



Fast-track your career.

**Gordon Institute
of Business Science**
University of Pretoria

PDBA
PART-TIME

The GIBS Postgraduate Diploma in Business Administration is aimed at fast-tracking high-potential graduates in the early stages of their management careers into the world of business.

- 1 Dean's message
- 2 Why GIBS
- 3 Why PDBA
- 4 Discover your future
- 6 GIBS PDBA structure, curriculum and schedule
- 8 Practical tips from past students
- 10 Do I meet the entrance requirements?
- 11 Fee structure
- 12 Your future is waiting. Are you ready to take the next steps?

DEAN'S MESSAGE

Professor Nicola Kleyn

Dean, Gordon Institute of Business Science

Managing in today's complex and ever-changing business environment demands constant investment to ensure that your knowledge, skills and capabilities enable you to advance your career.

Your decision to pursue a GIBS Postgraduate Diploma in Business Administration (GIBS PDBA) is a significant step that you can take to leverage your personal and career growth. The GIBS PDBA journey has been designed to broaden a graduate's business, country and world view, and to enable them to develop their skills and business acumen to assume a general management role that requires them to lead a division.

By pursuing a GIBS PDBA you will be exposed to a curriculum that is tailored to give you an understanding of how to run a department within your organisation. With growth and innovation shifting to the dynamic, but complex, markets of the east and the south, fresh challenges and opportunities arise for individuals, businesses and governments that seek to enhance their competitive performance and run better organisations. Research with our alumni and employers indicates that the value of a GIBS PDBA extends far beyond the technical knowledge and skills that students gain about general management.

Our students report increased levels of confidence to operate across all areas of their businesses, enhanced critical thinking and decision-making skills, higher levels of self-insight and productivity, improved interpersonal skills and access to a significant network of individuals committed to improving organisational performance. Our alumni frequently state that their GIBS PDBA has enabled them to become better managers because they have obtained a more comprehensive and systemic understanding about their organisation, both internally and in the eco-systems in which they operate.

Pursuing a GIBS PDBA is a challenging experience. I encourage you to take time to research this important decision and visit schools offering a similar qualification in order to determine if this will be best for you. We look forward to meeting you at GIBS and wish you every success on your journey.



In the past, graduates found secure, entry-level jobs and gradually worked their way up the corporate ladder to retire 40 years later. Working for one company your entire life is a thing of the past.

WHY GIBS

Today, professionals do not necessarily start at the bottom and do not always have to work their way up the corporate ladder. Today's managers and knowledge workers enjoy rapid upward mobility and their earnings often outstrip their historic peers.

Globalisation and business complexity increase the stakes and speed up the pace of business. This also means business requires more practical skills. You have to be innovative, flexible and able to cope with new technology and fierce competition. Your undergraduate degree is a ticket to the game. Now it's time to access the knowledge, tools and skills that will fast-track you in the world of business. The concept of lifelong learning – the ongoing ability to access information and develop new skills – helps business executives cope with the faster pace, growing complexity and higher stakes of the world of business.

For those who are not afraid of change and are flexible enough to adapt to new situations, the GIBS Postgraduate Diploma in Business Administration (GIBS PDBA) will help you gain the business knowledge you require to lead and thrive in today's competitive environment, paving the way to future career success.

The University of Pretoria, a leader in the transformation of tertiary education in South Africa, established the Gordon Institute of Business Science in Johannesburg in 2000 to play a role in significantly improving individual and

organisational performance, primarily in the South African environment, through the provision of high-quality business and management education. The university awards the GIBS Postgraduate Diploma in Business Administration.

GIBS' philosophy is to interact face-to-face with, coach and mentor future business leaders to deal with today's realities. GIBS is widely acknowledged for:

- An integrated approach to business education.
- A strong focus on applied learning through experiential and peer-assisted programmes where students share experiences and exchange ideas.
- The curriculum quality, structure and diversity.
- Resident and visiting faculty members, as well as renowned business experts, who integrate theory with practice.
- Being recognised as the business school that is close to business.
- Enabling students to build solid business networks during and after programmes.
- A dynamic, purpose-built campus and comprehensive facilities.

As a driven university graduate in a hurry to get to the top, you leave university with good technical knowledge and start your career with little or no business experience.

The GIBS Postgraduate Diploma in Business Administration (GIBS PDBA) is aimed at fast-tracking high-potential graduates in the early stages of their management careers into the world of business. By combining a broad understanding of business concepts, practical applications and immediate transfer of learning to the work environment, GIBS PDBA students are at an advantage.

Through a combination of classroom lectures, case studies, business simulations, business field trips and syndicate projects, you will gain immediate insight into business. GIBS PDBA students are able to access online interactive learning material covering the fundamentals of selected courses from the GIBS online learning portal.

The GIBS Part-Time PDBA covers the same fundamental business principles as the GIBS Postgraduate Diploma in General Management (PGDip GM) programme. It offers four full credits towards the GIBS PGDip GM, which is conditional on students attaining a 65% aggregate in these subjects and commencing the GIBS PGDip GM within five years of completing the GIBS Part-Time PDBA.

WHY PDBA



DISCOVER

YOUR

FUTURE

At GIBS we have identified six types of individuals who choose to study the PDBA.

The aim is not to pigeon-hole you - we've learnt that is impossible - but rather to help you make sense of your many choices and to help guide you in your decision-making process. You might be a combination of two or more, or a perfect fit for one of them. Either way, you can use them to help define where you want to go and the kind of future you want to create.



Shapeshifter

You are a little bit of a mix of everything: highflyer, networker, inquiring mind etc. You enjoy and thrive on the challenge of different opportunities. You like to push your limits, to achieve, to learn new things, to be useful. You are a team player, you enjoy getting involved in all manner of projects and leading them to success.



Pathfinder

You want to use the PDBA to guide you on your path. Whether it be starting your own business or working and growing in an organisation you are passionate to be a part of. You love to learn from the world around you and aim to gather knowledge and experience, then apply it to your success, propelling you in your career. You are willing to learn new things and explore your path.



Networker

You are a determined and driven individual that aims to build their business or career success through networks created. You thrive on meeting and getting to know new people. You are a team player that enjoys being presented with interesting opportunities. Your aim is to grow your network of useful contacts thereby growing your business or career success, yourself and your wealth



Young highflyer

You're an ambitious, motivated, high-potential young employee who is looking to start building a network of like-minded individuals. You want to create something that is bigger than yourself, to build a company / family / community that is successful and prosperous. You have the ability to inspire people to give of their best. For you, failure is not an option.



Inquiring mind

You always want to take cognizance of what's happening and why things happen the way they do in your environment and the world at large. You have a mind that is questioning, wondering, exploring, engaging, which is your way of making sense of the world through deeper reflection. By using higher-order questioning, you are able to articulate your thoughts, to problem-solve and to work through different solutions. You thrive on the know how!



Fresh canvas

You want to carve your own path. Independent, intelligent and a lover of freedom, you prize individuality and hate to be defined by other people's expectations and limitations. As a result, you don't fit into any one of the nine student types. You are a blank canvas who is painting your own future

GIBS PDBA structure, curriculum and schedule

The GIBS Postgraduate Diploma in Business Administration (PDBA) runs over one year on a modular block release structure.

During this period you will study 13 subjects spread over six modules. A module consists of two/three subjects and is completed in six/seven days.

Intensive, full-day lectures take place on the GIBS Illovo campus between 08:30 – 17:30 from Thursday/Friday to Sunday, alternating with periods back at work. Weekends are included in the study blocks.

End of module exams are written on Saturdays and Sundays, two weeks after the conclusion of the module.

Students are only away from the workplace for approximately 16 working days.

The GIBS PDBA is not offered in the evening. All accepted GIBS PDBA students are required to attend the three-day Leadership Assessment and Development (LEAD) workshop prior to commencing the programme in 2019. The workshop starts daily at 08:30 and ends at 17:30 and takes place at the GIBS campus.

Drawing on a range of self-assessment and feedback processes you will identify your strengths and leadership style and create a learning contract to focus on your development goals throughout the programme.

Schedule 2019

Contact Sessions: Thursdays/Fridays to Sunday

2019	Modules	Courses	Days
January		Leadership Assessment and Development and Orientation	Three Days (Thursday – Saturday)
January - February	1	Marketing and Organisational Behaviour	Seven Days (Including Two Weekends)
March		Exams	Two Days (Saturday and Sunday)
March - April	2	Innovation and Critical Thinking and Economics: Prices and Markets	Six Days (Including Two Weekends)
April		Exams	Two Days (Saturday and Sunday)
May - June	3	Information and Knowledge Management, Ethics and Sustainability and Financial Accounting	Six Days (Including Two Weekends)
June		Exams	Two Days (Saturday and Sunday)
July - August	4	Management Accounting and Human Resources Strategy	Six Days (Including Two Weekends)
August		Exams	Two Days (Saturday and Sunday)
Sep	5	Operations Management and Macroeconomics	Six Days (Including Two Weekends)
Oct		Exams	Two Days (Saturday and Sunday)
October - November	6	Integrating Structures and Processes and Entrepreneurship	Seven Days (Including Two Weekends)
November		Exams	Two Days (Saturday and Sunday)

ELEMENTS ACROSS ALL MODULES: 1. INDIVIDUAL PREPARATION
2. SYNDICATE GROUP MEETINGS 3. LECTURES 4. ASSESSMENTS 5. COACHING

Exams are written over two days two weeks after the conclusion of each module. Weekend classes include Saturdays and Sundays.

Please note: GIBS reserves the right to change the dates of the modules. Students will be timeously informed of any changes to the timetable.

PRAC1

TIPS FROM PAST STUDENTS

Prospective applicants are advised to consider the following practical tips from past students with regard to the GIBS PDBA.

TRICKS ALL

Listen to the ideas of others – it was amazing how many times I changed my standpoint after listening to logical arguments.

Pace yourself – read and prepare for exams well in advance so as to alleviate unnecessary pressure the day before you write.

Leverage the skills of your syndicate members – trust each other, and make sure that others can trust you.

Syndicate groups – Choose a new team leader for every module. Never bend the rules relating to deliverables. These guys have the potential to become your greatest friends and vice versa.

Make sure that you want to do this and then stick with the decision – the sheer amount of work involved and the pace at which it is required does not allow for half-hearted contributions.

The key to effective learning is being prepared – for lectures by reading the course work as well as other literature available on the subject matter. Also, one needs to engage in the class discussions by listening to other students' input and contributing as necessary.

Do I meet the entrance criteria?

ENTRANCE TESTS

In order to be considered for a place on the GIBS PDBA the following criteria must be met:

- You have a minimum of a degree or equivalent qualification.
- You have two or more years' work experience.
- You have leadership potential (your experience, letters of reference and application essays should all reveal that you can assume a leadership role in the workplace).
- You have good English language skills to actively participate in academic debate.
- You have a minimum of Matriculation certificate-level competence in Mathematics.
- You have competence in MS Word, Excel, PowerPoint and a web browser.

Non degree students:

If you are not in possession of a 3-year degree, you will be required to:

- Complete the GMAT and obtain a score of 550 or more.
- Have a minimum of two or more years' work experience.
- Have leadership potential (your experience, letters of reference and application essays should all reveal that you can assume a leadership role in the workplace).
- Have good English language skills to actively participate in academic debate.
- Have a minimum of Matriculation certificate-level competence in Mathematics.
- Have competence in MS Word, Excel, PowerPoint and a web browser.
- Be available for a series of interviews.

Degreed students

Degreed students have the option to write either the GIBS Entrance Test or the GMAT assessment.

Non-degreed students

The GMAT is compulsory for non-degreed applicants. A minimum score of 550 must be obtained in order for the application to be considered.

In addition, non-degreed applicants will undergo a series of interviews (panel and one-on-one) and admission to the programme is subject to approval by the Senate of the University of Pretoria.

Special requirements

Special needs:

If you have a special need, GIBS will look into accommodating this. However, it is a requirement that the student will need to provide medical certificates and supporting documentation as requested by the GIBS Admissions Office. To request special needs assistance, please contact the Admissions Office before you complete your application.

Religious observance:

Observant students will be excused from class, but the onus is on the student to make up for missed class and to plan in advance with the programme management team.

FEE STRUCTURE

Application fee (non-refundable, payable upon submission of your application)	R 3 000
Registration fee (deposit paid upon acceptance, offset against total tuition below)	R 7 000
Total tuition fees for the programme	R 92 610*
Administration fee for students from countries outside South Africa	R 5 000

* All prices quoted above are subject to change. Prices will be confirmed by October 2018.



Your future is waiting. Are you ready to take the next steps?

NEXT STEPS

Applications for the GIBS PDBA open on 7 May and close on 28 September 2018. For more information go to gibs.co.za/pdba.

Step 1. Meet the admission criteria

Step 2. Apply online at gibs.co.za/pdba

Step 3. Pay the application fee

Pay the non-refundable application fee of R3 000. Only EFT will be accepted.

Please note: Proof of payment needs to be in an electronic format (PDF only) in order for you to upload this to the application form.

Step 4. Write the entrance test and submit reference forms

Once the application form has been submitted, the Admissions Office will send you the test booking dates and reference forms which are to be completed by the referees and submitted to the Admissions Office.

Step 5. Decision and feedback

Once the test results are available and reference forms have been submitted to the Admissions Office, the application is now ready to be reviewed by the Admissions Committee. The Admissions Office will notify you of the outcome provided there is no outstanding documentation.

Please note: Only online electronic applications will be considered. Emailed, faxed or posted applications will not be accepted.

GIBS processes applications for admissions on a continuous basis as we receive them.

If you have been offered a place on the GIBS PDBA which you do not wish to accept, kindly inform us in writing.

GET IN CONTACT

For more information please contact:

The Admissions Office

Gordon Institute of Business Science

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The University of Pretoria's Gordon Institute of Business Science (GIBS), established in 2000, is an internationally-accredited business school, based in Illovo, Sandton, South Africa's economic hub. GIBS is located at 26 Melville Road, Illovo, Sandton.