremont, 7708 Tel: +27 21 6716576 Fax: +27 21 6714306 Email: CapeTown2@staff.mancosa.co.za
South Africa (Polokwane)	Mancosa Staff	MANCOSA Office, Ground Floor, Block A, Edupark Campus Webster Street, Polokwane, 0699 Tel: +27 15 2902896 or +27 15 2902899 Fax: +27 15 2902841 Email: Polokwane@staff.mancosa.co.za
South Africa (East London)	Mancosa Staff	MANCOSA Office, 90 Vincent Road, Vincent, East London, 5217 Tel: +27 43 7211271 Fax: +27 43 7211774 Email: mancosa.eastlondon@mancosa.co.za
Namibia (Windhoek)	Ms G Rooi	MANCOSA Namibia, Bachran Property Investments (BPI House) 269 Independence Avenue, Mezzanine Floor, Office 27, Windhoek, namibia Tel: 00264 61 301354 Fax: 00264 61 301353 Fax-to-email: 088629830 Cell: 00264 81 2332469 Email: Namibia@staff.mancosa.co.za

Zambia (Lusaka)	Mr P Mukabila	MANCOSA Office, 47 Independence Avenue Rhodespark, Lusaka, Zambia Tel: 00260 211 258684 Cell: 00260 979044454 Email: Zambia@staff.mancosa.co.za
Botswana (Gaborone)	Mrs P Tabengwa	MANCOSA Campus, Fair Grounds Mall, Unit 28, Plot 28502, Samora Machel Drive, Gaborone, Botswana Tel: 00267 3914587 Cell: 00267 3914562 Email: Botswana@mancosa.co.bw
Mozambique (Maputo)	Ms F Gani	Cell: 00258 84 635 0003 Email: Mozambique@staff.mancosa.co.za
Zimbabwe (Harare)	Ms B Mgandani	Cell: 00263 733411679 Cell: 00263 714169874 Email: Zimbabwe@staff.mancosa.co.za
Malawi (Lilongwe)	Dr W Nakanga	Tel: 00265 1876795 Cell: 00265 999565037 Email: Malawi@staff.mancosa.co.za
Kenya (Nairobi)	Prof C Mayaka	Tel: 00254 20 3606214 Cell: 00254 722 679469 Email: Kenya@staff.mancosa.co.za
Swaziland (Mbabane)		Email: Swaziland@staff.mancosa.co.za
Mauritius (Bel Village)	Mrs T Jaumally	YK Business School, Belle Terre Road, Highlands, Morc VRS, Mauritius, BRN: C06041230 Tel: 00230 698 9000, Fax: 00230 698 9010 Email: registry@ykbs.ac.mu
Russia	Ms O Savostina	Tel: 07 383 201 6364 Email: mba@nsuem.ru

10. ACADEMIC SUPPORT

10.1. Module coordinators

All queries relating to academic subject matters must be directed to the module coordinator appointed for each module. The module coordinator is a full-time MANCOSA lecturer who is available during office hours to provide academic support to students. These faculty members also provide email support via the dedicated email address provided in the programme handbook. Students must send all academic subject matter queries to the email address of the module coordinator. The subject line must indicate the name of the subject being queried. Email is the preferred method of communication with the academic faculty.

10.2. Regional tutor support (Academic Faculty)

Each region has highly qualified academic faculties appointed to ensure the highest standard of academic delivery to students. Their duties include:

- Delivery of the scheduled lectures
- Telephonic support
- Email support.

10.3. Module guides

On registration, all MANCOSA students are issued with a comprehensive set of module guides, which outline the syllabus and details of content to be covered in each module for the academic year.

However, it must be noted that all study material provided must be read in conjunction with the textbooks that are prescribed for each of the modules.

10.4. Library services

MANCOSA (Durban) has a fully stocked library equipped with the latest texts, publications, multimedia resources and journals.

Contact the librarians for information and cost of services available on

- Tel: +27 31 3007200
- Email: library@mancosa.co.za

Students in the following regions have access to library facilities at:

City	Country	Venue/address	Contact details
Johannesburg	South Africa	MANCOSA Office, Ground Floor Sunnyside Centre 13 Frost Avenue, Sunnyside, Auckland Park Johannesburg, 2092	Mr A. Motala Tel: +27 11 4829852 Fax: +27 11 4829072 Email: jhb@staff.mancosa.co.za
Durban	South Africa	MANCOSA Campus Library 26 Samora Machel Street Durban	Mrs A Ketero Tel: +27 31 3007200 Fax: +27 31 3007223 Email: library@mancosa.co.za
Cape Town	South Africa	MANCOSA Campus Library 1st Floor, Stadium on Main 9 Main Road, Claremont 7708	The Librarian Tel: +27 21 671 6576 Fax: +27 21 671 4306 Email: CapeTown2@staff.mancosa.co.za
Polokwane	South Africa	MANCOSA Office Edupark Edupark Avenue, Off Dorp Street, Polokwane	Ms H Manabalala Tel: +27 15 2902899 Fax: +27 15 2902841 Email: mancosa@edupark.ac.za
Windhoek	Namibia	MANCOSA Namibia Bachran Property Investments (BPI House) 269 Independence Avenue Mezzanine Floor, Office 27 Windhoek	Ms G Rooi Tel: 00264 61 301354 Fax: 00264 61 301353 Cell: 00264 81 2332469 Email: mancosa@mweb.com.na
Lusaka	Zambia	MANCOSA Zambia 47 Independence Avenue Rhodespark, Lusaka, Zambia	Ms C. Chilangwa Tel: +260 211 258 684 Cell: +260 979 044 454 Email: zambia@staff.mancosa.co.za
Gaborone	Botswana	MANCOSA Library Plot 50759, Block 9 Gaborone Plot 34546, Block 8, Mmamekue Road Gaborone	Ms T Ndlovu Plot 50759, Block 9, Gaborone, Te: 00267 3914587 Cell: 00267 3914562 Email: mancosa@info.bw
Maputo	Mozambique	EDIFÍCIO JAT V - Rua dos Desportistas no.883 2nd floor at ISRI, Maputo (Instituto Superior de Relações Internacionais)	Ms F Gani Cell: 00258 846350003 Email: Mozambique@staff.mancosa.co.za
Bell Village	Mauritius	YK Business School Morc VRS, Belle Terre Road, Highlands, Phoenix, MAURITIUS, BRN: C06041230	Mrs T Jaumally Tel: +230 698 9000/ +230 698 4087 Fax: 00230 698 9010 Email: registry@ykbs.ac.mu

10.5. External memberships

City	Venue/Address	Contact details
Johannesburg	University of Johannesburg (UJ) 1 Bunting Road Auckland Park, 2006.	The Librarian Tel: +27 11 559 1382 (students to pay a fee)
	University of South Africa (UNISA) Unisa Library 1 Kerk street, New Town Johannesburg, 2001	The Librarian Tel: +27 11 6304532/4533
	University of South Africa (UNISA) Rustenburg	Mr Abram Keswa (Head Branch Libn) Tel: +27 11670 9502/9515
Durban	University of South Africa (UNISA) Unisa Library 230 Stalwart Simelane Street, Durban, 4001	The Librarian Tel: +27 31 335 1722 Fax: +27 31 337 2457 (students to pay a fee)
	University of Kwazulu-Natal (UKZN) University Road, Westville Durban, 4000	The Librarian Tel: +27 31 260 8716 Fax: +27 31 260 7833 (students to pay a fee)
	King Edward Avenue, Scottsville Pietermaritzburg	The Librarian Tel: +27 33 260 5258 (students to pay a fee)
Pretoria	University of Pretoria (UP) Lynnwood Road Cnr of Rotor Street, Pretoria	The Librarian Tel: 012 420 5240 (students to pay a fee)
	University of South Africa (UNISA) Muckleneuk branch library Unisa Library Samuel Pauw building University of South Africa Preller Street, Muckleneuk Ridge	The Librarian Tel : +27 12 429 3206 Fax : +27 12 429 3489 (students to pay a fee)
Potchefstroom	North West University 11 Hoffman Street, Potchefstroom	The Librarian Tel: +27 18 299 2000 (students to pay a fee)
East London	Walter Sisulu University (Potsdam Library) Old Berlin Road,	The Librarian Tel: +27 43 708 5477 (students to pay a fee)
Mthatha	Walter Sisulu University (Mthatha Library) Nelson Mandela Drive Mthatha	The Librarian Tel: +27 47 502 5314/8 (students to pay a fee)
	OR Tambo District Municipality (Mthatha)	The Librarian: Mr Siphwe Magwentshu Tel: +27 47 501 6504 Email: siphem@ortambodm.org.za
Cape Town	University of Stellenbosch JS Gerick Library, JS Marais Square c/o Victoria and Ryneveld Streets, Stellenbosch	The Librarian Tel: +27 21 808 2486 +27 21 808 4883 (students to pay a fee)
	Cape Town Central Library	The Librarian

	Parade and Darling Street University of South Africa (UNISA) Unisa Library 15 Jean Simonis Street, Parow, 7500	Tel: +27 21 444 0983 The Librarian Tel: +27 21 650 3119 (students to pay a fee)
Polokwane	University of South Africa (UNISA) 23 A Landdross, Marie & Rade Street Polokwane City Library 71 Hans van Rensburg Polokwane	The Librarian Tel: +27 15 290 3431/33/36 Fax: +27 15 290 3434 (students to pay a fee) The Librarian Tel: +27 15 290 2161/67
Bloemfontein	University of the Free State 205 Nelson Mandela Drive, Park West Bloemfontein, 9301	The Librarian: Mrs Hall Tel: +27 51 401 2226 Fax: +27 866 5977 (students to pay a fee)
Nelspruit	Tshwane University of Technology (TUT) Cnr of Banket Avenue and Madiba Drive	The Librarian Tel: +27 13 745 3500
Mafikeng	North West University Cnr Dr Albert Luthuli & University Drive, Mmabathu	Librarian: Mr M. Mtna Tel: +27 18 389 2198 (students to pay a fee)
Kimberley	Kimberley Public Library Cnr Sydney & Chapel Street Kimberly, 8300	The Librarian Tel: +27 53 830 6241 Fax: +27 53 833 1954 Email: library@solplaatje.org.za
Port Elizabeth	Nelson Mandela Metrop University (NNMU) University Way, Summerstrand	The Librarian Tel: +27 41 504 2936 (students to pay a fee)

City	Venue/Address	Contact details
Zambia (Lusaka)	University of Zambia Central Administration Block Great East Road Campus, Lusaka	The Librarian Tel: +260 211 250 845 Email: librarian@unza.zm
Namibia (Windhoek)	Polytechnic University of Namibia Corner of Brahms and Haydn Windhoek West	The Librarian Tel: +264 61 207 2022/2621
Swaziland (Matsapha)	Swaziland Institute of Mgt & Pub Admin (SIMPA) New Campus Opposite the University of Swaziland Kwa Luseni, Lozitha Road, Matsapha	The Librarian Cell: 00268 6021347 Email: lkhumalojones@yahoo.com
Botswana (Gaborone)	University of Botswana 4775 Notwane Rd, Gaborone	The Librarian Tel: +267 355 0000
Mozambique (Maputo)	ISRI Rua dos Desportistas no. 883 Edifício Jat V – 2 nd floor, Maputo Av	Ms F. Gani Cell: +258 846 350 003 Email: Mozambique@staff.mancosa.co.za
Mozambique (Maputo)	Universidade Eduardo Mondlane Faculdade de Economia Campus, Universitario, Maputo	The Librarian
Malawi (Lilongwe)	The Natural Resources College Off Mchinji Road Lilongwe Malawi	Dr W Nakanga Tel: +265 187 6795 Cell: +265 999 565 037 Email: Malawi@staff.mancosa.co.za
Zimbabwe (Harare)	University of Zimbabwe 28 Impala Rd, Borrowdale West Harare, Zimbabwe	The Librarian: Mrs JF Gurira Email: jfh_gurira@uzlib.uz.ac.zw
Kenya (Nairobi)	AMREF International Training Cnt (AMREF) Along Langlata Road Opposite Wilson Airport	Mrs W Ileri (Regional Librarian) Tel: 00254 20 693117 Email: library@amrefhq.org
Ethiopia (Addis Ababa)	University of South Africa (UNISA) Unisa Ethiopia, Ground Level, Block 2 Addis Ababa, Ethiopia	The Librarian Tel: +251 114351244
Lesotho (Maseru)	University of Lesotho 50 Constitutional Road, Lesotho	The Librarian Tel: +266 213 704/21 3700
Sudan (Juba)	UNDP, Ministry Road Juba South Sudan	Onic Evans Tel: +211 922 777 780 Cell: +211 959 002 370 Email: onic.evans@undss.org
Russia	NSUEM	Ms O. Savostina Tel: 07 383 201 6364 Email: mba@nsaem.ru

10.6. Online support and services

As part of MANCOSA's on-going improvement in academic support and services, the institution present students with the following opportunities to supplement the module and prescribed textbooks. Accesses to the following resources are available via the www.mymancosa.com student portal.

- Emerald Online
- Sabinet Online
- EBSCO
- Pearson Education Online Resources
- McGraw Hill Online Resources
- Market Line
- CENGAGE Learning
- JSTOR
- Management Help
- Informing Science
- Directory of Open Access Journal (DOAJ)
- Google scholar

MANCOSA's student portal (<http://www.mymancosa.com>) offers the following services to students:

- Information on news and events
- Examination information, guidelines and results
- Assignment questions and guidelines
- Access to past - year examination question papers
- Information on library services available
- On-line journal database access e.g. Emerald On-line, EBSCO,
- Research and dissertation guides
- Chat forum
- Programme handbooks
- Assignment questions
- Module guides
- Past year examination papers
- Guide on how to handle case studies
- Case studies
- Research skills
- Study guidelines
- Proposal writing guide
- Dissertation writing guide
- Powerpoint slides
- Journal articles and search engines for journal articles
- Video Cases
- Harvard referencing guide
- Links to websites

In the event of the student experiencing difficulty accessing any of the MANCOSA electronic facilities, queries must be directed to webmaster@mancosa.co.za

11. RESEARCH

The MANCOSA Research Department will assist students with their research reports, dissertations and statistical support.

All queries in this regard must be forwarded to research@mancosa.co.za

12. VENUES

12.1. Workshop venues

Workshops are held or will be considered to be held in the following regions/venues:

City	Country	Venue
Johannesburg	South Africa	College of Education at Wits (formerly JCE) 27 St Andrews Road, Parktown, Johannesburg
Durban	South Africa	MANCOSA Lecture Hall 26 Samora Machel Street, Durban
Pretoria	South Africa	UNISA (Muckleneuk Campus) Theo Van Wyk Building, Preller Street, Pretoria
East London	South Africa	MANCOSA Office 90 Vincent Road, Vincent, East London, 5201
Cape Town	South Africa	MANCOSA Campus First floor Stadium on Main Building, 99 MAIN Road, Claremont, 7708
Polokwane	South Africa	Edupark Campus Webster Street, Polokwane, 0699
Pietermaritzburg	South Africa	To be confirmed
Windhoek	Namibia	MANCOSA Office Bachran Property Investments (BPI House), 269 Independence Avenue, Mezzanine Floor, Office 27, Windhoek
Lusaka	Zambia	TopFloor Elunda 2 Building, 2nd Floor Addis Abba Roundabout, Rhodes Park, Lusaka, Zambia
Gaborone	Botswana	MANCOSA Campus Fair Grounds Mall, Next to Motor Centre, Samora Machel Street, Plot 28502, Unit 28, Gaborone
Matsapha	Swaziland	Regent Business School Lot 132 City Centre, Mbabha Street, Commercial Area, Manzini (Near Swaziland Milling)
Maputo	Mozambique	Tel One Centre for Learning Corner Samora Machel West and Hampden Street, Belvedere, Harare
Harare	Zimbabwe	University of Zimbabwe (Faculty Of Law) Mount Pleasant, Harare
Juba	South Sudan	United Nations, UNDP Meeting Hall Juba, South Sudan

12.2. Examination venues

Examinations are held or will be considered to be held in the following regions/venues:

City	Country	Venue	Address
Johannesburg	South Africa	Turffontein Racecourse Conference Facility	Turf Club Street, Turffontein Johannesburg
Durban	South Africa	MANCOSA Campus	26 Samora Machel Street, Durban
Pretoria	South Africa	UNISA (Muckleneuk Campus)	Theo Van Wyk Building Preller Street, Pretoria
East London	South Africa	Border Cricket Association	Buffalo Park Drive, Buffalo Park East London
Cape Town	South Africa	MANCOSA Office	3 rd Floor Ebden House, Belmont Park, Belmont Road, Rondebosch, 7700
Polokwane	South Africa	Edupark	Edupark Avenue, Off Dorp Street, Polokwane
Bloemfontein	South Africa	Bohmer Secondary School	Haldon Road, Universitas, Bloemfontein
Nelspruit	South Africa	SAVF	35 Murray Street, Nelspruit
Mafikeng	South Africa	Molopo Executive Country Lodge	Corner Nelson Mandela Drive and North Street, Mafikeng
Kimberley	South Africa	Don Savoy Hotel and Conference Centre	Old De Beers Road Kimberley
Port Elizabeth	South Africa	Kwantu Towers	8th floor, Vuyisile Mini Square Port Elizabeth
Mthatha	South Africa	Hotel Savoy and Conference Centre	Savoy Shopping Centre 912 Nelson Mandela Drive, Mthatha
Richards Bay	South Africa	Protea Hotel Richard's Bay	Cnr of Davidson & Launder Lane Merensie
Pietermaritzburg	South Africa	Protea Hotel Imperial	224 JabuNdlovu Street Pietermaritzburg
Windhoek	Namibia	Gamams Training Centre (Transnamib)	Hosea Kutako Drive, Pionierspark, Windhoek
Lusaka	Zambia	ZAMCOM	Plot 3529 Government Road Near Ministry of Finance, Lusaka
Gaborone	Botswana	MANCOSA Campus	Plot 50759, Block 9 Gaborone
Matsapha	Swaziland	Swaziland Institute of Management & Pub Admin (SIMPA) New Campus	Opposite the University of Swaziland, Kwa Luseni, Lozitha Road, Matsapha
Maputo	Mozambique	ICICE	Av. Zedequias Manganhela n.267, 1 ^o piso, Prédio Jat. Maputo
Harare	Zimbabwe	University of Zimbabwe	Faculty Of Law Mount Pleasant, Harare
Lilongwe	Malawi	Natural Resource College	Off Mchinji Road Lilongwe
Blantyre	Malawi	MPC Conference Centre	Kasungu Conference Centre, Blantyre 8
Nairobi	Kenya	AMREF International Training Centre	Along Langlata Road Opposite Wilson Airport
Maseru	Lesotho	Examinations Council of Lesotho	Khubetsoana, opp National Abattoir next to Lesedi Community School, Maseru
Juba	South Sudan	Regency Hotel	Regency Hotel, Juba South Sudan
Reduit	Mauritius	Mauritius Examination Syndicate	Reduit, Mauritius

13. GENERAL EXAMINATION INFORMATION

13.1. Eligibility to sit for an examination

To be eligible to write an examination for a module a student must fulfil the following requirements:

- Complete the compulsory assignment for a module.
- Obtain at least the sub-minimum in the assignment of that module. If the student does not obtain the sub-minimum in the assignment, then the student is deemed to have failed the module and should not sit for the examination for that specific module.
- In the event that the student does not meet the requirements as stipulated above, s/he will be required to re-register for that module.
- In order to sit for an examination, proof of identity is required.

13.2. Marking of examination scripts

The following guidelines apply to the marking of examination scripts:

- Examination scripts are assessed by the module coordinators and/or lecturers concerned.
- The scripts are then moderated externally by subject-area specialists.
- The external moderator's report of examination scripts are tabled at the Assessment, Verification and Certification Committee. The decisions taken by this Committee of student module results, ratified by SENEX, is final and binding.

13.3. Re-marking of examination scripts

The following guidelines apply to the re-marking of examination scripts:

- Re-marking of examination scripts is permitted.
- An application for re-mark must be made on the prescribed Re-Mark Request Form
- This form accompanied by the prescribed application fee must reach MANCOSA within five (5) working days after the official release of the examination results.
- Applications made after the closing date will not be processed.

13.4. Aegrotat examinations

The following guidelines apply to aegrotat examinations:

- An aegrotat examination may only be granted to students who claim, and are able to provide evidence of, mitigating circumstances.
- Students who do not attempt a final examination due to illness or circumstances beyond their control are required to submit proof to substantiate their claims, for e.g. medical certificates, etc., with the required accompanying Aegrotat Request Form.
- The aegrotat examination must be applied for on the MANCOSA Aegrotat Request Form
- The aegrotat application is only processed on receipt of the prescribed fee per module.
- A student who has qualified for an aegrotat examination must write it at the scheduled time. This is the final opportunity for the student to sit for the examination in the semester. No postponement or claims of mitigating circumstances for aegrotat examinations is permitted.
- A request for these mitigating circumstances for an examination will only be considered if the student has submitted the assignment/s for the module/s concerned.
- An aegrotat application can only be requested for a final examination sitting.

13.5. Supplementary examinations

The following guidelines apply to supplementary examinations:

- Students who fail an examination for a module may qualify for a supplementary examination if the following conditions are met :
- It is the student's responsibility to check if s/he has been granted any supplementary examinations.
- A student granted a supplementary examination must write it at the scheduled given time. No postponement or claims of mitigating circumstances for supplementary examinations is permitted.
- A student who does not pass a module after having written a supplementary examination will be deemed to have failed the module and will have to re-register for the module.
- The supplementary examination may be granted if all the required conditions are met.

13.6. Requirements to write an examination

The following are requirements for writing an examination paper:

- Students must inform MANCOSA, in writing, at least one (1) month in advance if there are changes to their attendance at their examination venue.
- Students must provide positive identification at examinations and those students who do so will not be allowed to write the examination.
- To provide proof of positive identification, the following two (2) types of identification are required :
 - A valid MANCOSA student card; and
 - A valid official identity document (ID, valid passport or a valid driver's licence).
 - No other documentation will be accepted.
- Failure to provide positive identification will require the student to complete a legal affidavit at the beginning of the examination session. Repeat offenders may face possible exclusion from future examinations.

13.7. Writing the correct examination paper

- The responsibility lies with the student to ensure that s/he writes the correct examination paper of a module with the exact and not similar module title.
- Students who write the incorrect examination paper will be required to re-register for the module.
- MANCOSA will not be held liable for students who write the incorrect examination paper.

13.8. Release of examination results

The release of examination results are as follows:

- The final examination results are released on the student portal (www.myncosa.com) approximately 3 to 4 weeks after the conclusion of an examination for a semester.
- It is the student's responsibility to determine if s/he is eligible to write a supplementary examination.
- No examination results will be released to a student until s/he pays all outstanding study fees.
- Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

13.9. Specific rules for writing examination papers

The following are specific rules for writing an examination paper:

- All candidates writing examinations must be seated 30 minutes prior to the commencement of an examination. Candidates who arrive after the first hour of the examination session has elapsed will not be allowed to write the examination.

- No candidate is allowed to leave the examination room within the first hour and in the last 15 minutes of the examination. Furthermore, candidates are only permitted to leave the examination room in the event of an emergency. This will be done at the discretion of the chief invigilator. The time and duration spent outside of the examination room will be recorded on the candidate's answer book.
- All candidates are to remain seated until all examination scripts are collected and instruction is given by the chief invigilator to leave the examination room.
- No unauthorised materials or electronic devices may be used or referred to during an examination. Unauthorised materials include, but are not limited to books, notes, or aid sheets. Unauthorised electronic devices include, but are not limited to cell phones, laptop computers, programmable calculators, MP3/audio players, electronic dictionaries, or any other electronic recording device. Non-programmable calculators shall be permitted.
- Candidates writing Open Book Examinations (for e.g., MBA Year 2 – Corporate Strategy) shall only be permitted to refer to their own books, notes and/or aid sheets. No electronic devices shall be permitted for this examination.
- All candidates must present their student cards and an official valid identity document to the invigilator upon request.
- Candidates are not allowed under any circumstances to communicate with another candidate during the examination session. If a candidate requires assistance, s/he must raise his/her hand so that an invigilator may attend to him/her.
- All work done in the examination answer book must be handed in. If a candidate does not wish any part of his/her work to be marked, a line must be drawn through it. The use of scrap paper is not permitted. Any rough work/ calculation must be done in the answer book.
- Under no circumstances may a candidate retain the answer book or remove it from the examination venue.
- All cell phones must be switched off. No cell phones or electronic devices are allowed to be on the desks or be accessible to candidates during the examination session. No candidate may answer or make a phone call during an examination session.
- Smoking is not permitted in the examination room or during the examination session.
- MANCOSA will not be held liable for personal property left in the examination room.
- If a candidate is suspected of examination misconduct, the candidate's examination script will be taken away and an irregularity form will be filled out. Candidates deemed to have gained an unfair advantage through examination misconduct by the Assessment, Verification and Certification Committee will be liable to penalties which could include the loss of academic credit and expulsion.
- All caps/hats must be removed or the peak must be turned to the back prior to the commencement of an examination.
- All examination answer books have a detachable page with these above-mentioned rules on them. This page must be accurately completed, signed and separated from the rest of the answer book along the perforation. This page must also be placed in a conspicuous place on the desk of the candidate for collection by the invigilator.
- If there is an assessment or examination irregularity Senex can require students to resubmit or resit for the exam. (for example information on a paper or a leak)

14. ASSIGNMENTS

14.1. Submission of assignments – general guidelines

The following rules apply to the submission of assignments for any intake/registration period of students and across all programmes:

- Only one (1) assignment copy per student is required to be submitted to the Assessment Department. Multiple copies of the same assignment slow down the smooth processing of assignments.
- Before sending the assignment, the responsibility lies with the student to ensure that the assignment is properly labelled.
- All assignments must include a standard MANCOSA Assignment Cover Page
- A copy of the Assignment Cover Page may be obtained from:
www.mycancosa.com/documents/orderforms/Assignments%20Cover%20Sheet.doc
- All required details must be correctly completed on the MANCOSA Assignment Cover Page, including the student's MANCOSA email address (not their personal email address). The responsibility lies with the student to update his/her personal details with the Registry Department or on mycancosa.com
- Assignments sent without the MANCOSA Assignment Cover Page will not be accepted. Cover pages must be added as the first page of an assignment and not as the last page.
- The MANCOSA Assignment Cover Page, table of contents, body of assignment and bibliography (references) should not be added to the final word count of an assignment. Word limits for an assignment should be strictly adhered to.
- Students need to be vigilant that the final version of the assignment is sent to MANCOSA. If students send a wrong version of an assignment and this assignment is marked, the student may end up with a lower mark than if the final version had been submitted.
- All assignments must be submitted in ONE ATTACHMENT. Assignments submitted in different parts will not be accepted for marking. There may be exceptions to this rule for the Information Technology and Quantitative modules where the different files must be zipped and uploaded as one folder.
- Students can upload several times during the day on which the submission is first made. Each submission however will override the one made previously during that same day.
- Subsequent to the day on which the assignment was first submitted, NO further submissions of the assignment for the particular module will be accepted by the online system or through any mode of upload. This is irrespective of the due date for the assignment.
- Assignment parts received from students after the day on which the first submission was made will not be marked.
- The student must ensure that the full assignment is submitted on the day on which the first submission is made.
- It is the responsibility of the student to retain the acknowledgement of receipt email/slip for future reference.

14.2. Mode of submission of assignments

- Students are expected to be computer literate. All assignments must be submitted online in a PDF format. No other format and mode of submission will be accepted, except in the case of students with disabilities.
- No handwritten assignments will be accepted.

14.3. Assignment uploading/submission procedures

Students must follow the following procedures very carefully:

- They must log onto the student portal www.mycancosa.com with their student numbers as their username.
- After logging into the mycancosa.com portal, they must move their mouse over "My Information".
- A drop down menu appears.
- They must move down the menu to "Assignment Upload".

- Students will be able to choose their module and attach the assignment to the module.
- Students are required to upload their assignment in ONE ATTACHMENT.
- Finally, they must Click “SEND”.

The assignment upload guideline and troubleshoot guide are available via the MyMANCOSA student portal

14.4. Assignment submission dates

The Programme Handbook provided to students at registration has the assignment submission dates clearly stated. Each module has a carefully and progressively planned specific assignment due/deadline date per semester. Students are expected to abide by these deadline dates and encouraged to upload their assignments well before the deadline, so that the IT and Assessment Departments of MANCOSA can handle the inflow of assignments smoothly and efficiently.

14.5. Extension of assignment submission dates

In exceptional circumstances, students may be granted only one extension per semester across modules for the submission of an assignment. Normal pressure of work is not considered a valid reason to request for an extension. All extension requests must be received at least one (1) week prior to the due date of the assignment.

An extension may be granted for an additional 5 days after the scheduled assignment due date. No further extensions will be granted. An extension request must be submitted online using the following links on the MyMANCOSA portal:

- Log onto MyMANCOSA.
- Click on MyInformation.
- Click on Assignment due date extension request.
- Complete the Extension Request Form and submit.

14.6. Late submission of assignments

After the assignment due date, a maximum of 5 working days is granted to accept late submissions. All assignments received after the stipulated due date (i.e. late submissions) will be capped at 50% and the 30 day period for the release of results will not be guaranteed. Assignments received after the abovementioned 5 working day late submission period, will not be accepted for marking. In exceptional cases where there is evidence of mitigating circumstances (i.e. death or hospitalisation); late submission may be considered at the discretion of the Assessment Manager provided supporting documentation is made available within 5 working days of the assignment due date. Work pressures are not considered as mitigating circumstances

14.7. Re-submission of assignments

A student who obtains a mark of less than 50% for an assignment may have another attempt at improving his/her grade for that assignment by providing a re-submitted assignment. The re-submitted assignment will be capped with a maximum mark of 50%. Re-submitted assignments are due 10 days after the date on which the student assignment result is uploaded onto the student portal. An email notification is sent to the student advising that the marked assignment is ready for download. Assignments submitted after the re-submission due date, as determined by the Assessment Department, will not be accepted. Students will be required to answer a new assignment question for all assignment re-submissions. A re-submission fee is levied per assignment. All assignments received by the due date will be marked and results will be made available to students within 30 days of the original assignment due date

14.8. Re-marking of assignments

- Assignments may be re-marked independently at the request of the student. This will be done at a charge per assignment. Proof of payment must be submitted together with the application for a re-mark.

- In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.
- Students applying for a re-mark must do so within 5 days of receipt of the assignment result.
- Any student requesting a re-mark must fill in a standard MANCOSA Re-Mark Request Form 10.

14.9. Group assignment rules

- While students are encouraged to form student and support study groups and given the large amount of information available, each student MUST produce his/her own original piece of work when submitting assignments.
- Students are cautioned against submitting the same assignment as others in their group, particularly in the quantitative modules.
- Students found guilty of plagiarism and academic dishonesty will be subject to action as stated in MANCOSA's Academic Honesty and Plagiarism Policy. If there is an assessment or examination irregularity SENEX can require students to resubmit or resit for the exam. (for example information on a paper or a leak)

14.10. Acknowledgement of assignment receipts

- Students must ensure that they retain the online confirmation of receipt of their assignments.
- The student is responsible to check that s/he uploads the complete assignment correctly (as in AR 11 3 above).

14.11. Report of uploading errors

- Students are required to contact the Assessment Department immediately to report any errors occurring with the uploading facility on MyMANCOSA. All correspondence and error messages must be retained by the student as proof for future reference.
- If assignments are uploaded after working hours and technical problems are encountered, the student must ensure that the error message, as a screenshot, is retained and emailed to: sss@mancosa.co.za
- In exceptional cases, late assignments as a result of technical errors on the MyMANCOSA portal may be uncapped. This will only be applicable to assignments received one day after the due date and will be at the discretion of the Assessment Manager, provided that the supporting documents (i.e. correspondence and error messages) have been submitted in accordance with the above-mentioned rules.

14.12. Release of assignment results

- All assignments received by the due date will be marked and results will be made available to students within 30 days of the original assignment due date.
- Assignments submitted as late submissions; re-submissions or extensions will not be guaranteed the 30 day turnaround period for the release of results.
- Assignment results will be available on the MyMANCOSA student portal. Alternatively students may request their results in writing from the Assessment Department.
- Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

14.13. Return of assignments

- All marked assignments are uploaded onto the MyMANCOSA student portal. The responsibility lies with the student to download the marked assignments from the MyMANCOSA student portal.
- Marked assignments are not posted back to student.

14.14. Assignment administrative support

Depending on your choice of examination venue, students may contact support staff with regards to queries on their assignments. These queries should be directed to the contact details reflected in the table below:

Region	Email contact	Processing office	Telephone contact
Johannesburg	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
Durban	ugassign@staff.mancosa.co.za	Durban	+27 31 3007200
Pretoria	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
East London	ugassigncpt@staff.mancosa.co.za	Cape Town	+27 21 6859072
Cape Town	ugassigncpt@staff.mancosa.co.za	Cape Town	+27 21 6859072
Polokwane	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
Bloemfontein	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
Nelspruit	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
Mafikeng	ugassignjhb@staff.mancosa.co.za	Johannesburg	+27 11 8533000
Kimberley	ugassigncpt@staff.mancosa.co.za	Cape Town	+27 21 6859072
Port Elizabeth	ugassigncpt@staff.mancosa.co.za	Cape Town	+27 21 6859072
Mthatha	ugassigncpt@staff.mancosa.co.za	Cape Town	+27 21 6859072
Richards Bay	ugassign@staff.mancosa.co.za	Durban	+27 31 3007200
Pietermaritzburg	ugassign@staff.mancosa.co.za	Durban	+27 31 3007200
Windhoek	ugassign@staff.mancosa.co.za	Durban	+27 31 3007200

15. REGISTRATION AND FINANCE

15.1. Enrolment

Every student must complete an Enrolment Contract as well as a MANCOSA application form at the start of each academic year, in order that he/she may become an officially enrolled student. Where a student has sponsorship in respect of financial support from an employer or any other sponsoring body in respect of fees, the student must supply proof of sponsorship at enrolment, to enable registration without payment of the initial instalment. The student, however, is ultimately responsible for all and any payment owing to MANCOSA in the case of default by the sponsor.

15.2. Payment of fees and other dues

All fees and other payments owing to MANCOSA for tuition and/or services provided must be paid by the due dates as stipulated in the fee schedule.

In addition, if students have an outstanding financial obligation, MANCOSA may:

- withhold the results of assignments and examinations;
- withhold the release of certificates; and
- not allow the student to attend the graduation ceremony

15.3. Re-enrolment

No student may re-enrol for another year or enrol for a different course whilst indebted to MANCOSA.

15.4. Payment plans

The payment of fees by instalment is available as long as the terms of such an arrangement are strictly adhered to. Students who fail to pay by the due date will automatically move to the next payment plan.

15.5. Miscellaneous costs

Students requesting additional material not included in the course fee will be charged accordingly. These miscellaneous costs could include photocopying, postage etc.

15.6. Cancellation of registration/fee liability

In the case of cancellation of registration, an applicant may cancel his/her registration for the current year of study as a whole and shall be exonerated from the liability for the full fee (excluding the registration fee) provided that MANCOSA is informed in writing within 14 days of registration and that such withdrawal has been confirmed in writing by MANCOSA.

15.7. Payments

The following information must appear on all payments made to MANCOSA:

- full name;
- student number; and
- current programme
- Proof of payment/transfer must be faxed to MANCOSA Finance on the number +27 31 207 8352
- If all details are not accurately provided to MANCOSA, your account may not be credited.

15.8. Account details

All payments should be made into the bank account, details of which are in the Course and Assignment Handbook.

15.9. Student financial aid

Students requiring bursaries to undertake their studies with MANCOSA must submit their application to the following email address: alumni@staff.mancosa.co.za

16. ADMISSION AND LANGUAGE POLICY

16.1. Admission policy

- The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a South African National Senior Certificate with appropriate subject combinations and levels of achievement. Each programme however will have additional admissions criteria as per the Prospectus
- International students who have completed their secondary school education in their respective countries may apply for admission. Those who have completed the Cambridge General Certificate of Education (GCE) through the O and A level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate programme.
- The minimum entry requirement into a postgraduate programme is an appropriate Bachelor's Degree or a recognised equivalent qualification. Each programme will have additional admission criteria as found in the Prospectus.

- An alternative access route is available in exceptional circumstances for mature students who do not meet the minimum entry requirements on the basis of Recognition of Prior Learning (RPL) for both undergraduate and postgraduate studies. An acceptance of a RPL candidate is based on MANCOSA's RPL Policy and procedures which are subject to the approval of the Student Admission and Selection Committee.
- Programme titles and the National Qualifications Framework (NQF) levels, credits and admission criteria, are subject to change, according to the requirements of the CHE (the Quality Council for Higher Education) and the Higher Education Qualification Sub-Framework (HEQSF).

16.2. Language of communication and instruction

- Due to the reality of the status of the English language today as a dominant language for trade, commerce and research, all communication to students done electronically or otherwise is conducted through the medium of the English language. MANCOSA does not disrespect or disregard the importance of any other language as they all have a role to play in different societies.
- The method of instruction of all MANCOSA lectures, tutorials, workshops, assignments, examinations, research, etc. is primarily in English.
- If there are any concerns about English language proficiency for higher education study purposes, the responsibility is on the student to provide evidence of competence to read, write and speak in the English language.

16.3. Recognition of prior learning (RPL)

- Applications for credits or exemption/s from a module or part of a programme on the basis of RPL are permitted.
- These applications are evaluated by the Student Recruitment, Admission and Selection Committee to determine an applicant's eligibility.
- Applications in this respect are only accepted at the point of registration with the required RPL exemption form.
- A student that is granted exemption/s or credits for 50% or more of the programme for the academic year cannot exceed a six (6) month payment plan.

16.4. Credit Accumulation and Transfer Scheme (CATS)/Accreditation of Prior Learning (APL)

On application, each module/course from a registered and accredited higher education institution is assessed, as per the South African Qualifications Authority (SAQA) requirements, for credit accumulation and transfer (CAT) in terms of module content and outcomes, including critical cross-field outcomes, topics, alignment, assessment, NQF levels, exit level outcomes and level descriptors, to ascertain whether credit can/cannot be applied for such completed modules. The Student Recruitment, Admission and Selection Committee shall review the application for CAT and make the final decision on granting credit. All decisions are noted by the Assessment, Verification and Certification Committee. SENEX reviews any student appeals related to CAT. The following rules apply:

- The student must prepare full information with supporting evidence on courses/modules that they would like considered for CAT and submit with the MANCOSA Application Form for Credit Exemption.
- International students and students who have verifiable qualifications from other countries must have their qualifications evaluated by the South African Qualifications Authority (SAQA) and submit the SAQA report and evidence with their completed CAT Form.
- The Student Recruitment, Admission and Selection Committee review the application for CAT and make the final decision about granting credit.
- Credit of up to a maximum of 50% may be granted for relevant modules/courses that have already contributed toward the award of another qualification, provided the other rules in this section are met.
- All credits of an incomplete qualification from another higher education institution may be recognised by MANCOSA in meeting part requirements for a qualification.

- Any credit awarded for modules/courses undertaken elsewhere will be clearly identified on the student's transcripts.
- Credit will be granted for students who have participated in modules/courses or programmes with a partner university, provided it meets the criteria of the institution.
- Credit will not be granted for more than 50% of a MANCOSA qualification.
- Credit and requests for exemption must be completed at the time of application for admission.
- Credits and exemption applications may have a time limit imposed depending on the type and nature of the module, for e.g., no credits are given to obsolete/outdated modules (i.e. those modules more than 5 years old).
- No credits are granted for final year exit level modules.

16.5. Ancillary, prerequisite and requisite modules

- Senate may prescribe ancillary modules in any programme.
- Senate may specify the attainment of a minimum mark of more than 50% in a prerequisite module, a specified mark in a module or any other requirement before registration for a proposed module is permitted.
- Registration for a module will be conditional on meeting all co-requisite and prerequisite requirements for that module.

16.6. The Student Recruitment, Admission and Selection Committee

The Academic Dean shall establish a Student Recruitment, Admission and Selection Committee chaired by the Academic Director and comprising two other members nominated by the Principal. The Committee shall meet regularly during the two registration periods for the January and July intakes.

The functions of the Committee include:

- evaluating the applications of candidates seeking credits for modules and accreditation of prior learning for admission to a programme;
- evaluating the evidence supplied by applicants based on work experience and in-house training programmes; and
- liaising with the student consultants to provide applicants with a quick decision on their application
- All applications must be processed on the approved form.
- The applicant must be informed of the outcome and a copy of the form must be placed on the student's file.

16.7. Student selection

Integral to MANCOSA's commitment to excellence is the provision of a uniform recruitment, selection and admission process that is fair, clear and explicit and that supports, where practically possible, broad and diverse access for those with the potential to benefit from higher education.

MANCOSA is mindful of the complexities involved in the Student Recruitment, Admission and Selection Committee, which involve: the promotion and marketing of programmes to prospective students, organisations, industries, education advisors, life-orientation teachers and other relevant stakeholders and the identification and selection of applicants for specific programmes of study.

All applications are processed by the MANCOSA Student Enrolment Department and referred to the Admission and Selection Committee for final approval.

16.8. Minimum admission requirements

Minimum admission requirements represent the minimum qualifications which applicants are normally expected to fulfil in order to gain entrance into an academic programme of their choice. Entry requirements, which may change from time to time, are published on the MANCOSA website, the annual prospectus and calendars.

16.9. General admission requirements

The admission of an individual applicant is at the discretion of MANCOSA, subject to:

- There being reasonable expectation that the applicant will benefit from the opportunity to undertake the programme.
- Meeting the requirements of the award to which the programme leads (where applicable – requirements are outlined against each award).
- Satisfying the requirements of the particular programme of study defined in terms of the threshold skills and knowledge required for admission.
- The candidate having the requisite personal, social, academic and professional knowledge and skills where the successful completion of the programme of study will contribute to higher level of confidence and effectiveness in the work context.

16.10. General considerations

In considering individual applicants for admission to a programme of study, MANCOSA will seek evidence of personal, professional and educational experiences that indicate ability to meet the demands of the programme. Benchmark qualifications and criteria for admission as specified for admission to a programme must be applied except in instances where the candidate seeks entry on the basis of certified or non-certified prior learning. Claims for credit for recognised prior learning (RPL) should be made by the student at the point of registration and in accordance with the academic regulations.

16.11. Authentication of entry qualifications

Students are required to provide proof that they hold the qualifications that they claim in seeking admission to a given programme of study.

Any student who:

- does not comply with any reasonable request to provide such proof;
- makes a false claim in respect of application for admission;
- presents false or fraudulent evidence of qualifications; or
- Impersonates another person in connection with an application for admission or in providing evidence of qualifications is liable to indefinite exclusion from MANCOSA.

All applicants must supply certified copies of all certificates and awards that are deemed essential for admission to the relevant programme.

17. STUDENT CONDUCT

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of MANCOSA or any of its students, administrative or academic staff, MANCOSA officials, guests or the surrounding community. Specific violations include, but are not limited to:

- Committing or threatening to commit any act of violence against self or another;
- Threatening the health, safety, or welfare of another;
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
- Interfering with the freedom of movement of another person;
- Invading the privacy of another person;
- Stalking (Purposely and repeatedly engaging in behaviour directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behaviour);
- Interfering with the right of another to enter, use, or leave any MANCOSA building, facility, property, service, resource, or activity;

- Making rude, abusive or racist comments, hate speech, or interfering with an administrative or academic staff member, or a MANCOSA official, in the performance of his or her duty;
- Interfering with the freedoms of speech, religion, or association of another;
- Trespassing or the unauthorised entering or accessing of any MANCOSA building, facility, property, service, resource, or activity;
- Instigating, participating in or otherwise encouraging others to engage in a fight, riot or other disruption;
- Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behaviour;
- Exhibiting public nudity or lewd behaviour; or
- Urinating in any area of MANCOSA buildings, facilities, or property other than toilets.

MANCOSA prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations may be subject to disciplinary action and may be reported to the law enforcement authority. The claim of the use of marijuana for medicinal purposes will not be accepted.

All MANCOSA buildings are designated as smoke-free for all substances. Specific violations include, but are not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- The misuse, sale, delivery, or transfer of a prescription or prescription drug;
- The possession of a prescription or prescription drug not issued to the student;
- Driving while impaired by any drug, whether it be legal or illegal; or
- A violation of any applicable laws relating to drugs or drug paraphernalia.

17.1. Endangering the safety of others

A student shall not endanger the lives or safety of others. Specific violations include, but are not limited to:

- Creating an unsafe condition or environment which could cause harm to others;
- Setting or causing a fire;
- Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
- Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any MANCOSA facility or building; or
- Disobeying a command by any MANCOSA official or faculty member in connection with a fire, alarm, or other safety or security matter.

17.2. Failure to comply with reasonable requests

It is a violation to ignore, disobey, disregard, or otherwise violate any reasonable request of a MANCOSA staff member. Specific violations include, but are not limited to:

- Failing to comply with the directive of any MANCOSA official or staff member, including any sanction imposed by MANCOSA upon a group or individual;
- Failing to comply with the terms of any policy, procedure or agreement, including any other agreement between a student and a MANCOSA official or department; or
- Failing to comply with any applicable local or national law.

17.3. False information

A student shall not provide false or misleading information. Specific violations include, but are not limited to:

- Making a false or misleading oral or written statement to any MANCOSA official or staff member (including, but not limited to, application for admission, residency classification or participation in any special programmes sponsored by MANCOSA) when the student knew or should have known the statement was false;
- Making a false or misleading oral or written statement at any point of a student conduct investigation or process;
- Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
- Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating a fire alarm or emergency on campus when no emergency actually exists;
- Falsely reporting a crime or a violation of the rules; or
- Possessing or displaying any form of false identification or any identification not one's own; or
- Assuming or attempting to assume the identity of another person; or
- Forgery.

17.4. Misuse of MANCOSA materials, services, or property

A student shall not misuse any MANCOSA material, service or property. Specific violations include, but are not limited to:

- Destroying, damaging, misusing, or defacing any MANCOSA building, facility, or property, or any private property on-campus or being used for a MANCOSA-sponsored event;
- Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, MANCOSA-provided key or access card, or any material issued or owned by MANCOSA;
- Impairing or otherwise hindering another's use of a MANCOSA material, service, or property;
- Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any MANCOSA document or record without authorisation;
- Littering on or in any MANCOSA property, facility, or building; or
- Engaging in conduct that may result in damage or destruction of any MANCOSA building, facility or property.

17.5. Emergency suspension

MANCOSA may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another.

17.6. Responsible computing and use of MANCOSA computer resources

All students must comply with national laws relating to copyright, security, and electronic media. Students must act responsibly and in accordance with relevant laws and contractual obligations.

All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

All students are expected to access and use their MANCOSA student email and read email in a timely manner. Administrative and academic staff will send emails with important information about academic programmes, classes and workshops, assessments and release of results. Academic support and

administrative departments will send timely, sometimes critical, announcements. These messages are sent to the email address assigned to each student. If students prefer to use a different email service, they must still check their MANCOSA email account or be sure to forward messages to the preferred account.

A student shall not damage, destroy, misuse, or otherwise endanger MANCOSA's computing and information resources.

Specific violations include, but are not limited to:

- Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, for any activity other than that for which access or use was assigned or authorised;
- Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, for commercial use;
- Accessing any MANCOSA computer, facility, equipment, software, network, or other resource, including email, without authorisation;
- Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit any other violation of the these Rules;
- Disrupting, hindering, or damaging the service, use, or ability of others to access or use any MANCOSA computer, facility, equipment, software, network, or other resource, including email;
- Damaging, destroying, misusing, or otherwise harming any MANCOSA computer, facility, equipment, software, network, or other resource, including email; or
- Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit acts prohibited under applicable national laws.

The full version of the Institutional Rules and Student Code of Conduct can be found at www.mymancosa.com