

PMD Application Process Document

Please review the following checklist before proceeding with your application. All of the applications for the GIBS PMD must be made online:

1. Minimum requirements

- Matriculation exemption certificate – a tertiary qualification is an advantage;
- Five to ten years' work experience, with some at middle management level;
- Intellectual ability (as assessed via the GIBS Entrance Test);
- Leadership potential (your experience and application essays should all reveal that you can assume a leadership role in the workplace);
- Good English language skills to actively participate in academic debate; and
- Competence in MS Word, Excel, PowerPoint and a web browser.

International Students/Foreign Qualifications: Applicants who hold a foreign qualification need to send their qualifications to the South African Qualifications Authority (SAQA) for evaluation before applying to GIBS. We require the SAQA certificate to verify the NQF level of your qualification. Visit saqa.org.za or email: saqainfo@saqa.org.za. Alternatively, you can call: +27 (0) 12 431 5070 or the helpdesk on: +27 (0) 860 111 673

Please note

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

Special requirements

Special needs:

If you have a special need or disability, 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 PMD team.

Religious observance:

Observant students must contact the PMD team before you start your application to ascertain if or how your specific needs may be accommodated. Note: programmes may include weekend classes and attendance is compulsory.

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

Matriculation certificate

ID/Passport copy

Essay (See details below)

Proof of payment (application fee)

Optional:

Degree certificates(s)

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

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

Pay the non-refundable application fee of R1 650. Only electronic payments will be accepted into the following bank account:

Account Name: GIBS

Bank: Standard Bank

Account Branch: Sandton Branch (branch code 019205)

Account number: 421018011

Reference: Please use your ID number

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

All information should reach us by no later than 23:30 on relevant closing date.

Admission Process

- Step 1: Meet the admission criteria.
- Step 2: Compile all supporting documents.
- Step 3: Submit your online application (www.gibs.co.za/pmd) along with all supporting documents and pay the application fee.
- Step 4: Application is processed and documents verified (2-3 weeks).
- Step 5: Select a test date for the GIBS Entrance Test (You will receive an invitation to the test once your documents have been verified).
- Step 6: Complete the Entrance Test written at GIBS.
- Step 7: Await test results from the assessors.
- Step 8: Applicant profile is reviewed by GIBS and feedback will be sent to the applicant.

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

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

In order to be considered, your application form, non-refundable application fee of R1 650 and supporting documentation must reach GIBS by no later than the closing date. Please note that an application will not be considered if any of the information required is missing.

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

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

Entrance test

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

Test dates:

PMD 57 & PMD 58:

- Saturday, 12 October 2019
- Thursday, 21 November 2019
- Friday, 06 December 2019

Application closing dates

PMD 57 Modular – 27 November 2019

PMD 58 Evening – 27 November 2019

Lecture times

Days

08:30 – 17:00

Evenings

18:00 -21:30

Dinner served from 17:00 – 18:00

Weekends

08:30 – 17:00

Exams

Saturdays

Modular 08:30 - 10:30

Evening 13:30 - 15:30

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

Please email us for further information.

Fees (2020)

- Non-refundable application fee payable upon submission of your application – R1 650
- Registration fee (deposit payable upon acceptance, offset against total tuition below) is R18 500
- Total tuition fees for the programme is R74 000

The above fees include all catering, textbooks (for specific modules), access to online material, parking, free access to study rooms on campus and campus Wi-Fi.

Important note

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

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

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

GIBS does not charge VAT on tuition fees.

PMD subjects

- People and Performance Management
- The Business Environment
- Effective Execution
- Business Finance for Managers
- Managing the Art of Innovation
- Marketing for Managers
- Operational Effectiveness
- Business Strategy for Managers
- Essential Communication Tools
- An Action Learning Project (ALP), Personal Development Plan (PDP) and Individual Development Report (IDR) will also be completed by students
- A simulation, which will be run during the programme

Please view the [course descriptors/outcomes document](#) on the GIBS website for more information.

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

FAQs

Q: How long is your PMD programme?

A: The PMD modular and evening programmes are completed over ten months.

Q: When does it start?

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

Q: By when do I need to apply?

A: All applications open on 01 September 2019. As we work on a rolling admissions basis, the sooner you get your application in the better your chances of getting into the intake of your choice.

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

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

Q: What is the price of the PMD?

A: The total tuition fees for the 2020 PMD programme are R74 000 (A deposit of R18 500 is payable upon acceptance, this is the registration fee and will be offset against the total tuition fees). Additionally, a R1 650 non-refundable application fee is also payable.

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

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

- Five years of experience, with at least two years at managerial level;
- Good English language skills;

- Matriculation certificate with exemption;
- Competence in MS Word, Excel, PowerPoint and a web-browser;
- Successful completion of the entrance test; and
- Complete the application form and supply the required information.

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

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

Q: Do you have residential facilities?

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

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