

Application Process

Each intake has a different closing date. All information should reach us by no later than 17:00 on the relevant closing date.

Please review the checklist at the end of this document before proceeding with your application. All of the applications for the GIBS PMD must be made online.

Step by step process for applying

Step 1. Meet the admission criteria

Step 2. Apply online at www.gibs.co.za/pmd

Step 3. Pay the application fee

Pay the non-refundable application fee of R1 150. 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. Please note that an application will not be considered if any of the documentation required is missing.

Step 4. Write the entrance test

Once the application form has been submitted, Admissions will send you the test booking dates/form, which must be completed and submitted to Admissions.

Step 5. Decision and feedback

Once the test results are available to Admissions, the application is now ready to be reviewed by the Admissions team, who will notify you of the outcome provided there is no outstanding documentation.

Only online electronic applications will be considered. E-mailed, faxed or posted applications will not be accepted.

GIBS processes applications for admissions on a continuous basis as we receive them. Once the class is full, applicants who qualify will be placed on a waiting list for the next intake of students. You are therefore requested to apply timeously to secure your place on the programme.

Requirements include

- Personal contact information;
- Copies of your ID and senior certificate;
- Career history; and
- Financing method.

In order to be considered, your application form, non-refundable application fee of R1 150 and supporting documentation must reach GIBS by no later than the closing date. Please note that an application will not be considered if any of the information required is missing.

If you have been offered a place on the GIBS PMD that you do not wish to accept, kindly inform us in writing within one week of receiving your confirmation email.

Important: Delegates applying to attend the GIBS PMD programme need to ensure permission from your organisation is granted before applying.

Entrance tests

As part of the GIBS PMD admissions procedure, prospective students will need to complete an entrance test. This psychometric test will focus on your learning potential, verbal skills and numerical reasoning. The test fee is included in the application fee.

Closing dates

PMD 47 Modular – 26 January 2017

PMD 48 Evening – 21 February 2017

PMD 49 Hybrid – 31 May 2017

Please note

GIBS is committed to welcoming and assisting international students. All international students must submit copies of their study and work permits. Students from non-English speaking countries must demonstrate their English language proficiency by supplying PTE Academic (Pearson Test of English Academic) scores. See www.pearsonpte.com for more information.

PMD subjects

- People and Performance Management
- The Business Environment
- Effective Execution
- Business Finance for Managers
- Value Based Innovation

- Marketing for Managers
- Operational Effectiveness
- Business Strategy for Managers
- Essential Communication Tools
- An Action Learning Project (ALP), Personal Development Plan (PDP) and Individual Development Report (IDR) will also be completed by students
- A simulation, which will be run during the programme

Please view the course descriptors and outcomes document for more information.

As a student on the GIBS PMD, you will be required to attend a number of on-campus learning experiences that combine discussions, case studies, debates and simulations. Each session will require preparation that you will undertake individually or in groups. For the remainder of the programme, you will be preparing, studying, undertaking syndicate work and conducting your own research. You will also be involved with assignments relevant to the module you are studying and application of the knowledge in your own organisation's situation.

Lecture times

Days

08:30 – 17:30

Evenings

18:00 -21:00

Dinner will be served

From 17:00 – 18:00

Weekends

08:30 – 17:30

Exams

08:30 – 10:30

Additional time will be given depending on the length of the case study

Please email us for more information.

Fees 2017

- Non-refundable application fee payable upon submission of your application – R1 150

- Registration fee (deposit payable upon acceptance, offset against total tuition below) is R15 125
- Total tuition fees for the programme is R60 500

The above fees include all catering, textbooks, parking, free access to study rooms on campus and campus Wi-Fi.

Please note

Should a delegate withdraw from the programme prior to the start of the first module/block, the 25% deposit will be liable.

The remainder of the fee is due within 30 days of receiving your final invoice.

Should a delegate withdraw from the programme prior to the start of the second module/block, they will be liable for the full amount.

GIBS does not charge VAT on tuition fees.

Our banking details are as follows

Account Name: GIBS

Bank: Standard Bank

Account Branch: Sandton Branch (branch code 019205)

Account number: 421018011

Reference: Please use your ID Number as a reference.

Test dates for 2016

PMD 47, PMD 48 and PMD 49 – 15 November 2016

PMD 47, PMD 48 and PMD 49 – 20 January 2017 & 03 February 2017

PMD 48 and PMD 49 – 25 February 2017

PMD 49 – 10 March 2017, 07 April 2017, 05 May 2017 & 02 June 2017

FAQs

Q: How long is your PMD programme?

A: The PMD modular and evening programmes are completed over ten months. The hybrid programme is longer (13 months) to allow delegates time to sufficiently learn the material before class.

Q: Is the PMD accredited?

A: The PMD qualification is a Middle Management Development Programme at a NQF Level six. SAQA ID Number 67189

Q: When does it start?

A: The PMD programme has three intakes. Each intake will have a different start date. Further details on when each intake starts can be found in the brochure under the "GIBS PMD Schedules" section.

Q: By when do I need to apply?

A: All applications open on 3 October 2016. As we work on a rolling admissions basis, the sooner you get your application in the better your chances of getting into the intake of your choice.

Q: Is the PMD full-time or part-time?

A: GIBS offers a modular, evening and hybrid block programmes on the PMD. You will be able to obtain more information on the structure of the programme in the brochure under the "GIBS PMD Schedules" section.

Q: What is the price of the PMD?

A: The total tuition fees for the 2017 PMD programme are R60 500 (A deposit of R15 125 is payable upon acceptance, this is the registration fee and will be offset against the total tuition fees). Additionally, a R1 150 non-refundable application fee is also payable.

Q: What will I need in order to get into the PMD programme?

A: In order to qualify for the PMD, the following criteria must be met:

- Five years of experience, with at least two years at managerial level;
- Good English language skills;
- Matriculation certificate with exemption;
- Competence in MS Word, Excel, PowerPoint and a web-browser;
- Successful completion of the entrance test; and
- Complete the application form and supply the required information.

Q: Does the PMD give credits onto the PDBA or MBA?

A: No. Due the number of assessments and time spent on the programme, you will not receive credits towards the PDBA or MBA. The PMD will assist in your preparation and gear you towards completing your MBA.

Q: What are the links between your school and the University of Pretoria?

A: The Gordon Institute of Business Science is the business school of the University of Pretoria and is based in Illovo, Sandton. The MBA and the PDBA are conferred by the University of Pretoria.

Do you have residential facilities?

GIBS can accommodate out-of-town students in an on-campus executive residential hotel, Illovo Lodge. There are 49 en-suite bedrooms each with a custom-designed study area equipped with a network data point, satellite television and telephone.

For any further queries please contact us on pmd@gibs.co.za or +27 11 771 4000.

Checklist

BEFORE APPLYING FOR THE PMD ENSURE YOU HAVE ALL THE BELOW ITEMS CHECKED

1. Minimum requirements

Matriculation exemption certificate – a tertiary qualification is an advantage;

Five to ten years' work experience, with some at middle management level;

Intellectual ability (as assessed via the GIBS Entrance Test);

Leadership potential (your experience and application essays should all reveal that you can assume a leadership role in the workplace);

Good English language skills to actively participate in academic debate; and

Competence in MS Word, Excel, PowerPoint and a web browser.

2. Documentation required (Please note that all documentation is required in an electronic format PDF)

Matriculation exemption certificate

ID/Passport copy

Essay (See below)

Proof of payment (application fee)

Optional:

Degree certificates(s) (see below)

Academic transcripts (see below)

*Academic transcripts: Please submit a copy of your academic transcripts. This is a complete list of all subjects taken for your qualification (including any courses that were failed) and the results you achieved. Please note that a degree certificate is not a transcript. Obtaining copies of your transcripts can take up to a month. **Please attach this to your**

online application form. This is an optional requirement, but would give your application an advantage.

*Degree certificates: Applicants who have received degrees from non-South African Universities: Any applicant whose degree was obtained from a non–South African university must get their qualification evaluated by the South African Qualifications Authority website. The applicant must manage all aspects of this process. **Please attach this to your online application form. This is an optional requirement, but would give your application an advantage.**

SAQA contact details: Help desk - 086 010 3188; Switchboard - 012 431 5000

*Application essay: The application essay is your opportunity to present a clear picture of yourself, your career goals and your aspirations. It will provide the selection committee with information about your motivation, maturity, interests, abilities and written communication skills. Please type the essay and do not use point form. Your essay should be no longer than one typed page. Please prepare your application essay well in advance of submitting your online application. **The essay which GIBS require is: Please describe in 300 words how the PMD will contribute towards your career in a business context?**

3. Payment of application fee

(Please note that your proof of payment has to be in an electronic format (PDF) in order for you to upload this to your application form)

Pay the non-refundable application fee of R1 150. Only electronic payments will be accepted into the following bank account:

Standard Bank of South Africa Current Account

Account Name: GIBS

Account Number: 421018011

Branch Code (Sandton): 019205

Reference: Please supply your name and the programme you have applied for.

Please note that your proof of payment should be attached to your application form.