

Postgraduate Diploma in Business Administration

Full-time

Prime your career.

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

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**INVEST IN AN
ADDITIONAL YEAR
OF STUDY TO PRIME
YOURSELF FOR A
LIFETIME OF CAREER
SUCCESS.**



A MESSAGE FROM THE DEAN

Congratulations, you're a new graduate seeking to make your mark, but what's next? Your degree has equipped you with specialised knowledge and skills, but to really make a difference, a deep understanding of the business environment is critical for career success. It is time to prime your career.

Whether you're planning to join the corporate world or start your own business, the GIBS Full-time Postgraduate Diploma in Business Administration (PDBA) – an honours equivalent qualification – enables you to achieve your goals. This innovative programme will expose you to the latest business trends as you build an integrated understanding of best practice. You will also develop essential skills and acumen which you will apply practically during a workplace internship – significantly increasing your employability.

At GIBS we believe passionately that business is a force for good, a force for positive change and a force for the economic development our country and continent needs and deserves. We believe that business should work closely and cooperatively with government and civil society to create a better more equal society of which we can all be proud. As a PDBA student you will be immersed in this world of business on our Illovo campus, less than five kilometres from "Africa's richest square mile" - home to many of South Africa's

and the continent's most significant companies. You will be exposed to senior business, political and other leaders whose regular visits add to the over 6 000 executives, managers and scholars who pass through the campus each year. This thriving and dynamic GIBS community instils a special energy across the custom-built facility.

Your decision to pursue our Full-time Postgraduate Diploma in Business Administration is your first step to making your mark on the world of business - while building a rewarding and satisfying career.

We look forward to meeting you at GIBS and wish you every success on your journey. .

Dr Morris Mthombeni, Interim Dean,
Gordon Institute of Business Science

ABOUT GIBS

Founded in 2000, the University of Pretoria's Gordon Institute of Business Science (GIBS) is an internationally accredited business school, based in Sandton, Johannesburg – South Africa's economic hub.

As the business school for business, we focus on general management in dynamic markets to significantly improve responsible individual and organisational performance, primarily in the South African environment and increasingly in our broader African environment, through the provision of high-quality business and management education.

The GIBS campus is open seven days a week. Our world-class amenities offer an inspiring learning environment and the following facilities:

- › Fully equipped information centre;
- › Coffee shop;
- › Restaurant;
- › Hotel;
- › Ample, secure onsite parking;
- › Secure Uber pick-up point; and
- › Gautrain bus stop just metres from our door.






In May 2020, the annual UK Financial Times Executive Education rankings, a global benchmark for providers of executive education, once again ranked GIBS as the top South African and African business school. This is the 15th year running that GIBS has been ranked among the top business schools worldwide. In April 2020 the GIBS MBA was ranked among the top 50 business schools globally in the

Quacquarelli Symonds (QS) MBA Rankings. GIBS is accredited by the Association of MBAs (AMBA), the Association to Advance Collegiate Schools of Business (AACSB), the Council on Higher Education (CHE) and is a member of the South African Business Schools Association (SABSA), and the Association of African Business Schools (AABS). GIBS' philosophy is face-to-face interaction to coach and mentor future business leaders to deal with today's business realities.

GIBS is widely acknowledged for:

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

WHY GIBS?

-  Best reputation among employers - *Financial Mail*
-  First choice of graduates - *Financial Mail*
-  Ranked #1 in Africa for Executive Education - *UK Financial Times*
-  Top MBA in Africa - *CEO Magazine*
-  Internationally Accredited - *AMBA (UK) and AACSB (USA)*

WHAT DOES MY **PDBA** JOURNEY LOOK LIKE?

The Full-time PDBA is designed for recent graduates to develop business knowledge and acumen, in order to accelerate their access to the workplace by pursuing a postgraduate qualification in business administration.

The Full-time PDBA is designed for recent graduates to develop business knowledge and acumen, in order to accelerate their access to the workplace by pursuing a postgraduate qualification in business administration. Our aim is to prime students for the world of work, to become professional, responsible, innovative, self-managing leaders.

You will be exposed to some of South Africa's best business lecturers and increase your attractiveness to employers by adding general management skills to your CV, from Africa's pre-eminent business school. Through a self-driven and experiential learning experience, you will:

- › Develop fundamental business knowledge and skills that you will be able to apply in a number of settings;
- › Apply learnings gained from classroom interactions, in a meaningful and sustained way, during a workplace internship;
- › Solve a variety of management challenges through the completion of an ongoing business project;
- › Attend over 12 carefully selected career workshops specifically designed to prime/prepare you for the world of work;
- › Complete a consulting project with a real business that needs real solutions;
- › Develop personal and professional skills;
- › Have the opportunity to work under ongoing pressure in a simulated professional business environment; and
- › Meet an exciting group of like-minded high-potential new graduates.

Career development continues throughout the programme as you prepare for your internship and to support your progress into the workplace. Career workshops, networking events and short courses which include; CV writing, preparing you for job interviews, managing your online presence as well as salary negotiations, are delivered on dedicated career service days during each module.



SCHEDULE 2022

FEBRUARY TO NOVEMBER

	MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5	MODULE 6
Module	Orientation Lead Setting the Business Challenge	Human Resources Financial Accounting Marketing	Operations Management Entrepreneurship Economics	Management Accounting Macro Economics Ethics and Sustainability Information and Knowledge Management	Internship	Innovation Organisational Behaviour Integrating Systems and Processes
		Syndicate work: Business Challenge Project	Syndicate work: Business Challenge Project	Syndicate work: Social Responsibility Project		Syndicate work: Consulting Project
Career Development	Series of career workshops, networking events, short courses and career support services designed to prepare you for your internship and set you up to enter the world of work. Examples include "Writing a CV", "Being Interviewed", "Negotiating your salary", "Managing your online presence"					
Personal Development	Building your top 30					

Please note: GIBS reserves the right to change the modules. Students will be timeously informed of any changes to the timetable. Classes run Monday – Friday 08:30am – 16:30pm and attendance is compulsory.

DO I MEET THE ENTRANCE CRITERIA?

YES, IF YOU HAVE

- › A minimum of a degree or equivalent qualification (final year undergraduate students whose degree will be complete in December 2021, to submit interim transcript);
- › Postgraduate level of intellectual ability (as assessed via the GIBS Entrance Test);
- › Leadership potential (in accordance with your letter of motivation and references);
- › Good English language skills to actively participate in academic debate;
- › A minimum of Matriculation-certificate-level competence in Mathematics;
- › Competence in MS Word, Excel, PowerPoint and a web browser (own laptop essential);
- › A letter of motivation.

Note: No work experience is required for this programme.

SPECIAL REQUIREMENTS

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

FEE STRUCTURE

Application fee	R 1500
Non-refundable, payable upon submission of your application	
Registration fee	R 9 000
Deposit paid upon acceptance, offset against total tuition below	
Total tuition fees for the programme	R 115 504

* All prices quoted above are subject to change.

* Includes all course material and textbooks..

Applications for the GIBS full-time PDBA open in June 2021 and close on 31 January 2022.

For more information and information session dates go to www.gibs.co.za/fulltimepdba



NEXT STEPS

Applications for the Postgraduate Diploma Business Administration open in June 2021 and close on 31 January 2022. Applicants completing their degree qualification in December 2021 are encouraged to apply.

Step
01

Meet admission criteria and compile supporting documents.

Step
02

Apply online at www.gibs.co.za/fulltimepdba and upload supporting documentation.

Step
03

Pay the non-refundable application fee.

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

Step
04

Write the entrance test.

Once the application form has been submitted, the Admissions office will confirm the entrance test date.

Reference links are to be forwarded to your referees to complete and will automatically be submitted to the Admissions Office.

Step
05

Decision and feedback.

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

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

To find out more about the GIBS information sessions go to gibs.co.za/fulltimepdba. Download the complete course pack at gibs.co.za/fulltimepdba



REFERENCE

BUSINESS

Dictionary
Thesaurus
Regel's Thesaurus

For more information please contact

The Admissions Office

Gordon Institute of Business Science

PO Box 787602, Sandton, South Africa, 2146

Landline +27 (0)11 771 4120 or +27 (0)11 771 4331

Email admissions@gibs.co.za

Technical queries support@gibs.co.za

Website gibs.co.za/fulltimepdba

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