

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

**STUDENT GUIDELINES  
AND REGULATIONS  
ACADEMIC  
PROGRAMMES 2021**



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Dear Student,

Welcome to the Gordon Institute of Business Science (GIBS)!

You have been selected because we believe that you are as passionate as we are about making a meaningful contribution to South Africa and our broader African environment. Here at GIBS, we are driven by our mission to significantly improve responsible individual and organisational performance through high-quality business and management education.

We commit to providing you a high-quality experience that will stretch your thinking and catapult you to that next level. In turn, to facilitate the learning experience, we require you to carefully read and strictly adhere to the student guidelines and regulations presented here.

Relationships are important to us, so feel free to engage with the GIBS team if you have any questions about these guidelines, or at any stage of the programme. We are looking forward to embarking on this life-changing experience with you.

Sincerely,

A handwritten signature in black ink that reads "Louise Whittaker". The signature is written in a cursive, flowing style.

Prof. Louise Whittaker

Executive Director: Academic Programmes

## 1. LOGISTICS

### 1.1. COVID-19-specific information

GIBS has rules of engagement during COVID-19 lockdown level one to help ensure our campus remains safe. General information regarding access to the campus for students can be located on the GIBS website. You can access this through the following link: <https://www.gibs.co.za/news-events/news/Pages/Communication-regarding-Coronavirus-.aspx>

These guidelines are specific to the current COVID-19 requirements from an academic programme delivery perspective. It is important to note that these requirements may change due to any policy changes at the University of Pretoria (UP) or South African government. Changes will be communicated by your programme management teams through the official communications channels as indicated in sections 1.6.1 and 1.6.3.

At all stages of lockdown, it is mandatory observe social distancing and to wear a mask in the classroom and syndicate rooms, except when eating and drinking to comply with the health and safety practices and protocols. Face shields are not permitted as an alternative to face masks.

#### 1.1.1. 2021 teaching mode

Should current lockdown restrictions remain, teaching will take place in-person on campus with the following provisions:

- Provision 1: Students who cannot attend owing to health conditions can apply with their programme managers to attend remotely.
- Provision 2: Students who cannot attend owing to work travel or other non-health-related valid reasons may attend remotely for up to TWO sessions per course, with permission from their programme manager.
- Provision 3: Students who cannot attend owing to difficulties obtaining the necessary visas to cross borders into South Africa can apply with their programme managers to attend remotely until such time as the visas can be obtained.

Classes will be live-streamed for all provisions listed above and details regarding the live streams will be communicated by your programme delivery team. It is important that you communicate with your programme manager and supply the necessary supporting documentation. Examples of supporting documentation include the following:

- Provision 1: A doctor's letter or affidavit
- Provision 2: Official documentation from the issuing institution
- Provision 3: Official confirmation of residency

### **1.1.2. Plagiarism**

Irrespective of lockdown regulations, referencing is required to be included in all assessments. All assessments must be submitted through Turnitin. Faculty members will continue to review the Turnitin reports and apply appropriate penalties and/or referrals to UP. Please refer to section 1.5.4 and 1.5.5 for further information relating to referencing.

### **1.1.3. Examinations**

Under the current COVID-19 conditions, examinations will continue to take place in a contact format, with all safety protocols being observed. Should regulations change, examinations could take place in an online format. Information regarding any changes to the examinations will be communicated by your programme managers.

Should you have any queries or concerns regarding the impact of changes in COVID-19-related regulations, please contact your programme manager. GIBS will continue to monitor lockdown conditions and regulations and, where necessary, communicate amendments to students.

## **1.2. Student numbers**

All Master of Philosophy (**MPhil**), Master of Business Administration (**MBA**), Postgraduate Diploma in General Management (**PGDip**), and Postgraduate Diploma in Business Administration (**PDBA**) students will be issued with an eight-digit UP student number. The Programme for Management Development (**PMD**) students will be issued with a GIBS student number.

You are required to use your student and identity document (ID)/passport numbers on all examination scripts and your student number on all individual assignments.

### 1.3. UP student cards and GIBS access cards

Students who require a student card for access to UP facilities may have a student card printed at the Student Service Centre at the University during office hours (weekdays only). You will only use your UP student card should you wish to access facilities at the University. GIBS will not require you to use any of the facilities at the University, as all your needs will be catered for at the GIBS campus.

All students will be issued with a GIBS access card which you will require to access the premises. Lost access cards can be replaced through your programme coordinator. **Please note that the replacement of lost cards will incur a cost that will be billed to your account.**

### 1.4. Name tents

You will be provided with a name tent. It is compulsory for you to display this at the front of your seat during every lecture as it facilitates class interaction. Should you misplace your name tent, or if details on this name tent need to be changed, please order a new name tent through the GIBS Copy Centre. A replacement fee will be charged upon issue of a new one.

### 1.5. GIBS Info Central

The Info Central (IC) space was designed and planned around the needs of the School and its clients. As a result, it strives to uphold a high standard of service delivery. The IC functions as a digital facility, allowing students to access the electronic resources 24 hours a day from any remote site. Due to the affiliation to UP, a reciprocity agreement exists between GIBS and UP to enable students to have access to the library facilities at UP.

#### 1.5.1. Membership

Membership of the IC is automatic upon registration at GIBS. Registered students are allowed to borrow material and use all services provided by the IC. Membership of the IC is terminated automatically upon completion of a GIBS course.

#### 1.5.2. Operating hours

Please visit the IC webpage on the GIBS website to view updates regarding operating hours during lockdown.

Day	Operating hours
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Monday to Friday	07:30–20:00
Saturday	08:00–20:00
Sunday	08:00–16:00
Public holidays	Closed

The IC has PCs available for students to use. The workstations have Internet access and Microsoft (MS) Office and Adobe Reader as standard software. These workstations are also linked to two self-service printer/copier (only black and white) machines. Copies and printouts are charged at 50 cents per page.

Students are welcome to bring and use their own laptops, as all the study tables in the IC are equipped with power points.

For general enquiries, contact 011 771 4322 or [ichelp@gibs.co.za](mailto:ichelp@gibs.co.za). For more information regarding the IC or to access the electronic services available, please use the following link: [IC home page](#).

### **1.5.3. Book loans**

Registered GIBS students can borrow five books (not journals) for a predetermined period of one month. Longer loan periods may be requested (excluding popular material).

If books are not overdue or reserved, they may be renewed once by e-mailing [ichelp@gibs.co.za](mailto:ichelp@gibs.co.za). Please DO NOT renew via the catalogue. Renewing material is the responsibility of the student. Renewal notices are a courtesy and cannot be guaranteed. Students will be held financially responsible for all material until it is returned to the IC.

Fines will be imposed for overdue, lost or damaged books – either a R10 per book per day fine or the replacement value of the book plus administration fees will be charged. Access to the e-databases will be suspended until all outstanding fines have been paid. Students will not be allowed to graduate until they have returned all outstanding books and/or paid all outstanding fines and replacement fees. A clearance certificate will be issued by the IC before graduation.

#### 1.5.4. Copyright restrictions for GIBS students

Copyright is regarded very highly at GIBS and the following guidelines apply, students:

- **MAY make copies for the purposes of research or private study, or for personal or private use**, in terms of Section 12 of the Copyright Act No. 98 of 1978, as amended. This is referred to as “fair dealing”. Although not specified in the copyright legislation, publishers generally permit **10% or one chapter of a book** (whichever is the lesser) or **one article of a journal** to be copied for these purposes, obviously having regard for the totality and meaning of the work.
- **MAY NOT** copy more than the permitted amounts, as specified above. If students need to copy more than this, they must apply for copyright permission directly to the publisher or the Dramatic, Artistic and Literary Rights Organisation (DALRO) (Tel. No. 011 489 5000), **before** copying the information.
- **MAY NOT** make copies for other students. **Each student** must make his/her own copies, within the legal limit.
- **MAY NOT** photocopy a whole book or journal, or a large portion thereof. This practice is illegal and causes book prices to increase.
- **MAY NOT** plagiarise someone else’s work or ideas, whether from print or electronic sources. Plagiarism is dealt with severely.
- **MAY NOT** scan, adapt, translate, or convert information into different formats without prior permission.

In academic writing, such as assignments, dissertations, theses, research articles and reports, it is standard practice to give an overview of the current knowledge about a topic and to provide evidence to support the points that you make. These ideas will form the foundation for your own arguments and will be integrated into your own work by:

- quoting (using the exact words of another);
- paraphrasing (using the ideas of another in your own words); or
- summarising (using the main points of another).

If you do not acknowledge sources correctly, it indicates that either:

- you have not yet mastered the skill of referencing (citation), which can be learnt with the help of your lecturers; or
- you have given in to cheating, which will have to be unlearnt because it constitutes

criminal behaviour.

In either case, you may be accused of **PLAGIARISM**, which can have serious consequences for your academic career and eventually for your professional career. For your own protection as a delegate, future scholar, teacher or professional and in respect to GIBS, you are urged not to engage in this illegal activity. The full GIBS IC policy is available on the GIBS website: [IC guidelines](#)

#### **1.5.5. Plagiarism**

Plagiarism is the failure to acknowledge the ideas or writings of someone else, including those that you have previously written. Alternatively, it is the presentation of the ideas or writing of another as one's own work or the intentional or unintentional failure to acknowledge the ideas and work of another. "Another" means any other person, including a student, academic, professional, published author, website or resource.

The word "plagiarism" comes from a Latin word meaning "to kidnap", and refers to "kidnapping" someone else's work or idea. In the context of the University, plagiarism constitutes the following:

- Handing in an assignment that was written (even in part) by someone other than yourself or copied from someone else's assignment.
- Copying from another student during an examination or assessment.
- Copying verbatim from learning material in an examination or assessment without acknowledging the source.
- Copying parts of an article, textbook, reports or your previous assignments (whether paraphrasing or in your own words) **without proper acknowledgement of the source.**

This last issue especially is a reoccurring concern. We understand that in some cultures, quoting what someone else said without acknowledging the original source is not a problem. However, in terms of international copyright law, it constitutes a criminal offence and is equal to stealing – as the people who do this are regarded as stealing other's ideas and pretending that they are their own.

GIBS and UP believe that failing to acknowledge the idea or work of another constitutes an important breach of the values and conventions of academic enterprise, and view plagiarism in

a very serious light as a grave offence.

### **What can happen if a student is found guilty of plagiarism?**

- If it is a first-time transgression in an assessment, the matter is usually resolved between the lecturer/programme management team and the student, but will definitely result in a reduced mark in the assignment, as well as an indication on the student's departmental record.
- If the student denies the transgression or commits plagiarism again, the matter is taken up with the faculty disciplinary committee and referred to UP.
- Based on the academic director's decision, this may lead to a disciplinary enquiry on the charge of misconduct. The student has to appear at the enquiry meeting. Depending on the findings of the enquiry, disciplinary action might be taken against the student.
- In the worst case, the student may be suspended from all further studies at GIBS and the University and, in extreme cases, from all South African universities. **(NB: Plagiarism in the Research Project will result in an immediate referral to UP for a disciplinary hearing.)**

To avoid plagiarism, you must credit all sources used and you must sign an electronic or hard-copy plagiarism statement for each assignment submission. GIBS currently uses the APA referencing system. Students need to view the IC webpage to see updates on the current APA edition that needs to be used.

It is the responsibility of every GIBS student to ensure they familiarise themselves with UP's plagiarism prevention policy. A copy of the Plagiarism Prevention Policy will be loaded on Aspire under Academic Student Information. Please ensure that you familiarise yourself with this document.

### **1.6. Information technology at GIBS (Student Support)**

During your time as a student at GIBS, you will come into contact with a number of information technology (IT) systems. The GIBS IC has various student-accessible PCs for the purposes of completing assignments, accessing the Internet, checking e-mails, and prepaid printing services. All students will be introduced to the IT systems at GIBS during the orientation process.

### **1.6.1. GIBS Blackboard (Aspire)**

All students will be provided with an account on the Blackboard Learning Management System (LMS), known as Aspire. The Blackboard LMS functions as a communication, learning, content collection, and assignment submission platform for students. It will facilitate enhanced coordination and collaboration between students and syndicate groups.

The programme lecturers and the GIBS programme management team will use the platform regularly to communicate course information, activities, curriculum changes, and final results per course/subject.

Aspire remains an essential part of the learning process across many programmes at GIBS and should be accessed regularly to ensure that you remain up to date with current courses, examination times, and general course information. Should there be any handouts and/or slides for a lecture session, these will be loaded onto Aspire by the lecturer or programme manager.

All communications sent out via Aspire will be sent to your MyGIBS Gmail account. See point 1.6.3 regarding the GIBS Gmail accounts.

### **1.6.2. Student Support Desk**

The IT Student Support service is offered to all GIBS students, delegates, part-time faculty, guest lecturers, and VIPs. The desk (situated in the IC) will operate weekdays from 07:00 to 20:00, and weekends from 07:00 to 15:00.

#### **Typical support services include:**

- GIBS Wi-Fi access;
- student printing services;
- Aspire login issues ([support@gibs.co.za](mailto:support@gibs.co.za));
- basic Internet browser support (i.e., pop-ups, history etc.);
- GIBS website navigation;
- tablets – Wi-Fi connectivity; and
- Webmail login: Gmail, Yahoo, Webmail.

#### **Services *not* covered by the IT Student Support Desk include:**

- anti-virus support;
- hardware issues;
- system reloads;
- corporate policy management;
- operating system registry management/changes;
- student user account changes;
- institutional or corporate software and applications; and
- software installations (non-GIBS related).

Students should note that this is a free service and is limited to the typical support services referred to above. Support calls at the desk will be given a maximum 20 minutes each so that we can accommodate all students fairly and in cognisance of the time available to students and their break times.

It is also important to recognise that many partner companies apply strict usage policies with the IT assets they supply their staff, and this limits the changes and settings the support desk can make. Where encountered, GIBS support staff are not authorised to interfere with the aforementioned IT policies and will advise the delegates and students as such.

### **Telephonic support**

Students can also phone IT support to access specific student support on 011 771 4100, available from Monday to Friday from 07:00 to 20:00, and weekends from 07:00 to 15:00.

#### **1.6.3. MyGIBS Gmail accounts**

All students will receive a MyGIBS Gmail account, which will be used for the duration of their studies with us. ***All correspondence initiated by GIBS programme teams will be sent to the MyGIBS account.*** If you choose not to use this Gmail account, please set up forwarding from your MyGIBS Gmail account to the mailbox of your choice to ensure you receive all GIBS communications. The onus is on you to ensure you receive all correspondence via this mailbox and no appeals will be accepted on the basis of not receiving communication. The MyGIBS Gmail account will be discontinued on graduation day. Thereafter, you may join the Alumni portal to remain in contact with GIBS. Please ensure that all documentation is moved from your MyGIBS Gmail and Blackboard accounts prior to graduation.

At the onset of your studies, you will be issued with a username for Gmail and Aspire. You will be required to reset your password for both platforms. If you choose to customise your Gmail and Aspire account passwords, please use the following guidelines:

- Passwords should consist of a minimum of eight characters, including a combination of at least three of the following: numeric characters, upper- and lower-case alphabetical characters, and special characters.
- Passwords should not include words not found in any dictionary.
- Someone acquainted with the user should not be able to guess that user's password – do not include, for example, your own name, names of partners, pets, celebrities, sports teams, motor cars, and names of months in a password.

All information sent to this address is confidential.

#### **1.6.4. Wi-Fi access on campus**

GIBS is pleased to offer our students a wireless network connection to the Internet across the campus.

If you need to register on the GIBS wireless network (GIBS-GE), select the “REGISTER” button, entering your email address and accepting the T&C's. If you have registered, enter the credentials previously sent to your email address, accept the T&C's, and select the “SIGN IN” button. Once you have completed the registration process, a username and password will be sent to the e-mail address used in the registration process. The username and password will be valid for 60 days after registration, whereafter you will have to re-register. Please familiarise yourself with the below outlined constraints regarding the use of this infrastructure.

- The network we are making available to you is called our “public” network. Please apply the same consideration to this network as when you use a public wireless hotspot.
- Despite our best efforts to secure our networks, GIBS takes no responsibility for security incidents that might compromise your computers and devices.
- To protect yourself from possible compromise, we advise that you ensure your computers run the latest anti-virus and security patches and that you limit your use of the network to academic and business purposes.

- Our students often work for businesses with very specific security policies. We assume that these policies apply when on our campus and will in no way assist in overriding these settings.
- This means that employer security may prevent students from using the network and, if required, students may have to request changes from their own IT departments.
- Please exercise consideration in your use of the network. The service is offered to provide students with limited access to their work environment as well as for academic purposes, such as access to research and course material. Use of the Internet outside of these reasons is not condoned and may impact other students using the infrastructure. GIBS reserves the right to block access from individuals who it believes are impacting the overall student and school experience.
- Connectivity settings to the network will be provided by e-mail or via programme coordinators. You may also use the support services at the Student Support Desk in the IC during the operating hours.
- It is strictly prohibited for a student to access other students' Gmail and Aspire accounts.
- Should you have problems connecting, please raise these with your programme coordinator or use the Student Support Desk in the IC during operating times. Note that there is a limited type of help requests that the desk is authorised to deliver. Please visit the desk to determine what you can be assisted with. The support technicians will in no way circumvent any client security policies or protocols on your devices, as this poses a reputational and/or security risk.
- GIBS reserves the right to monitor Internet usage to manage performance, security, and compliance. We respect the rights of privacy and will in no way intercept content, although we will be observing patterns and volumes to keep the service at its optimal level.
- GIBS reserves the right to terminate access or change the terms at any time, but will endeavour to communicate such decisions to customers as far as possible.
- Reasons for disconnection can include but are not limited to if usage is affecting overall performance or severely impacting our internal or customer security or rights, if illegal activity is identified, or for routine maintenance.
- Students should familiarise themselves with the GIBS Internet usage terms and conditions.



### **1.7. GIBS Copy Centre**

Students have printing and binding services available on campus, offered by Graduate Print and Copy (Copy Centre). These services will be charged on a cost basis. A price list of all the services available can be obtained from the Copy Centre ([cchelp@gibs.co.za](mailto:cchelp@gibs.co.za)).

### **1.8. The use of laptops/electronic devices in the classroom**

The use of laptops and electronic devices is welcome at the discretion of the faculty member. A few core courses and/or electives will require the use of a laptop during lectures. Please make arrangements to have a laptop available for the duration of this course. Also ensure that you do not leave your belongings unattended, as GIBS will not accept responsibility for any losses. You may not use your laptop to check e-mails, work, or social media during class time.

### **1.9. The use of cellular phones and other recording devices during lectures**

Students' attention is drawn to the fact that cellular phones may not be used at all during lectures and practical sessions. Students who wish to answer a call may do so outside the classroom. Furthermore, students are prohibited from recording lectures without the permission of the lecturer and fellow students concerned. This may be in contravention of the code of conduct and the Protection of Personal Information Act. However, in the case of students with special needs, prior arrangements should be made with the programme manager to obtain the necessary approval.

Furthermore, students must note that social media may not be used during lectures and practical sessions. The views and opinions expressed on any social media platforms (e.g., Instagram, Facebook, WhatsApp) do not in any way represent those of GIBS. We ask that you are respectful in your posts and comments when using these platforms. We reserve the right to remove anything on GIBS social media platforms we deem abusive or personal attacks; material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful or embarrassing to any other entities; third-party advertising; and/or chain letters or "spam". We also reserve the right to terminate involvement by users who post such content and ensure all posts indicate that the students are communicating in their personal capacity.

### **1.10. Textbooks and other course material**

All textbooks prescribed for courses are included in the course fees and will be issued to you in hard

or soft copy before each course begins. Should you lose any of your textbooks, you may purchase another copy from your programme manager, depending on availability of stock. Should stock not be available, you will be required to source a new textbook on your own and for your own account.

Readings (case studies and articles) will be provided in electronic format via Aspire and will be accessible through the UP database or the Harvard database. For PGDip, PDBA, MBA, and MPhil students, your login credentials for accessing these databases will be the same that you use to log in to Aspire. Should you experience any problems accessing your readings via these links, please e-mail [ichelp@gibs.co.za](mailto:ichelp@gibs.co.za) for assistance. For PMD students, your login details are not the same as your Aspire login details; these will be provided by the programme delivery team.

All course material will be made available only in electronic format via the Blackboard site (Aspire).

#### **1.11. Dress code**

As is the case with all reputable business schools, GIBS subscribes to a dress code that requires both staff and students to dress in an acceptable manner. Dressing professionally is vital for success in an academic environment. Your appearance makes a statement on your professionalism and showing up in sloppy or inappropriate attire can kill a career! This dress code is applicable to all times that you are on campus.

As a result, the dress code is business casual during weekdays. Although less formal wear is allowed over weekends, students are not allowed to wear shorts and flip-flops. This code must be strictly adhered to.

The dress code for all students *is business casual that must be adhered to at all times whilst on campus*. Business casual typically consists of a clean, pressed button-up or collared shirt and a pair of neutral-coloured slacks. Women who choose to wear a dress as an alternative must ensure that it is no higher than two inches above the knee, exposes no skin below the collarbone, and mostly covers the shoulders.

Please note, the following items are not allowed: flip-flops, sneakers, shorts, T-shirts (especially with bold slogans), spaghetti-strap tops, or tank tops.

For more formal sessions, such as programme orientation, internship interviews, or presentations, formal business attire is required. For men, this includes a suit, tie, dress shirt, and dress shoes. Dressy slacks and a sport coat are acceptable alternatives for a business suit. For women, the attire includes a business suit with a skirt, blazer, blouse, and dress shoes. Smart slacks are also acceptable and a conservative dress may be substituted for a suit.

#### **1.12. No smoking/smoking zones/alcohol**

Please note that the Auditorium, lecture rooms, and syndicate rooms are smoke-free areas. Students are required to observe this ruling. GIBS adheres to government legislation and thus has designated smoking areas across campus. This includes all smoking-related devices.

Consumption of alcohol is prohibited on campus during class time.

#### **1.13. Syndicate rooms**

GIBS provides a range of venues for you to meet with your syndicate. Should you wish to reserve a syndicate room, please contact the GIBS venues team at [venues@gibs.co.za](mailto:venues@gibs.co.za). Please note that venue bookings can only be made seven days in advance. Venue bookings that fall outside of the seven-day timeline will not be accepted. Note that the various programmes that GIBS runs must take preference in terms of rooms required for syndicate work during courses. Syndicate rooms are kept for one hour after the time you booked it for. If you are unable to arrive on time, please notify the venues team. No-show venues will be reallocated after one hour by the venues team only. The syndicate rooms should be kept tidy at all times.

#### **1.14. Catering**

The cost of all lunches, dinners, and teas during your courses has been included in the course fee. Should you wish to treat yourself to any meals or drinks outside of your scheduled class time, these will be for your own account.

#### **1.15. Emergency procedures**

As part of your orientation, you will be provided with a briefing about the GIBS Emergency Procedures, which are detailed below.

#### **1.15.1. Fire drill**

Fire drills will be carried out from time to time to ensure that the emergency procedures for such an event are effective. Your full cooperation is required should the alarm be sounded. In the event of a fire, the fire alarm will sound – in the first instance, a short ring, followed by a longer rendition. Please follow the fire marshal's instructions and proceed to the designated place of safety in an orderly fashion. Evacuation routes are posted in each classroom. We have also included a map of GIBS with assembly points in Annexure E of this document.

#### **1.15.2. First aid**

Basic first-aid facilities are available on campus. Various members of staff are trained as first-aiders. Contact the receptionists or duty manager should you require first-aid assistance. Please note that first-aiders are not at liberty to administer or dispense any form of medication.

### **1.16. Security**

Please keep your valuables and personal possessions (e.g., cell phones, wallets, personal computers) on you at all times, as crime is an ever-present reality in South Africa. GIBS does not accept responsibility for the loss of personal property while you are on campus. Should you have left any of your belongings on campus, you are welcome to contact the GIBS Security control room on **011 771 4286** to enquire about your lost item(s).

### **1.17. Other GIBS activities**

GIBS is a dynamic multifaceted learning organisation. Please familiarise yourself with all the GIBS activities on the website ([www.gibs.co.za](http://www.gibs.co.za)), as there may be other activities you would like to participate in. You are encouraged to register on the GIBS Forum Database. Students can attend most of these events at a significant discount. GIBS has an active Alumni Association to which you will become a member of automatically once you have graduated.

### **1.18. Social responsibility projects**

The civic citizenship of every student is actively encouraged. Students are strongly encouraged to participate and create sustainable opportunities to contribute towards these projects.

### **1.19. Graduation**

A formal graduation ceremony is held during the year following your successful completion of your

studies. Information regarding the date and venue will be provided to you by the University's Graduation Office in due course. It is important to note that although GIBS offers different cohorts of the same programmes (for example the PDBA is offered Part Time and Full Time) the students are combined for graduation purposes and therefore awards are combined.

#### **1.20. Change of personal details**

Should any of your personal details change, please notify your programme coordinator by sending an e-mail and update Peoplesoft directly with the changes. It is your responsibility to enable us to keep in contact with you. Depending on the change, a copy of the new passport or ID book/card may be required.

#### **1.21. Programme mentor**

Each PDBA/PGDip/MBA group is also supported by a programme mentor to assist you on your journey. The programme mentor is available to guide you on areas relating to learning skills, examination techniques, and group dynamics. Your group's programme mentor will be introduced to you during orientation. Please make an appointment with your mentor should you wish to engage with him/her.

## 2. COURSE INFORMATION

### 2.1. Preparation for courses

All courses require you to prepare extensively prior to each lecture. The student's and syndicate group's full preparation for lectures is a critical and essential part of the learning methodology at GIBS. Lectures usually consist of discussions based on the preparatory material (including case studies) and to ensure maximum benefit from the programme, we encourage you to do the necessary preparatory work. Lecturers may ask students who are unprepared to leave the classroom for that session.

**PowerPoint slides will only be distributed at the discretion of faculty.** The faculty members are directly responsible for loading their slides and they may choose to do so only after classes have started, as there might be information that they do not want the students to have access to in advance of the class.

### 2.2. Class participation

Learning principles indicate that adult learners learn most effectively when they are full participants in the process. Students will be expected to actively participate in class discussions and may be called upon to state their opinions, defend their thinking, and make presentations to the class. **Note:** The inclusion of a class participation mark in the overall assessment of a student's performance is at the lecturer's discretion. **Details of the overall assessment composition will be provided in the course outline.**

### 2.3. Timetable

Please refer to the overall timetable for your studies on the GIBS website before the start of classes. Thereafter, always check Aspire for updates on the schedule. An individual, detailed timetable will be given to you for each module. Any changes to the timetable will be communicated to students.

### 2.4. Syndicate groups

A portion of the work to be completed will be conducted in syndicate groups both during the courses and after each course. The skills gained through the exchange of ideas, dialogue and cooperative teamwork within syndicates are a crucial part of the School's learning process. Your programme manager allocates students to syndicate groups. **Please note that it is not permissible to change**

**groups once they have been established.**

- MPhil, MBA, PGDip, and PDBA students will be allocated to one syndicate group for the duration of the core courses.
- During electives, Master's students will be placed in syndicates per elective and this information will also be posted on Aspire in advance.
- PMD students will stay within their assigned syndicate groups for the duration of the programme.

Syndicate projects are assessed as a single unit and all members receive the same mark. Should a syndicate feel strongly that a syndicate member is not participating substantially in the syndicate process, they should hold a formal documented performance feedback session with the student and assist in improving the student's performance. **If issues persist, the matter should be escalated to the programme manager or mentor with evidence and supporting documents.** GIBS will not intervene on personal grievances. The steps to follow regarding syndicate grievances are as follows:

1. Informal feedback session;
2. Documented formal feedback session with the whole syndicate;
3. Escalate to programme mentor (if applicable to your programme);
4. Escalate to programme manager;
5. Meeting with senior programme manager/associate director; and
6. Formal appeal.

## **2.5. Class representatives**

Class representatives play an important role as leaders of the class. They are also instrumental in supporting the programme management team to understand and find solutions to class concerns and in a number of administrative duties. This leadership role requires excellent communication skills, including the capacity to listen, empathise, and understand the concerns of their classmates. It requires calmness, confidence, and the ability to build trust, maintain morale, set the tone for commitment, lead by example, and find positive solutions in consultation with the class as well as the programme team. Class representatives are important to both GIBS and the students in ensuring that constructive engagement allows for a successful teaching and learning environment. The class representatives will be supported by the programme mentor, who is available to provide personal support, act as a sounding board, and facilitate the resolution of issues.

The class representatives must:

- Discuss major concerns of the class with the programme manager. The class representatives must also use their judgement on whether the problems warrant reporting to the programme manager or whether the issues can be resolved by the class. This role requires the class representatives to apply appropriate leadership to facilitate the resolution of issues positively.
- Uphold the code of conduct of GIBS and UP at all times and set a positive example.
- Be responsible for the general social vibe and spirit of the class – for example, organise informal social events for the class.
- Meet with the programme management team and programme mentor on a set and frequent basis throughout the duration of the programme. These meetings will be minuted and shared with the class representatives, who will share them with the class.
- Monitor attendance via the class register and bring any attendance concerns to the attention of programme management.
- Bring any problems during a lecture to the attention of the lecturer – for instance, if there is a general problem with understanding the lecturer or course material.
- Attend committee meetings when required.
- Assist the programme management team in ensuring that all evaluations and registers are signed/filled in and returned to the programme management team.

## **2.6. Attendance of all courses, lectures, skills sessions, and examinations**

***Lectures or immersions and examinations are conducted over weekends – that is, Saturdays and Sundays.***

### **2.6.1. Attendance: MBA, PGDip, and PDBA**

Full attendance and participation during lectures are critically important components of study at GIBS. The dates are available on the schedule. Please note that attendance registers are kept during the classroom sessions; there will be a register per session. The onus is on the students to ensure they have personally signed the register per session. There will be severe penalties for any students found signing on behalf of any other students.

Attendance for the full duration of all courses (including lectures, travel, skills sessions, and examinations) is compulsory. The only acceptable reasons for non-attendance include serious



illness, family crisis, legal subpoena, or unavoidable overseas business travel. In all instances, students must seek permission in writing from programme management and relevant proof must be submitted. If the request is approved, but there are no other classes scheduled for you to catch up the missed session, the following rules apply:

- If a student is absent from one lecture session **where permission has been obtained**, the onus is on that student to complete any outstanding classwork/assignments. Please ensure that you consult with syndicate members to cover any work missed in class.
- One lecture session equates to one session and is equivalent to 3.5 hours or a half day. If a student is absent for more than one lecture session due to the allowable reasons or otherwise, the student will be prevented from completing the final assessment(s) for the course in question and will be required to defer the course to the following year. Please note that the student will be liable to pay the full course fee for the following study year.

***Although the above does make allowance for students to apply for a leave of absence given special extenuating circumstances, programme management will keep careful record of attendance throughout the programme, and if a pattern of absenteeism is detected, you will be required to attend a meeting with either the Dean or the academic director, who has the right to then decide to defer your studies.***

### **2.6.2. Attendance: MPhil and PMD**

As in the case of the MBA, PGDip, and PDBA, full attendance and participation on the MPhil and PMD are also seen as vital components of study at GIBS. The dates are available on the schedule. Please note that attendance registers are kept during the classroom sessions. The onus is on the students to ensure they have personally signed the register per session.

Attendance for the full duration of all courses (including lectures, travel, skills sessions and examinations) is compulsory.

- Absent for one lecture session (one session = full day for part-time/modular students; and one session = 3.5 hours or half day for hybrid students) per subject/course (e.g., Operations Management) – written proof must be submitted to the programme manager stating the reason for this – the only acceptable reasons include serious illness, family crisis, legal subpoena or unavoidable overseas business travel. In each case, a

written application with proof must be provided to the programme manager. If a student is unable to attend part of a lecture session, representation should be made to the programme manager in writing before the lecture commences.

- Absent from more than one lecture session per subject/course (e.g., Operations Management) – a student will be prevented from writing the examination(s) for that subject/course and will be asked to defer the subject/course(s) in question to the following year. Please note the student will be liable to pay the full course fee for the course the following study year.

If a student is absent from any of the lecture sessions **where permission has been obtained**, the onus is on that student to complete any outstanding classwork/assignments. Please ensure that you consult with syndicate members to cover any work missed in class. This may only be done once the student receives confirmation from programme management.

### **2.6.3. Lecture tardiness**

Lecture tardiness will not be accepted as this is disruptive and disrespectful to your lecturer and fellow classmates. If you are more than 15 minutes late for a lecture session, you may not be allowed into the classroom until the break.

If you expect to be late for a lecture, please notify your programme manager in due time.

## **2.7. Submission of assignments/projects**

A guide for the writing of assignments is provided with this document (see Annexure A).

All assignments will be marked anonymously and students are therefore not required to include their name anywhere in their submission. It is therefore critical that students ensure they use the correct student numbers to avoid a non-submission status being allocated.

Assignments must be handed in by the due date. Assignment submission dates are indicated clearly in the course packs. Assignments must be submitted electronically via Aspire, but some faculty might request that you submit a hard copy as well. No extensions for late submission of assignments will be granted, except where there are valid and extenuating circumstances.

Proof of extenuating circumstances must be presented in writing to the programme manager well

before the due date. You may not approach the lecturer directly for extensions of assignment dates. You are not permitted to submit assignments directly to the lecturer. Late submission of assignments will incur a **5% penalty per day** after the due date and time (including Saturday and Sunday).

Your programme manager will deduct these penalties. The maximum time for late submissions, with penalty, is a period of five days.

**Should a student not submit any assessment within the required time frames, this will result in automatic failure of the course.**

Assignments can take the form of an examinable component of a course. Should the sub-minimum mark of 45% not be achieved, the assignment must be resubmitted and the rules applicable to supplementary examinations will be applied.

Assignment marks will only be released after examinations have been written. Some faculty distribute assignment results before examinations, but this is at their own discretion – it is not a general expectation for faculty to mark and release assignments before examinations.

**Important to note:** In some cases, lecturers may request students to complete an online test using Aspire or a hard-copy test in class. No late submissions will be accepted for tests, and failure to comply with the required deadline will result in a zero mark being awarded for that component.

Should students defer/repeat a module or a course, they will be required to complete all course requirements and assessments in the following year in which the deferred/repeated module or course is taking place.

#### **2.7.1. File naming and formatting: Aspire assignment submissions**

Assignments are to be completed according to the standard laid down by the School and should be integrated in a **single** MS Word or PDF file, which will include the prescribed GIBS cover pages (see Annexures B and C).

The assignment templates are posted on Aspire for you to use for all assignment submissions. Please note that there are different assignment templates for individual assignments and

syndicate assignments. Please adhere to cover pages, font, size, and margin requirements.

**2.7.1.1. Individual assignment** file names for electronic submission are to be compiled in the following way:

- 2019-“Course code” (course code list available on Aspire);
- BLUE-PGDip or GREEN-PGDip or BLUE-MBA or Intensive-MBA or PDBA or PMD 43, 44 or 45-;
- Your student number; and
- The document extension (i.e., .doc/pdf).

**For example:** 2019-GIA889-BLUE-PGDip-19300000.doc or  
2020-GIA786-PTPDBA-18400000.pdf

Please note that no spaces should appear in the file name.

**2.7.1.2. Syndicate assignment** file names for electronic submission are to be compiled in the following way:

- 2019- “Course code” - (course code list available on Aspire);
- BLUE-PGDip or GREEN-PGDip or BLUE-MBA or Intensive-MBA or PDBA or PMD 43, 44 or 45-;
- Your Aspire group number (which should be the same as your allocated syndicate number); and
- The document extension (i.e., .doc).

**For example:** 2019-GIA889-RED-PGDip-Group1.doc or  
2019-GIF846-GREEN-MBA-Group6.pdf

The syndicate assignments are to be submitted by the respective syndicate leaders only.

Documents must be submitted in MS Word or PDF. Assignments should be contained in a **single** document, including the cover pages, with the correct file name assigned as indicated above. Exceptions will be indicated – for instance, where an Excel file might be requested as an appendix. In such a case, the same file naming convention is used, but an (A), (B) etc. needs to

be added to the appendix file name (e.g., 2019-GIA889-BLUE-PGDip-19300000(A).xls).

### 2.7.1.3. Penalties

- Multiple file submission carries a 2% penalty, unless otherwise requested by faculty.
- Missing cover pages carry a 2% penalty.
- Late submissions will be allowed until five days after the original due date, but will carry a 5% penalty per day. You will receive zero if you submit after five days.
- Files other than MS Word/PDF will not be marked, unless otherwise indicated.
- File size is not to exceed 5MB. To minimise the file size, see the Optimize File Size Fact Sheet on how to reduce image and file sizes (available on the Help section on the Aspire home page).

## 2.8. Course and lecturer evaluations

At the end of each module, students will be asked to complete anonymous online evaluations on relevant aspects of the course. The summated information will be issued to the lecturers and senior management of GIBS only after the results have been released. Please take time to give constructive and specific feedback to assist GIBS in continually improving its offerings.

## 2.9. Examinations

The examination dates are set at the beginning of each year. Students must make arrangements to be available on those dates as no alternative dates are offered.

### 2.9.1. Aegrotat examinations

Should a student be unable to write an examination due to extenuating circumstances, such as serious illness, family crisis or being unavoidably out of South Africa, the programme manager must be informed in writing, preferably before the examination commences or, failing that, within two days of the examination. A written application for an **aegrotat examination** must be made to the programme manager accompanied by proof of the reason for missing the examination (e.g., medical certificate, copy of passport, subpoena). The application for an aegrotat examination does not guarantee the approval of the aegrotat examination. The onus is on the student to contact the programme manager within the stipulated time period.

Aegrotat examinations will be written during the course of the academic year. Specific dates

will be communicated to you by your programme manager. **You will not be granted a supplementary examination on an aegrotat examination.** The aegrotat examination will be your final examination for the course/subject. If a student misses/fails the aegrotat examination, there will be no further opportunities to write this examination and the student will be required to repeat the course as per the stipulated requirements.

Please note that students may not defer a course once they have written the examination for that course. If students have sat for an examination, they are not entitled to apply for an aegrotat examination on the basis of:

- Undisclosed illness at the time of the examination;
- The candidate being underprepared due to illness; or
- The presence of undisclosed special circumstances at the time of the examination.

### **2.9.2. Supplementary examinations**

In instances where students do not pass a course, they will qualify for a supplementary examination if they achieve an exam mark of 40–44% and a final mark of 50% and above, or if they achieve an exam mark of 45% or above and a final mark of 40–49%. Students may only qualify for three supplementary examinations. At this stage, the students' studies will be deferred until they have written and passed the supplementary examinations. If a student misses a supplementary examination, this will result in a fail on that course. The final overall result for a course where a supplementary examination is written will be capped at 50. Students will be liable for the cost (R2 500) of the supplementary examinations. This must be settled and proof of payment submitted to the programme manager before the examination.

In cases where there is not an examination, the same rules apply to the examined component.

To qualify for a supplementary examination, students must achieve a minimum of 40% for all assessments (syndicate assignments, individual assignments, online tests etc.) in that course/subject.

### **2.9.3. Special examinations**

- Students with one course/subject outstanding to complete their qualification may, in terms of faculty regulations, be admitted to a special examination.

- A written request for a special examination must be made to the programme manager once all results have been finalised.
- GIBS has the right to decline any application for a special examination based on other results, conduct, or timing.
- The fee for special examinations is R2 500, which must be paid and submitted with the written request to write a special examination.
- All the rules applicable to a supplementary examination also apply to a special examination.
- Students only qualify for a special examination if they sat for the prescribed examination for that course/subject and complied with all assessment components.
- Students cannot qualify for a special examination on **deferred or repeated modules**.
- The timing of the release of the results for the special examinations will determine if the students will graduate with their cohort.

#### **2.9.4. Examination rules**

These are the general rules for the examinations at GIBS. From time to time, there might be deviations for specific programmes or examinations and you will be informed by your invigilator should this be the case.

1. Students should be seated **10 minutes** before the start of the examination.
2. Students are obliged to positively identify themselves when writing an examination by means of a valid student card, ID card/book, driver's licence or passport.
3. There needs to be an open space between each delegate equivalent to one chair.
4. Students are not allowed to talk, share notes, books, files etc.
5. Most examinations are **open-book** and students are allowed to bring study material into the venue as specified by the faculty member concerned. Should an examination be closed-book, you will be notified accordingly. Your attention is hereby drawn to the GIBS plagiarism policy, in section 1.5.5.
6. No electronic devices (e.g., phones, tablets, laptops) are allowed to be used or switched on in the venue, unless otherwise stated.
7. In the event of a financial type of examination, students are permitted to use calculators. Students will not be allowed to use their cell phones to do the calculations.
8. In the case of computer-based assessments, a student may not enter the venue after the punctual commencement of the examination session.
9. If students are more than 30 minutes late for the examination session, they will not be allowed to write. Calling on a friend or the programme management team to let the invigilators know they will be late will **NOT** affect the 30-minute rule. No student may leave the examination venue before the first 30 minutes after the commencement of the examination.
10. Invigilators have the right to refuse entry into the examination venue.
11. Should an examination have a separate case study, sufficient extra time will be allocated, which is dependent on the type of case study. The question paper will only be distributed towards the end of the reading time (five minutes before the end of the reading time). Students will start writing once all question papers have been handed out. Examination conditions apply during this additional reading time.
12. All students need to complete the attendance slip in full and hand it back to the invigilator. If an attendance slip is not handed in, GIBS will assume that the student was absent from the examination.
13. All students need to write their student number and ID/passport number on the question paper, case study (if applicable), and examination answer book.



14. Students name and ID number must be treated as confidential by folding and sealing the top portion of the test or examination answer book. The covered portion may only be opened by the examiner if the student number is incorrect or illegible.
15. All question papers, case studies, answer books and any supplementary materials handed out for the examination must be returned to the invigilator.
16. Strict examination conditions are to be adhered to for the duration of the examination. An invigilator will allow students to leave the venue for comfort breaks only (this does not include smoke breaks!) and students will not be allowed to leave the venue in groups. Leaving the examination room is only permitted if approval is received from the invigilator (a nod of the head is sufficient).
17. If a student has completed the examination before the scheduled conclusion time, he/she must go to the front of the venue to hand the examination answer book, with the question paper and case study (if applicable) placed inside the examination answer book, to the invigilator. The invigilator will record this on the control sheet.
18. Students have to cooperate with the invigilator when the examination time has expired. Invigilators will make a note of any problems as well as the time the paper was handed in and **marks will be deducted accordingly.**
19. Students are not allowed to leave the examination venue in the last 15 minutes of the examination.

Any apparent cheating/misconduct incident in an examination must be reported to the programme manager, who will initiate a disciplinary hearing process. Cheating in an examination is a serious breach of the University rules, which can result in the credit for a course being withdrawn and/or exclusion from the University. Please familiarise yourself with the plagiarism rules as applicable to examinations.

Any students who have special needs and did not inform admissions must inform the programme manager at orientation.

### **2.10. Composition of marks for a course**

Unless otherwise stated, the composition of marks for a course will comprise summative and formative assessments that will be provided in your course outline. Note: Please refer to the course outline for each course/subject, as the mark composition may vary at the discretion of the faculty

member involved.

**Master's students:**

All electives are assessed by a variety of methods and final assessment briefs will be included in the detailed course outlines that form part of the elective course packs. The sub-minimum of 45% (see section 2.10.1) will be applicable to the examined component of all electives.

The majority of electives will not be assessed via traditional examinations, although a few could include a take-home case study examination or assessment session on the final day of the elective. The norm for final assessments will be individual post-course assignments.

Assessment methodologies may include class participation, syndicate work (either a submitted syndicate assignment or syndicate presentations), individual post-course assignments, and even pre-course assignments.

The applicable elective dates and brochure will be made available from the programme management team.

**2.10.1. Requirements to pass a course**

To pass a course, students are required to obtain a final average mark of at least 50%.

**In addition, students are required to obtain a sub-minimum of 45% in the examined component for all courses.** If a mark of less than 40% is obtained in an examined component, the student will be considered to have failed that course. If a mark of 40–44% is obtained for the examined component, the student will qualify for a supplementary exam. To pass a course with distinction, a student must obtain a final average mark of at least 75%.

The sub-minimum of 45% does not apply to resubmissions, supplementary examinations and special examinations, whereby a minimum of 50% is required as per the supplementary rules outlined in point 2.9.2.

Where a course only has one examinable component, a student must obtain a final mark of 50% to pass. A supplementary examination will only be granted on a final mark of 45–49%.

All examination and course marks are reviewed by the appointed external examiner, who is a course expert, and by the Assessments and Examinations Committee before being published. Written feedback will be provided to all students who fail a course.

Should you wish to review your script or receive feedback from the lecturer, please request this from the programme manager in writing within 14 days of the marks being published. The programme manager will liaise with the lecturer concerned and provide you with feedback as soon as possible.

#### **2.10.2. Publication of results**

Marks are externally moderated per course. All final marks for courses are subject to moderation by the GIBS Assessments and Examinations Committee. Results published following this meeting will be deemed final. Results for the individual components of the course and for the total course will be available no later than eight weeks after the examination, with the exception of the December period. All results will be published via Aspire.

The withholding of course results will apply in the following situations:

- outstanding fees;
- pending disciplinary case; and/or
- absent during the final examination for that course.

#### **2.10.3. Requirements to pass the degree: MPhil, MBA, PGDip, and PDBA**

- Students are required to **pass all courses/subjects** on the **MPhil, MBA, PGDip, and PDBA**. For the **Masters' students**, it is also compulsory for students to **pass all electives** and pass the Research Project to fulfil all pass requirements of the degree. MBA students will be required to attend and pass the global module in addition to these requirements.
- **Students are required to attend all research skills seminars to be eligible to commence with the Research Project** (i.e., you cannot proceed with the Research Project if you miss a session).
- Students who fail one or two courses/subjects will not be allowed to continue on the programme. These students must then return to complete the failed subjects in the

following year to satisfy the requirements of the degree for graduation. Students must complete all formative and summative assessments in the repeated course.

- If students fail a course/subject (e.g., Operations Management) twice, they will be deregistered from the programme. They will need to restart the entire programme.
- Students will be allowed to write supplementary examinations on the **MBA, PGDip, and PDBA** if they qualify as per the supplementary examination rules or, in the case of **MPhil**, a resubmission of the examinable component
- Students may qualify for supplementary examinations based on the rules outlined in 2.9.2 and 2.10.1 above.
- Students can only qualify for a combined total of three supplementary and aegrotat examinations. At this stage, the students' studies will be deferred until they have written and passed the supplementary/aegrotat examinations.
- If students have failed three courses, they will be automatically deregistered and need to return the following year to restart the entire programme.
- A student's certificate will be withheld at graduation if fees are not paid in full or if the student has library books outstanding.
- If students fail their first course, an appointment must be made to see the programme mentor.
- If students fail their second course, an appointment must be made to see the programme manager **and support must be sought from the programme mentor.**
- Any approved academic credits achieved from GIBS or an external institution will be viewed as only a pass for the specific course/subject. The original result will not be carried through to your current registration and this result will not contribute to your final average or to the achievement of any merits, such as distinction, top student, or dean's list.
- An overall average of 60% must be achieved on successful completion of the PGDip GM and Part Time PDBA to move onto the MBA. The PGDip GM and Part Time PDBA will only articulate with the MBA for a period of five years post-course completion. **If a gap period is taken, students may be required to complete additional components upon returning to complete the MBA.**

#### **2.10.4. Requirements to pass the certificate: PMD**

- Where students have **failed two or less courses**, but passed all other courses and the

Action Learning Project (ALP) prescribed, they will be eligible to reattend and rewrite the failed course(s) the following year. Students must complete all formative and summative assessments in the repeated course.

- If students have **failed three courses**, irrespective of whether they have passed the ALP or not, they will be required to reattend and rewrite the entire PMD and complete the ALP the following year to graduate. The full fee charged in that year for the course(s) will be due and payable.
- It is compulsory for students to pass all courses and the ALP to fulfil the requirements of the PMD.
- If students fail their first course, an appointment must be made to see the programme manager.
- If students fail their second course, an appointment must be made to see the programme manager.
- Students may qualify for supplementary examinations based on the rules outlined in section 2.9.2.
- Students can only qualify for a combined total of three supplementary and aegrotat examinations. At this stage, the students' studies will be deferred until they have written and passed the supplementary/aegrotat examinations.
- To pass the course, **students are required to obtain a sub-minimum of 50% for the supplementary examination**, with a release mark of 50%. The final release mark for the course in which the supplementary examination was taken is capped at 50%. Should the students not write the supplementary examination, they will automatically fail the course.
- Students may only repeat courses they have failed within one year at the end of their programme.
- A student's certificate will be withheld at graduation if fees are not paid in full or if the student has library books outstanding.

#### **2.10.5. Result letters/transcripts**

**Official result letters/transcripts are only handed out on the day of graduation.** Should your human resources department/organisation need your results, you may download a copy of your interim results from the UP student management system (PeopleSoft). PMD students must contact the programme management team directly.

#### **2.10.6. Performance requirements**

Some aspects of the programme are non-examined – that is, no marks are allocated to that aspect of the course, such as orientation days, workshops, and business simulations. Nevertheless, these are compulsory components of the course and, if not completed, will exclude the student from graduating.

**Master's students who defer or fail the Research Project** must contact their Master's research officer one week after the release of the results to re-register for the new academic year. Students who defer the Research Project at any stage before the deadline associated with their cohort will also be required to submit an official deferral application. Any such students (regardless of whether it is a deferral or a failed result) will be required to pay a substantial additional deferral fee (in excess of R26 000) and will not graduate with their original cohort.

The aforementioned students will have to repeat the entire Research Project process (as per the stipulated process of the relevant Masters Research Guidelines, for the relevant year) – that is, submit a proposal, apply for a new supervisor, and apply for ethical clearance as well any changes or additions to the relevant year's research regulations. These students will not be given a mark higher than a C+ for their final Research Project mark (i.e., the result will be capped at a maximum of 65%).

These students will have to complete and pass the Research Project during this subsequent year; failure to do so will constitute a failure of the master's programme. **(Reminder: In accordance with the master's regulations, all components of the MBA and MPhil, including the Research Project, can only be deferred/postponed for a maximum of one year. Students must be eligible to graduate [i.e., if all components are successfully completed] within one year of their original cohort.)**

All students and supervisors are encouraged to sign an agreement outlining the terms of

engagement to be followed through the research process. A sample contract outlining roles, responsibilities, and expectations will be issued to students. All students and supervisors are required to copy the research administration team on correspondence. This will allow the research administration team to monitor engagements and pick up on any potential issues that may impact the students' ability to complete their research within the required time frame.

All research-specific requirements and rules are included in the relevant Masters Research Guidelines that will be made available to you on Aspire.

#### **2.10.7. Cum laude**

To pass the MPhil, MBA, PGDip GM, and PDBA with distinction, a student must pass **ALL** courses on the first attempt and achieve a final weighted average of all the courses/components of at least 75%. To pass the PMD with distinction, a student must pass **ALL** courses on the first attempt and obtain a final weighted average mark of at least 75% for the programme.

#### **2.11. Grievance procedures**

These include any problems or grievances that you may need to be addressed through the management system. In other words:

- A problem/grievance should be taken up with the class representative if it concerns general class problems.
- The problem should be referred by the class representative to the programme manager after a class mandate has been obtained.
- If the problem cannot be solved at this level, then the class representative and the programme manager should take the matter up with the associate director.
- The next port of call is the executive director of Academic Programmes.
- If the matter still cannot be resolved, then the matter must be referred to the Dean of GIBS.
- If the matter concerns the performance of a syndicate member, the process discussed under syndicate groups (see section 2.4) should be applied.

Underpinning this process is the belief that constructive, open, and honest communication resolves most issues without the need to resort to formal procedures.

### **2.12. Appeal procedures**

If there are extenuating circumstances that need to be taken into consideration, a student may appeal a decision made by the programme management team in the enforcement of the programme rules and regulations. Examples may be appealing a failure of a course/subject or maximum time for completing the programme. An appeal should be the **final avenue** a student may use once all other procedures have been exhausted. A written application for an appeal must be sent to the programme manager who will present your case to the Academic Appeals Committee. Contact your programme manager for further information.

### **2.13. Other disciplinary issues**

All GIBS students fall under the UP disciplinary code, which will always apply. The University regulations and rules (including disciplinary code) can be accessed via UP's website (<https://www.up.ac.za/>). Please ensure that you familiarise yourself with this document.

The Anti-Discrimination and Escalations Policies, can be found on the UP website ([https://www.up.ac.za/faculty-of-health-sciences/news/post\\_2877214-download-anti-discrimination-and-escalation-policy](https://www.up.ac.za/faculty-of-health-sciences/news/post_2877214-download-anti-discrimination-and-escalation-policy) )

Students are also encouraged to view the Academic Student Information course page on Aspire for additional updated policies and procedures.

### **2.14. Cancellation of registration**

The cancellation of registration for the programme must be undertaken in writing. Any students who discontinue attendance of the programme without notifying the relevant programme manager in writing will remain liable for the payment of tuition fees for the entire year. Furthermore, such students will remain registered students and attendance will be recorded as a no-show and, subsequently, a fail will be recorded until such time as the relevant documentation has been completed and received by the programme manager.

#### **The position regarding the payment of fees on cancellation of registration is as follows:**

- If cancellation takes place prior to the commencement of the orientation of a programme, the student will be liable for the registration fee for PDBA and PGDip, and the application fee for the PMD.



- If cancellation for any programme takes place at any stage from the start to the end of the first module/block classes, the student is liable for the payment of a cancellation fee equivalent to 25% of the tuition fee for that year.
- If cancellation for any programme takes place at any time after the conclusion of the first module/block classes, the student is liable for payment of the full tuition fee for that year.

***The Dean of GIBS may exclude a student from further studies should the Dean deem the progress and/or conduct of the student to be unsatisfactory. Students will be required to terminate their registration if they fail more than two core courses. These students are then still liable for the full tuition fee for that year.***

### **2.15. Deferment and maximum period of study**

All students are required to complete their studies with their cohort. Under extreme circumstances, applications for deferral of studies will be considered. Students may defer their studies for a maximum period of one year. An application for deferral must be made in writing and agreed to by the programme manager in writing using the application for deferral form (refer to Annexure D). Students will remain registered students and attendance will be recorded as a no-show and, subsequently, a fail will be recorded until such time as the relevant documentation has been completed and received by the programme manager.

**Students may be requested to register for additional modules based on possible curriculum changes in their year of return. Upon their return to complete a course, students who have previously deferred or failed a course will be required to comply with all attendance requirements and to complete all assessment components of the repeat course as prescribed.**

The student is liable to pay full costs (as per the fees charged in the following year per component deferred).

**The position regarding the payment of fees on deferral is as follows:**

- If a deferral of the programme takes place before the commencement of the first module/block classes, the student's registration fee (and application fee for the PMD) will be rolled over to the following year.

- If a deferral of the remainder of the programme takes place at any time after the conclusion of the first module/block classes, the student is liable for the full tuition fee for that year. Upon their return to study, the students are liable for payment of the difference in fees between the current year of study and year in which they return.
- If a student defers a course only and not the entire programme, then the student is liable for payment of the deferral fee for each course/subject deferred.
- Research Project deferral: Any such students deferring or repeating the Project will be required to pay a substantial additional deferral fee (in excess of R26 000) and will not graduate with their original cohort.

### **2.16. Payment of fees**

All payments should be made in full by the stipulated dates. The dates per programme are published on the GIBS website as well as in the programme brochures. Should your fees be paid by your employer, it is your responsibility to follow up on payments made.

***Should a student be deregistered from the respective programmes for whatever reason already mentioned, the student is liable to pay the full tuition fee for that programme.***

***Non-payment of fees on the due date will result in the student's Aspire account being blocked with immediate effect (thereby resulting in a student being unable to retrieve marks and class notes, and/or submit assignments).***

PGDip students with any outstanding fees at the end of the course will not be allowed to register for the MBA until all outstanding fees have been settled.

Should no payment be received for three consecutive months (i.e., 90 days), the student will be deregistered from the programme with immediate effect.

MBA students will not be allowed to select or participate on the Global Module until all outstanding fees have been settled. The Global Module invoice is issued at the end of February of that year. Please note that students will be responsible for any late cancellation costs from the Global Module (i.e., any direct costs incurred by GIBS as part of the travel logistics costs of the Global Module).

The research reports of master's students who have not paid their fees in full by the project deadline will not be sent for marking. This could prevent these students from graduating. Students with outstanding fees will also not be allowed to apply for Ethical Clearance of the Research Project, which will prevent these students from continuing with the project. (**ALL** students must go through the ethics process; no student will be able to complete the project or graduate without ethics approval.)

#### **2.16.1. Methods of payment**

All payments must be deposited into the bank account below either by way of a direct deposit or electronic funds transfer (EFT).

Account name: GIBS
Bank: Standard Bank
Branch: Sandton
Branch code: 019205
Account number: 421018011

GIBS also offers the following alternative payment methods:

- **Ozow instant EFT (South African bank accounts only)/Flywire (foreign payments only).** Should you wish to pay via instant EFT, please send a request to [accounts@gibs.co.za](mailto:accounts@gibs.co.za) for us to send you a unique link. No beneficiary or reference number needs to be added as Ozow automatically does this for you. Regarding Flywire, the reference number must be added manually.
- **Credit card payments.** Credit card facilities are available on the GIBS premises. Appointments should be made with the Finance department prior to the time.

Please note that for students' safety, no cash payments will be accepted on campus. Whenever a payment is made, please quote your ID number as a reference. It is your responsibility to e-mail or fax proof of payment to the GIBS Finance department (not the programme manager) to allocate your receipt to your account. If GIBS does not receive your proof of payment, your account will be deemed as outstanding.

Please direct any account-related queries, and requests for outstanding invoices and

statements to [accounts@gibs.co.za](mailto:accounts@gibs.co.za) or fax 086 298 6308.

#### **2.16.2. Non-refundable fees**

The following fees are not refundable under any circumstances:

- Application fees; and
- Registration fees (MPhil, MBA, PGDip, and PDBA only).

#### **2.16.3. Failure to pay fees**

The School views the non-payment of fees in a serious light. GIBS will take the following steps with regard to unpaid fees for three consecutive months:

- Withholding of examination results.
- A student will be asked to leave the programme and will be deregistered.
- Unpaid accounts will be handed over for debt collection.

GIBS reserves the right to claim interest on arrear amounts at the prescribed rate in terms of the Prescribed Rate of Interest Act, 1975 (as amended).

## **Annexure A: Assignment guide**

Assignments are structured to allow you to apply the academic learning gained from the programme to specific management situations. They should be written at a postgraduate level and display a high level of proficiency in business writing. You need to see your writing development as part of the process of achieving a business school qualification. The assignments must display knowledge of the pertinent theoretical underpinnings and must use the referencing system below. Each assignment must end with a reference list.

Unless otherwise specified by the lecturer, all assignments must be:

- typed;
- spellchecked;
- proofread;
- Arial font;
- in a size 12, easy-to-read font;
- presented in one-and-a-half line spacing;
- the specified length;
- page numbered;
- formatted into paragraphs, headings, and subheadings to clearly indicate the flow of logic within the assignment; and
- handed in on the due date.

Lecturers are encouraged to allocate some of the marks to the presentation of the assignment.

Before beginning an assignment, make sure you understand what is required by the lecturer and find out what the assessment criteria will be and exactly what information you need to access. Then, decide what approach you are going to use to gather the information and answer the questions.

All assignments should begin with an introductory section, setting the background to the assignment and explaining the purpose of your work. The body of the assignment should provide the evidence and indicate that research has occurred from academic readings and/or information collected in organisations.

Thereafter, you should reflect the conclusions you have drawn from the information in light of the theory bases. The assignment should end with a concluding integrating section that summarises your main findings.

All assignments must have a cover page that states the student's name(s), student number(s), the course name, the lecturer's name, the due date, and a signed statement that this is the student's own work and that all sources used have been referenced.

MARK

## INDIVIDUAL ASSIGNMENT

<b>PROGRAMME:</b>	
<b>PROGRAMME MANAGER:</b>	
<i>This serves to confirm that the content herein is my own work and all sources used have been referenced. This document is considered confidential and no unauthorised use of any information contained herein is permitted.</i>	
<b>STUDENT NUMBER:</b>	
<b>LECTURER:</b>	
<b>COURSE</b> (include course code if applicable):	
<b>DUE DATE:</b>	

**LECTURER COMMENTS:**

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MARK

## SYNDICATE ASSIGNMENT

<b>PROGRAMME:</b>	
<b>PROGRAMME MANAGER:</b>	
<b>SYNDICATE GROUP NUMBER/NAME:</b>	
<b>LECTURER:</b>	
<b>COURSE</b> (include course code if applicable):	
<b>DUE DATE:</b>	

**LECTURER COMMENTS:**

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**Annexure D: Deferral form**

**ACADEMIC PROGRAMMES (MPhil, MBA, PGDip, and PDBA)**

**ACADEMIC YEAR 2021 – DEFERRAL/CANCELLATION APPLICATION FORM**

*By signing this form, you acknowledge that you have read and understood the student rules and regulations. The student rules and regulations outline the requirements and implications of deferring or cancelling. Once you have returned the completed form to the programme team, any required invoices will be generated and sent to your GIBS e-mail address.*

Name and surname: .....

Student number: .....

Programme name: .....

Application to (please tick appropriate box):

Defer programme

Defer course(s)

Cancel programme

Please complete the table below only if you are deferring/cancelling specific courses and not the full programme.

Course(s)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Signature of student: .....

Date: .....

**FOR OFFICE USE ONLY**

Invoice number		Payment received	
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Programme manager: .....

Signature: .....

## PMD PROGRAMME

### ACADEMIC YEAR 2021 – REATTENDANCE/DEFERRAL MODULE

Preferred name and surname		Student number
Telephone numbers	Work: (    )	Current group: PMD _____
	Cell:	Current account balance:
ID number		
E-mail address		

SPECIFY REATTENDANCE OR DEFERMENT <input checked="" type="checkbox"/>					
REATTENDANCE			DEFERRAL		
COURSES	D	R		D	R
E.g., Business Environment (Repeating with PMD 50)		39	E.g., Value Based Innovation (Deferral to PMD 51)	40	
The Business Environment			Managing the Art of Innovation		
People & Performance Management			Marketing for Managers		
Effective Execution			Operational Effectiveness		
Business Finance for Managers			Business Strategy for Managers		
Essential Communication Tools					

This reattendance/deferred registration form should be completed by the delegate and **faxed with payment** advice to 086 638 0946 at least **five weeks prior** to the module taking place. Payment will secure the booking. Costs for deferral and reattendance can be requested from the programme manager.

Account name: GIBS  
 Bank: Standard Bank  
 Branch: Sandton  
 Branch code: 019205  
 Account number: 421018011

Signature of student: ..... Date: .....

FOR OFFICE USE ONLY			
Invoice number		Payment received	

Signature: ..... Date: .....

Annexure E: Assembly points

ASSEMBLY POINTS

- (1) North Parking – Open Parkade
- (2) Illovo Lodge Parking

Note: The Courtyard is not an Assembly point due to the proximity to surrounding buildings

