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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 with a high-quality experience that will stretch your thinking and catapult you to that next level. In turn, in order to facilitate the learning experience, we do 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 the guidelines, or at any stage of the programme. We are looking forward to embarking on this life-changing experience with you.

Sincerely,

Prof Louise Whittaker
Director: Academic Programmes
1. LOGISTICS

1.1. 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 University of Pretoria (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 ID/passport numbers on all examination scripts as well as all individual assignments.

1.2. UP Student Cards and GIBS Access Cards
Students who require a student card for access to UP (University of Pretoria) 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 of Pretoria. 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 at a cost 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 which will be billed onto your account.

1.3. 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.

1.4. GIBS Information Centre
The Information Centre (IC) was designed and planned around the needs of the Business School and its clients. As a result, it strives to uphold a high standard of service delivery. The Information Centre 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 the University of Pretoria, a reciprocity agreement exists between GIBS and UP to enable students to have access to the library facilities at UP.

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

1.4.2 Operating Hours

<table>
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<tr>
<td>Monday to Friday</td>
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<td>08h00 – 16h00</td>
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The IC has 16 Windows PCs available for students to use. The workstations have internet access and have MS Office and Adobe Reader as standard software. These workstations are also linked to two self-service printer/copier (only black & white) machines. Copies and printouts are 50c per page.

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

For General Enquiries contact: 011 771 4322 or 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

1.4.3 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. 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 returned to the Information Centre.

Fines will be imposed for overdue as well as lost or damaged books; either a R10 per book per day fine or 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 Information Centre before graduation.
1.4.4 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 to the totality and meaning of the work.

- **MAY NOT** copy more than the permitted amounts, as specified above. If he/she needs to copy more than this, he/she must apply for copyright permission, directly to the publisher or to 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 them correctly, it indicates that either:

- you have not yet mastered the skill of referencing (citation) – which can be learned with the help of your lecturers; or

- you have given in to cheating – which will have to be unlearned 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 Information Centre policy is available on the GIBS website @ [IC Guidelines](#)

1.4.5 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 other 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, text book, reports or your previous assignments (whether paraphrasing or in your own words) without proper acknowledgement of the source.

It is especially this last issue that 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 person who does this is regarded as stealing another’s ideas and pretending they are his/her own.

GIBS and the University of Pretoria 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 assignment, 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.

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 the University of Pretoria for a disciplinary hearing.)

In order to avoid plagiarism, you must give credit to all sources used and you must sign an electronic or hard copy plagiarism statement for each assignment submission. GIBS currently makes use of the APA referencing system, 6th edition.

It is the responsibility of every GIBS student to ensure they familiarise themselves with the University of Pretoria’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.

1.5 IT @ GIBS (Student Support)

During your time as a student at GIBS you will come in contact with a number of IT systems. The GIBS Information Centre has a number of student accessible PCs for the purposes of completing assignments, accessing the internet, checking of e-mail, as well as prepaid printing services. All students will be introduced to the IT systems at GIBS during the orientation process.

1.5.1 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 make regular use of the platform 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 1.5.3 regarding the GIBS Gmail accounts)

1.5.2 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 within the Information Centre) will operate weekdays between the hours of 7am to 8pm, and weekends from 7am – 3pm.

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

Services not covered by the IT Student Support Desk:
- **anti-virus support**
- **hardware issues**
- **system reloads**
- **corporate policy management**
- **Operating System (OS) registry management/changes**
- **student user account changes**
- **institutional or corporate software & applications**
- **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
aforementioned IT policies and will advise the delegates and students as such.

**Telephonic support**

Students can also make use of the IT Support number to access specific student support on 011 771 4193, available from Monday to Friday from 7am until 8pm, and weekends from 7am until 3pm.

1.5.3 **MyGIBS Gmail Accounts**

All students will receive a MyGIBS Gmail account which will be used for the duration of your 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, no appeals will be accepted on the basis of not receiving communication. The MyGIBS Gmail account will be discontinued on the day of graduation. Thereafter, you may join the Alumni portal to remain in contact with GIBS. Please ensure, all documentation is moved from the MyGIBS Gmail account and your Blackboard account prior to graduation.

At the onset of your studies you will be issued with a username for both Gmail and Aspire. You will be required to reset your password for both the platforms.

If you choose to customise your Gmail and Aspire account passwords, please use the following guidelines:

- Passwords should consist of, at least, 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 readily 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.

1.5.4 **Wi-Fi Access on Campus**

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

**Connection details**

- Network Name: gibs-ge
• **Password:**

Once you have completed the registration process, a username and password will be sent to the email 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 following constraints with regards to 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 may mean 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 very well impact the other students using the infrastructure. GIBS reserves the right to block access from individuals who we believe are impacting the overall student and school experience for whatever reason we deem fit.

• Connectivity settings to the network will be provided by email or via Programme Coordinators. You may also use the support services at the Student Support Desk in the Information Centre during the operating hours.

• It is strictly prohibited for a student to access another students Gmail and Aspire accounts.

• Should you have problems connecting please raise these with your Programme Coordinator or make use of the Student Support Desk in the Information Center during opening times. Please note that there is a limited type of help requests that the desk is authorized 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 however 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 endeavor to communicate such decisions to our customers as far as possible.

- Reasons for disconnection can include but are not limited to; if usage is affecting overall performance, severely impacting our internal or customer security or rights, if illegal activity is identified or for routine maintenance.

- Students should familiarize themselves with the GIBS internet usage Terms and Conditions.

1.5 GIBS Copy Centre

Students have printing and binding services available on the 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 CC (cchelp@gibs.co.za).

1.6 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.

1.7 The Use of Cellular Phones and Other Recording Devices During Lectures

The attention of students 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 POPI 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, the attention of students is drawn to the fact that the use of social media is not prohibited but may not be used at all during lectures and practical sessions. The views and opinions expressed on any social media platforms (Instagram, Facebook and WhatsApp, etc.) do not in any way represent those of GIBS. We ask that in the use of these platforms you are respectful in your posts and comments. 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 that all posts indicate that the student is communicating in their own personal capacity.

1.8 Textbooks and Other Course Material
All textbooks prescribed for courses are included in the course fees and will be issued to you before each course begins in either hard or soft copy. Should you lose any of your textbooks you may purchase another copy from your programme manager, permitting that stock is available. 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 either the University of Pretoria’s database or the Harvard database. For PGDip, PDBA, MBA and MPhil students, your login credentials for accessing these databases will be the exact same login details that you use to login to Aspire. Should you experience any problems accessing your readings via these links, please email ichelp@gibs.co.za for assistance. For PMD students, your UP login details are not the same your Aspire login details, this will be provided by the programme delivery team.

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

1.9 Dress Code
As is the case with all reputable business schools, GIBS subscribes to a dress code that requires both staff and students to be dressed in a manner that is acceptable. 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 week days. 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 the Full-time Postgraduate Diploma in Business Administration (FT PDBA) group is also business casual that must be adhered to at all times, whilst on campus. For men, 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 – no flip-flops, sneakers, shorts, T-shirts (especially with bold slogans), no spaghetti-strap tops or tank tops.
For more formal sessions, e.g. programme orientation, internship interviews, presentations, etc. formal business attire is required – i.e. suit, tie, dress shirt, dress shoes. Dressy slacks and a sport coat are acceptable alternatives for a business suit. For women: business suit with skirt, blazer, blouse, dress shoes. Smart slacks are also acceptable. A conservative dress may be substituted for a suit.

1.10 No Smoking/Smoking Zones/Alcohol
Please note that the auditorium, lecture rooms and syndicate rooms have been designated as smoke-free areas. It would be appreciated if you could 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 the campus during class time.

1.11 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. Please note that venue bookings can only be made seven days in advance. Venue bookings which fall outside of the seven-day timeline will unfortunately not be accepted. Please 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.

1.12 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.

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

1.13.4 Fire Drill
Fire drills will be carried out from time to time in order to ensure that the emergency procedures for such an event are effective. Your full co-operation 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 instructions from the fire marshal 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.
1.13.5 First Aid
Basic first aid facilities are available on campus. Various members of staff are trained as first aiders. Please 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.

1.14 Security
Please keep your valuable 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.

1.15 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) as there may well 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 automatically become a member of once you have graduated.

1.16 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.

1.17 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 in due course.

1.18 Change of Personal Details
Should any of your personal details change, please notify your Programme Coordinator by sending an e-mail 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 Identification Document/Card may be required.

1.19 Staffing
During the time that you spend at GIBS there are various members of the academic programmes team that you will interact with. The responsibility of the academic programmes team is to assist
you with any queries you might have pertaining to your studies.

### Senior Management: Academic Programmes

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
<th>Tel</th>
</tr>
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<tbody>
<tr>
<td>Louise Whittaker</td>
<td>Director: Academic Programmes</td>
<td><a href="mailto:whittakerl@gibs.co.za">whittakerl@gibs.co.za</a></td>
<td>011 771 4348</td>
</tr>
<tr>
<td>Joanne Laubscher</td>
<td>Associate Director: Programme Support</td>
<td><a href="mailto:laubscherj@gibs.co.za">laubscherj@gibs.co.za</a></td>
<td>011 771 4269</td>
</tr>
<tr>
<td>Neo Selepe</td>
<td>Associate Director: Programme Delivery</td>
<td><a href="mailto:selepen@gibs.co.za">selepen@gibs.co.za</a></td>
<td>011 771 4107</td>
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### MBA Team: Modular and Part-time

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Veronica Asiedu</td>
<td>Senior Programme Manager: MBA/PGDip</td>
<td><a href="mailto:Asieduv@gibs.co.za">Asieduv@gibs.co.za</a></td>
<td>011 771 4138</td>
</tr>
<tr>
<td>Tumi Moeketsi</td>
<td>Programme Manager: MBA</td>
<td><a href="mailto:moeketsik@gibs.co.za">moeketsik@gibs.co.za</a></td>
<td>011 771 4387</td>
</tr>
<tr>
<td>Bongo Baai</td>
<td>Programme Coordinator: MBA</td>
<td><a href="mailto:baaib@gibs.co.za">baaib@gibs.co.za</a></td>
<td>011 771 4244</td>
</tr>
<tr>
<td>Nthabiseng Mokoka</td>
<td>Programme Coordinator: MBA</td>
<td><a href="mailto:mokokan@gibs.co.za">mokokan@gibs.co.za</a></td>
<td>011 771 4388</td>
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### PGDIP Team: Modular and Part-time

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Veronica Asiedu</td>
<td>Senior Programme Manager: MBA/PGDip</td>
<td>E-mail: <a href="mailto:Asieduv@gibs.co.za">Asieduv@gibs.co.za</a> Tel: 011 771 4138</td>
</tr>
<tr>
<td>Naniki Malebana</td>
<td>Programme Manager: PGDIP</td>
<td>E-mail: <a href="mailto:malebanan@gibs.co.za">malebanan@gibs.co.za</a> Tel: 011 771 4230</td>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Thembeka Maduna</td>
<td>Programme Coordinator: PGDIP</td>
<td>E-mail: <a href="mailto:madunat@gibs.co.za">madunat@gibs.co.za</a> Tel: 011 771 4211</td>
</tr>
<tr>
<td>Masego Pietersen</td>
<td>Senior Programme Coordinator: PGDIP</td>
<td>E-mail: <a href="mailto:piersenm@gibs.co.za">piersenm@gibs.co.za</a> Tel: 011 771 4122</td>
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### PMD (Programme for Management Development) Team

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Fiona Powell</td>
<td>Senior Programme Manager: PMD</td>
<td>E-mail: <a href="mailto:powellf@gibs.co.za">powellf@gibs.co.za</a> Tel: 011 771 4291</td>
</tr>
<tr>
<td>Thabang Nyalungu</td>
<td>Programme Coordinator: PMD</td>
<td>E-mail: <a href="mailto:nyalungut@gibs.co.za">nyalungut@gibs.co.za</a> Tel: 011 771 4293</td>
</tr>
</tbody>
</table>
### Pamela Myeza
Programme Coordinator: PMD  
E-mail: myezap@gibs.co.za  
Tel: 011 771 4169

### PDBA (Postgraduate Diploma in Business Administration) Team

<table>
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<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Robyn Green</td>
<td>Programme Manager: PDBA</td>
<td><a href="mailto:greenr@gibs.co.za">greenr@gibs.co.za</a></td>
<td>011 771 4381</td>
</tr>
<tr>
<td>Boitumelo Ngoato</td>
<td>Programme Coordinator: PDBA</td>
<td><a href="mailto:ngoatob@gibs.co.za">ngoatob@gibs.co.za</a></td>
<td>011 771 4181</td>
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### Full-time PGDip/MBA and MPhil Team

<table>
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<th>Name</th>
<th>Position</th>
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<th>Tel</th>
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<tbody>
<tr>
<td>Ahmed Docrat</td>
<td>Programme Manager: Intensive PGDip/MBA, MPhil IB/CS</td>
<td><a href="mailto:docrata@gibs.co.za">docrata@gibs.co.za</a></td>
<td>011 771 4149</td>
</tr>
<tr>
<td>Barcy Ntshiba</td>
<td>Programme Coordinator: Intensive PGDip/MBA, MPhil IB/CS</td>
<td><a href="mailto:ntshibaq@gibs.co.za">ntshibaq@gibs.co.za</a></td>
<td>011 771 4139</td>
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</tbody>
</table>
**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 them.
2. COURSE INFORMATION

2.1. Preparation for Courses
All courses require you to prepare extensively prior to each lecture session. 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 member is 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, 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, the dialogue and cooperative teamwork within syndicates are a crucial part of the Business 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, MBA 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 entire 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 the student in improving his or her 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:

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
6. Formal appeal

### 2.5. Election and the Roles of Class Representatives

It is common practice that each class elects two class representatives. These class representatives are then mandated to represent the class with regards to class/group queries and will liaise with the respective Programme Manager where necessary.

- The representatives will be chosen by a formal nomination and election process by the end of module 1/during module 2.
- They will meet with the programme management team on a set and frequent basis throughout the duration of the programme.
- Class representatives are expected to uphold the code of conduct at all times and set a positive example.
- It is the responsibility of the class representatives to manage attendance via the register, to curb tardiness, to manage expectations of the class and to champion class issues.

### 2.6. Attendance of All Courses, Lectures, Skills Sessions and Examinations

**Lectures or immersions and examinations are conducted over weekends, ie. Saturdays and Sundays.**

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

Full attendance and participation during lectures are a critically important component 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 student 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 in order 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 class work/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 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. The same applies to MPhil students who is absent for one full day (two sessions). 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: PMD

As in the case of the MPhil, MBA, PGDip and the PDBA, full attendance and participation on the PMD are also seen as a critically important component 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 student 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.

a. Absent for one lecture session (1 session = full day for Part-time/Modular students) and (1 session = 3.5 hrs 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 finds that she/he is unable to attend a part of a lecture session, representation should be made to the Programme Manager in writing before the lecture commences.

b. 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 class work/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. Tardiness for Lectures

Tardiness for lectures will not be accepted as this is disruptive and disrespectful to the lecturer and your 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.

Assignments must be handed in by the due date. Assignment submission dates are clearly indicated in the course packs. Assignments must be submitted electronically via Aspire, however 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 well before the due date, in writing, to the Programme Manager. 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.

Assignment marks will only be released after examinations have been written (some faculty do distribute assignment results before examinations, but this is once again 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 0 mark being awarded for that component.

Should a student 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
2.7.1. File Naming and Formatting: Aspire Assignment Submissions

Assignments are to be completed according to the standard laid down by the Business School and should be integrated in a **single** MS Word or PDF document which will include the prescribed GIBS cover pages *(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”- and *[Course code list available on Aspire]*,
- BLUE – PGDip or GREEN – PGDip or BLUE – MBA or FT- MBA or PDBA or PMD 43, 44 or 45 -, and
- Your surname and initials, and
- The document extension i.e. .doc/pdf.

**E.g. 2019-GIA889-BLUE-PGDip-MandelaN.doc**

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

Should two (or more) students in a group have exactly the same surname and initials, add your student number after surname and initials as well.

**E.g. 2019-GIA889-BLUE-PGDip-MandelaN123456.doc**

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

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

**E.g. 2019-GIA889-BLUE-PGDip-Group1.doc**

The syndicate assignments are to be submitted by the respective syndicate leaders only, but the cover page of each submitted assignment has to contain the names of all syndicate members.
Documents are submitted in MS Word or PDF format. Assignments should be contained in one single document, including the cover pages, with the correct file name assigned as indicated above. Exceptions will be indicated e.g. 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-MandelaN(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 0 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 in order 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 (for example medical certificate, copy of passport, subpoena etc.). 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 you 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 a student has sat for an examination, he or she is not entitled to apply for an aegrotat examination on the basis of the following:

- Undisclosed illness at the time of the examination;
- That the candidate was 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 a student does not pass a course they will qualify for a supplementary exam if they achieve an exam mark of 40% to 44% and a final mark of 50% and above; or if they achieve an examination mark of 45% or above and a final mark that is between 40% and 49%. Students may only qualify for three supplementary examinations. At this stage the student’s 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 (R2500.00) of the supplementary examinations. This must be settled and proof of payment be submitted to the Programme Manager before the examination.

In cases where there isn’t an examination, the same rules apply to the examined component.

In order 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

- A student who has one course/subject outstanding to complete his or her 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 R2500.00, this 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.
- A student only qualifies for a special examination if he or she 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 student will graduate with their cohort.
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/document, driver’s licence or passport.
3. There needs to be a space open 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, 1.4.6.
6. No electronic devices (incl. phones, tablets, laptops etc.) 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. If so preferred by the student, their name and surname may 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. In the last 15 minutes of the examination session all students need to remain in their seats. Invigilators will collect the examination documents at the conclusion of the examination.

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 incident of cheating/misconduct in an examination must be reported to the Programme Manager who will initiate the process of a disciplinary hearing. 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 that have special needs and did not inform admissions, must inform the programme manager at orientation.
2.10. The Composition of Marks for a Course

Unless otherwise stated, the composition of marks for a course will comprise of summative and formative assessments that will be outlined 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.

**MBA 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 aforementioned sub-minimum of 45% (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 of them could include either a take-home case study examination or assessment session on the final day of the elective. The norm for final individual 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 between 40% and 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 per the supplementary rules outlined in point 2.9.2.

*Where a course only has 1 examinable component (e.g. only one final summative assignment is assessed), a student must obtain a final mark of 50% to pass. A supplementary will only be granted on a final mark of between 45% and 49% where the course has 1 examinable component. This is not to be confused with supplementary rules outlined in point 2.9.2 which outlines the requirements to qualify for supplementary examinations where there is more than one assessed component.*

All examination and course marks are reviewed by the appointed external examiner who is an expert.
in his/her course and by the Assessments and Examinations Committee before being published. Written feedback will be provided to all students that 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 to be 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
- 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 MBA, it is also compulsory for students to pass all electives, attend the global module/experience and pass the research project in order to fulfil all pass requirements of the degree.
- Students are required to attend all Research Skills Seminars, to be eligible to commence with the Applied Business Analysis and Research Project (i.e. you cannot proceed with the Research Project if you miss a session).
- If a student fails one or two courses/subjects, they will not be allowed to continue on the programme. These students must then return to complete the failed subjects in the following year in order to satisfy the requirements of the degree for graduation. Students must complete all formative and summative assessments in the repeated course.
- If a student fails a course/subject (e.g. Operations Management) twice, they will be fully deregistered from the programme. They will need to restart the entire programme.
- Students will be allowed to write supplementary examinations on the MPhil, MBA, PGDip and PDBA if they qualify per the supplementary examination rules.
- 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 student’s studies will be deferred until they have written and passed the supplementary/aegrotat examinations.
- If a student fails 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 he/she has library books outstanding.

✓ Where a student fails his/her first course, an appointment must be made to see the Programme Mentor.

✓ Where a student fails his/her second course, he/she must make an appointment to see the Programme Manager and in addition, 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, 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 to move onto the MBA. The PGDip will only articulate onto the MBA for a period of five years post-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 a student has failed two or less courses, but has passed all other courses and the Action Learning Project (ALP) prescribed, he/she will be eligible to re-attend and re-write the failed course(s) in the following year. Students must complete all formative and summative assessments in the repeated course.

✓ Where a student has failed three courses, irrespective of whether he/she has passed the ALP or not, he/she will be required to re-attend and re-write the entire PMD programme and complete the ALP in the following year in order 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 pass the Action Learning Project, in order to fulfil the requirements of the PMD.

✓ Where a student fails his/her first course, an appointment must be made to see the Programme Manager.

✓ Where a student fails his/her second course, he/she must make an appointment to see the Programme Manager.

✓ Students may qualify for supplementary examinations based on the rules outlined in 2.9.2 above.

✓ Students can only qualify for a combined total of three supplementary and aegrotat examinations. At this stage, the student’s studies will be deferred until they have written and passed the supplementary/aegrotat examinations.

✓ In order 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 a student 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 he/she 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 HR department/organisation need your results, you need to contact the programme management team directly. This information will only be sent to you unless consent to share is provided.

2.10.6. Performance Requirements

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

*MBA students who defer or fail the Applied Business Analysis and Research Report,* must contact the MBA Research Manager and Research Officer by latest 10 January of the following year to re-register for the new academic year. A student who defers the project at any stage before the project deadline associated with your 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 Applied Business Analysis and Research Regulations, or *Green Pages*, for the relevant year) – i.e. 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.

Such 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%).

They will have to complete and pass the research project during this subsequent year, failure to do so will constitute a failure of the MBA programme. *(Reminder: In accordance to the MBA regulations all components of the MBA, 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 research specific requirements and rules are included in the green pages that will be made available to you on Aspire.*

2.10.7. Cum Laude

To pass the MPhil, MBA, PGDip and PDBA with distinction, a student must pass ALL courses and achieve a final weighted average of all the courses/components of at least 75%. For the PMD, in
order for a student to pass the programme 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 or 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: Academic Programmes.
- If the matter cannot still 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 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
A student may appeal a decision made by the programme management team in the enforcement of the programme rules and regulations, if there are extenuating circumstances that need to be taken into consideration. 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 disciplinary code of the University of Pretoria which will always apply. The University regulations and rules (including disciplinary code) can be accessed via the University of Pretoria’s website (https://www.up.ac.za/). Please ensure that you familiarise yourself with this document.

2.14. Cancellation of Registration
The cancellation of registration for the programme must be undertaken in writing. Any student who discontinues 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. Such students will also remain a registered student and attendance will be recorded as a no-show and subsequently a fail will be recorded till 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 till the end of the first module/blocks classes, the student is liable for 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/blocks 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. A student will be required to terminate his/her registration if he/she fails more than two core courses. The student is 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 a 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 (kindly refer to Annexure D). Students will remain a registered student and attendance will be recorded as a no-show, and subsequently a fail will be recorded, till such time as the relevant documentation has been completed and received by the Programme Manager.

Students may be requested to register for additional modules on return based on possible curriculum changes in the 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 places before the commencement of the first module/blocks 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/blocks classes, the student is liable for the full tuition fee for that year. Upon their return to study, the student is 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.

• Applied Business Analysis and Research Project deferral – Any such students deferring or repeating the IDR 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. Dates per programme are published on the GIBS website as well as within 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 before, the student is liable to pay the full tuition fee for that programme.

Non-payment of fees on 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, class notes and/or submit assignments).

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

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 MBA 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 Applied Business Analysis and 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 following bank account by either way of a direct deposit or electronic transfer.

<table>
<thead>
<tr>
<th>Standard Bank</th>
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<tbody>
<tr>
<td>Account name: Gordon Institute of Business Science</td>
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<tr>
<td>Account number: 421018011</td>
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<tr>
<td>Branch: Sandton – Alice Lane</td>
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<td>Branch code: 019205</td>
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We also offer the following alternative payment methods which include:

I-PAY instant EFT (a unique link can be requested from the accounts department) and credit card payments (only done on campus).
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 reference for payment. It is the student’s responsibility to email or fax proof of payment to our Finance department (not the Programme Manager) in order 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 or fax to 086 298 6308.

2.16.2. Non-refundable Fees
The following fees are not refundable under any circumstances:

- Application fees
- 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 regards 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 post-graduate 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 font 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 in order 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, find out what the assessment criteria will be, and find out exactly what information you need to access. Then decide on what approach you are going to use to gather the information and in answering 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 the light of the theory bases. The assignment should end with a concluding integrating section which 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.
## Annexure B: Individual Assignment Cover Page

**INDIVIDUAL ASSIGNMENT**

<table>
<thead>
<tr>
<th>PROGRAMME:</th>
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<td>PROGRAMME MANAGER:</td>
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<td>STUDENT NAME &amp; SURNAME:</td>
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</table>

*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.*

<table>
<thead>
<tr>
<th>STUDENT NUMBER:</th>
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<td>LECTURER:</td>
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<td>COURSE (Include course code if applicable):</td>
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<td>DUE DATE:</td>
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**LECTURER COMMENTS:**

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## SYNDICATE ASSIGNMENT

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<td>PROGRAMME MANAGER:</td>
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<td>SYNDICATE GROUP NUMBER/NAME:</td>
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### SYNDICATE MEMBERS’ NAMES & SURNAMES:

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<td>COURSE (Include course code if applicable):</td>
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### LECTURER COMMENTS:

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Annexure D: Deferral Form

ACADEMIC PROGRAMMES (MPhil, MBA, PGDip and PDBA)

ACADEMIC YEAR 2020 – 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 & 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

<table>
<thead>
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<th>Course/s</th>
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<td>10.</td>
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<td>11.</td>
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<td>12.</td>
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Signature of Student: ………………………………………… Date: ………………………………..

FOR OFFICE USE ONLY

<table>
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<tr>
<th>Invoice Number</th>
<th>Payment Received</th>
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Programme Manager: …………………………………….. Signature: …………………………………..
# PMD PROGRAMME

## ACADEMIC YEAR 2020 – RE-ATTENDANCE/DEFERRAL MODULE

<table>
<thead>
<tr>
<th>Preferred Name &amp; Surname</th>
<th>Student Number</th>
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<tr>
<th>Telephone Numbers</th>
<th>Current Group: PMD _______</th>
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<td>Work (            )</td>
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<td>Cell</td>
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<tr>
<th>ID Number</th>
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| E-mail Address | |
|----------------||
|                | |

**SPECIFY RE_ATTENDANCE OR DEFERMENT ✓**

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<tr>
<th>COURSES</th>
<th>RE-ATTENDANCE</th>
<th>DEFERRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Business Environment (Repeating with PMD 50)</td>
<td>39</td>
<td>Value Based Innovation (Deferral to PMD 51)</td>
</tr>
<tr>
<td>The Business Environment</td>
<td></td>
<td>Managing the Art of Innovation</td>
</tr>
<tr>
<td>People &amp; Performance Management</td>
<td></td>
<td>Marketing for Managers</td>
</tr>
<tr>
<td>Effective Execution</td>
<td></td>
<td>Operational Effectiveness</td>
</tr>
<tr>
<td>Business Finance for Managers</td>
<td></td>
<td>Business Strategy for Managers</td>
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<tr>
<td>Essential Communication Tools</td>
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</table>

This re-attendance/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 re-attendance can be requested from the Programme Manager.

Account Name: GIBS
Bank: Standard Bank
Account Branch: Sandton Branch (branch code 019205)
Account number: 421018011

Signature of Student: ___________________________ Date: ________________

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Payment Received</th>
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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.