This version of the student information guide holds for all registered students in 2016. The Business School reserves the right to amend this document at any time.
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### PLEASE NOTE:

1. Although the information included in this document was compiled as carefully as possible, the Business School accepts no responsibility for any inaccuracies that might be included.
2. The Business School reserves the right to amend this information document at any time.
3. The Business School reserves the right to the final decision with regard to the interpretation of the content of this information document.
4. The onus is on the student to ascertain what the general rules of Stellenbosch University (SU) as published in the SU Calendar Part 1 - General are, as well as what the specific regulations of the Faculty of Economic and Management Sciences are.
1. **GENERAL INFORMATION**

1.1 **Vision, Mission and Value commitments**

**Vision:**
Globally distinguished as the business knowledge partner in Africa.

**Mission:**
We develop responsible leaders through well-grounded business education and research.

**Value commitments:**
- Integrity: We are accountable and earn the trust and respect of all our stakeholders
- Inclusivity: We celebrate diversity and enhance inclusivity
- Innovation: We foster critical thinking and application
- Engagement: We shape business thinking and interact with wider society to promote the public good
- Excellence: We benchmark against the best and exceed expectations
- Sustainability: We act to ensure economic, social and ecological well-being expectations

1.2 **Useful telephone numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB</td>
<td>021-9184111</td>
</tr>
<tr>
<td>USBI</td>
<td>021-9184274</td>
</tr>
<tr>
<td>ITC</td>
<td>021-9184247</td>
</tr>
<tr>
<td>Bellvista Lodge</td>
<td>021-9184444</td>
</tr>
<tr>
<td>Campus Security</td>
<td>021-9184102</td>
</tr>
<tr>
<td>Cape Town ALL emergency numbers</td>
<td>021-4807700</td>
</tr>
<tr>
<td>Learning Hub</td>
<td>021-9184398</td>
</tr>
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</table>

2. **ADMISSION AND REGISTRATION**

2.1 **The Postgraduate Diploma – statutory requirements**

The University may confer a Postgraduate Diploma upon a student if he/she has been registered as a student of the University for not less than one year since the primary degree of Bachelor as approved by Senate for such purpose was awarded to him.

2.2 **The degree of Master – statutory requirements**

The University may confer the degree of Master upon a student if he/she has been registered as a student of the University of the degree concerned for not less than one year since the conferment upon him of a four-year Bachelor’s degree at NQF level 8, or of a Bachelor’s Honours degree, or of a Postgraduate Diploma at NQF level 8, approved by Senate for such purposes; or since his having in some other manner attained a standard of competence in his particular field of study deemed by Senate to be adequate for such purposes, and has met the requirements for a pass for such degree.

2.3 **Conferment of degrees and diplomas**

2.3.1 The final grade is calculated as the weighted average of all modules based on the number of credits per module (at Stellenbosch University the word “module” is used to describe what frequently is understood to be a subject). Refer to the USB webpage for a description of the modules and Annexure A for a summary of the credits.
2.3.2 The pass grade for each module is 50% and all modules must be passed. In order to pass a module with distinction, a student shall obtain in such a module a final mark of 75% or more.

2.3.3 A student has to take all the modules as per the schedule of the programme. Permission to take modules at a later stage will only be considered in cases of special merit. Written applications should be addressed to the programme head.

2.3.4 In order to pass the degree or diploma cum laude, the student must obtain an average mark of 75% in the normal residential period. No student who has repeated modules can qualify for the degree cum laude.

2.3.5 The registrar will not issue a letter as proof that a student qualifies for a degree/diploma before the Executive Committee of the University has ratified the examination results.

2.4 Continuation of registration for postgraduate programmes

Any student for the degree of Bachelor Honours, Master or Doctor and likewise any student for a postgraduate certificate or diploma shall, for the full duration of his/her studies until awarded the degree, certificate or diploma concerned each year register as a student subject to paragraph 2.5 below. If, prior to the conferment upon him/her of the degree, certificate or diploma concerned, any such student fails to register as a student for the current year before the prescribed date, his/her registration for the programme concerned, and in the case of a student for the degree of Master or of Doctor, also the topic of his thesis or dissertations, shall lapse. Any such student wishing to be readmitted to the degree, certificate or diploma programme concerned shall be required to apply in writing for readmission, to register anew for the programme concerned and to pay anew the required tuition fees. However, only in the case of Masters’ and Doctoral programmes, if the years of non-registration is not financially detrimental for the student (compared to registered anew for the programme concerned) and if permission is in fact granted for the continuation of registration, shall normal continuation of registration for the programme be possible; provided that programme fees for the year(s) for which the student did not register have been paid in full. However, in such cases, the student concerned is not registered retroactively for the year(s) of non-registration for which the programme fees have been paid in full.

A student that has neglected to register for a particular year, cannot be registered in arrears. If the student received permission to re-register, course fees for the year not registered will have to be paid. The degree can however not be awarded during a March-graduation ceremony if the student was not registered before June of the preceding year.

It is thus of utmost importance that students ensure that they register as a student every year.

2.5 Continuation and termination of studies

Students who do not study successfully may be asked to leave the programme at the end of his/her residential period. In all cases the phrase in arrear implies module failure OR zero mark.

Students who terminate their studies after 31 March, but before 31 July of a particular year are liable for 50% of the class fees for that year. After 31 July, the full class fees are payable. If a student does not terminate his/her studies in writing, he/she is liable for the full class fees for the year.

Maximum periods of registration: Postgraduate Diplomas and Masters’ Programmes

Any student for a Postgraduate Diploma and any student for the Master’s Degree who take longer than the maximum permissible period (as set out below) to complete his/her programme of study, shall be required to register anew for the programme concerned and shall again be liable for the payment of the full tuition fees applicable to such programme:
<table>
<thead>
<tr>
<th>Programme</th>
<th>Maximum permissible period of registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Diploma</td>
<td></td>
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<tr>
<td>Full-time (i.e. 1 year)</td>
<td>2 years</td>
</tr>
<tr>
<td>Part-time (over 2 years)</td>
<td>4 years</td>
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<tr>
<td>Masters’ Degrees</td>
<td></td>
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<tr>
<td>Full-time (= over 1 year)</td>
<td>2 years</td>
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<td>Part-time (= over 2 years)</td>
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2.6 Interruptions of Masters’ studies

2.6.1 Acceptable reasons for interruptions of studies

Where an application for consent to an interruption of Masters’ studies is being considered, the indications below of possible reasons shall serve as the guidelines in judging the acceptability of the reasons given in support of such application. Each such application shall be substantiated by means of appropriate supporting documents, such as letter of appointment, text of academic assignment, medical certificate(s), financial statement(s), affidavit, etc.:

2.6.1.1 Situation at work
2.6.1.2 Medical reasons
2.6.1.3 Financial reasons
2.6.1.4 Highly special personal circumstances, if thoroughly and convincingly substantiated.

2.6.2 Procedure for applications for consent to an interruption of studies

2.6.2.1 Any application for consent to an interruption of studies shall reach the appropriate programme coordinator on or before 31 March of the year concerned. No application for consent to an interruption of studies shall be considered after 31 March of the academic year concerned.
2.6.2.2 Consent to an interruption of studies shall be considered on the recommendation of the supervisor and the chairperson of the department concerned.
2.6.2.3 Where any such application has been granted, it shall be entered in the next recommendatory report of the faculty board concerned.
2.6.2.4 Consent to an interruption of studies shall be granted for a period of not less than one year.
2.6.2.5 Consent to an interruption of studies for the degree of Master shall in the normal course of events be granted to any student once only and for a period of one year.

2.7 Academic and other transcripts

Academic records can be requested from the University’s Client Service Department info@sun.ac.za

2.8 Student card

Students will be supplied with a student identification card during orientation. This card is used to gain entrance to the building as well as to pay for photocopies. For safety purposes, kindly carry your card on your person in all instances. The fee for a lost card amounts to R90.

3. UNIVERSITY EXAMINATIONS

3.1 Assessments

3.1.1 Students are assessed on a continuous basis (except the PGDip in Financial Planning – see part 9). Each module has a number of assessments that includes, among others, online quizzes, assessments (tests),
assignments, presentations and class participation. The system of continuous assessment implies that there are no supplementary opportunities for the resubmission of assessments to improve grades.

3.1.2 Please note that each module must be passed on individual work alone before a group mark will be taken into account (where applicable). If a student were to achieve a grade of less than 50% for the individual work, the individual grade becomes the final grade. On the other hand, group work is very important, and if a student were to neglect the group work, a fail grade can be allocated even though the individual grade was a pass.

3.1.3 If a student were to withdraw (i.e. not participate) from any assessment, for example a group assignment, a zero grade will be allocated for the module. A zero implies that the participant has no right to the supplementary assessment (see paragraph 3.3) and will have to repeat the module and partake in all assessments for that particular module.

3.1.4 Students must record their student numbers on all documents submitted for assessment.

3.1.5 Assessments may cover prescribed readings to ensure that students have mastered the necessary theory, or may deal with the application of the module content in a practical situation. In all instances the application must be founded on sound theory. If multiple-choice tests are used in assessment, incorrect answers will be graded negatively. The University’s examination policy holds for all tests written.

3.1.6 The Business School, within the framework of general University policy, places a high premium on total honesty in all assessments. Students are thus warned specifically that where cases of fraud or dishonesty are suspected, the necessary disciplinary investigations and steps will be taken without hesitation.

3.1.7 If a student is unable to submit an assignment or attend an assessment due to illness, a satisfactory medical certificate must be submitted to the respective programme co-ordinator within a week of the date when the student is again declared fit for work. Refer to Annexure A for the provisions of USB with regard to medical certificates. Students may not approach lecturers for extension to deadlines. The programme head, in association with the lecturer concerned, will determine whether an extension in a deadline is warranted.

3.1.8 If a student cannot attend an assessment due to illness or unforeseen business commitments, a letter from the student’s employer must confirm it preferably before the incident, and never later than one week after the missed assessment. This letter must be submitted to the relevant programme co-ordinator.

3.1.9 Students who missed an assessment(s) due to the above reasons, will have to write the supplementary assessment.

3.1.10 The final performance mark in a module will not be supplied over the telephone or orally, neither by the lecturer, nor the programme co-ordinator. All modules and the performance of students in these modules are subject to internal and external moderation processes. All grades that are published during the course of the year will be provisional and subject to moderation. Provisional performance marks will normally be posted on the Learning Hub five weeks after the final assessment session. The final performance marks in a module may only be released by the administration. Students can see their final grades on the student portal, http://www.usb.ac.za/student.

3.1.11 The internal moderation process implies that an academic not involved in the presentation of the module will scrutinise the assessment regime to check whether it is aligned with the course outline. In addition, the internal moderator will re-grade a set percentage of all final scripts or assignments to ensure that they have been fairly assessed. Special attention is given to cases where the examiner
failed a student. This process may take a fair amount of time. The moderator may recommend that grades are adjusted upwards or downwards.

3.1.12 External moderation takes place shortly before graduation ceremonies during which time a panel of experts visit USB for a number of days. During this period they scrutinise course outlines, assignment topics and test papers, as well as the assessment products of the students for external quality control of the course content.

3.1.13 If a student is not satisfied with the final grade that he/she received, he/she has the right to make an appointment with the examiner to discuss his/her assignments or tests. This is only a discussion opportunity in order for the student to understand how the examiner assessed his/her assignment or script. At no stage may this discussion become a negotiation about grades. If thereafter the student still feels that he/she has not been treated fairly, and the internal moderator has confirmed the result, he/she has the right to request that the products of assessment be assessed by an external examiner. The non-refundable fee for this service is R750. Requests in this regard must be addressed to the programme co-ordinator and it must be done within seven days of the final mark being released.

3.1.14 Lecturers are responsible for releasing interim marks via the Learning Hub three weeks after the assessment session or submission of an assignment. Upon completion of a module, final grades and assessments for moderation will be sent to the internal moderator, who has an additional 14 days for moderation.

3.2 Rules and Instructions for assessments (Online tests)

The following rules will apply for the online assessments conducted for each module:

- Students are not allowed to communicate with each other, or any external party, during the test directly or in any means through, or assisted by, computer systems or mobile phones
- Cell phones must be switched off and may not be used as a calculator
- The standard template must be completed for each assessment
- Ensure that you remain logged in to Learning Hub for the duration of the test. If the connection is lost, you have to immediately re-establish connectivity
- Always use your SURNAME\{space\}INITIALS{space}STUDENT\{space\}NUMBER{space}PROGRAMME{space}Module code{space}Assessment{space}DDMMYYYY as the saved file name for your answers, example: Soap J 12345679 PGDBMA HCM Assessment 12092015
- Refer to Annexure A for the three letter module code to be used
- Only single files can be submitted for the assessment
- When students join a test late, they will not be allowed extra time
- When students have connectivity problems, they will not be allowed extra time
- Always read the instructions on your question paper carefully. No correspondence will be entered into on any aspect clearly stated on the question paper.

3.3 Supplementary assessments

If the final grade that a student achieves for a particular module is a fail grade or a student who has missed an assessment due to illness or unforeseen business commitments, the student has the right to participate in a supplementary assessment. The supplementary assessment will be administered twice a year.

- For modules completed by 30 June, the assessment will be in the second week of July.
- For modules completed by 31 December, the assessments will be in the second week of January of the year subsequent to the year in which the module was failed.
The opportunity to participate in the supplementary assessment cannot be postponed to a later year. It is thus not possible to write supplementary assessments for modules failed before 30 June of a year in January or July of the next year.

If the student passes the supplementary assessment, a maximum grade of 50% will be recorded for the module if a student achieved a fail grade prior to the supplementary assessment.

If the student reneges on this opportunity to participate in the supplementary assessment, or were to fail the supplementary examination, the module must be repeated fully (see Paragraph 3.4 below).

Medical certificates or letters from employers will not be accepted when a student has to report for a supplementary assessment (due to missing the prior assessment as a result of a medical reason or unexpected business event).

3.4 Repeating Modules

A student that has failed a module and did not pass the supplementary assessment will have to repeat the module with another class. The module must be repeated in full with full class attendance and participation in all assessments (including group work) irrespective of previous marks earned. No credits are carried from one attempt to subsequent attempts.

A student will only be permitted to repeat a module if he/she registers for the particular module in time (see Annexure E for the registration form), as periodically determined by the administration, but at least one month prior to the commencement of classes. Registration takes place with the programme co-ordinators. Repeat fees amount to the full cost of the module and is charged to the student account.

There is no limit on the number of repeat attempts per module, only a maximum duration that a candidate may be registered.

3.5 Dean’s concession examination

When a student has successfully completed all requirements for the Degree/Postgraduate Diploma, except for one module that he/she has failed, he/she may apply for a Dean’s concession examination prior to the March graduation ceremony.

The Dean’s concession examination is normally written during the first week of February to allow grading of the exam before the grades for the March graduation ceremony are finalised. A student has to apply for the concession in writing to his/her programme co-ordinator no later than 31 January. The non-refundable fee for this service is R780. If the request is not lodged in time, the student forfeits the right to the concession.

4. ASSIGNMENTS

Assignments must be submitted on or before the due date. No extension will be given. One day grace (Tuesday 23:59) will be given, but a maximum grade of 50% will be recorded. Thereafter, a zero mark will be recorded and the student has no right to the supplementary assessment and will have to repeat the module. The penalty will be recorded administratively.

The date of submission for assignments is clearly indicated on Learning Hub. All assignments must be submitted via Turnitin on Learning Hub by 13:00 on the due date. Always ensure that you have obtained confirmation from Turnitin that your assignment has been submitted successfully. Guidelines
on How to submit an assignment on Learning Hub is available on the orientation module on Learning Hub.

The Turnitin software scans the assignment to check for similarities with content in other assignments and on the internet in order to check for plagiarism (refer to paragraph 5.1). Filenames for assignments follow a very strict format – always use your SURNAME{space} INITIALS{space}STUDENT NUMBER{space}PROGRAMME{space}Module code{space}Assignment{space}DDMMYYYY as the saved file name for your answers, example: Soap J 12345679 PGDBMA HCM Assignment 12092015.

Assignments will never be accepted via e-mail and the onus is on the student to allow sufficient time for submission. Students that travel frequently and could be in an area where internet access may be problematic at the time when an assignment is due, have to make provision for this.

Ensure that you always have an up to date backup of all your study data and assignments, and store it separate from your PC. If your PC is stolen, you still have your most important asset – your data, and you can continue with your assignments and complete it on time.

All assignments must be provided with the standard cover page (Annexure B). For the PGDip in Business Management and Administration, a grading rubric for the particular assignment must always be Appendix A. Each page must be numbered (in the header) and the student’s student number must also be shown on each page (in the footer). Always use the template for your assignments.

Assignments containing confidential information should be clearly marked "CONFIDENTIAL" in a 14pt font on the front page as well as in a smaller font in the footer of each page.

In assignments certain minimum standards should be adhered to at all times as indicated in the module outline (see Annexure C).

If a student fails to submit an assignment, a zero grade will be recorded for the module. This implies that the full module has to be repeated at a later stage and the student will have to participate in all assessments when repeating with the payment of full fees.

If an unexpected event of whatever nature were to prohibit the submission of an assignment by the due date, a fully documented request for an extension should be lodged with the programme head by e-mail, prior to the due date. In cases where the unexpected event were to occur on the due date, immediately after the event. A committee will decide whether an extension is warranted, and if so, how much additional time will be granted.

To apply USB policies consistently, lecturers do not have the right to grant extensions.

5. POLICY MATTERS

5.1 Plagiarism

Plagiarism is the use of someone else’s material or ideas, be it written, spoken or in a graphic format, without a proper reference to the original material, acknowledging the source of the material. To use someone else’s work without proper referencing is unethical and dishonest, and will not be tolerated by USB.

At a graduate level, you are expected to build an argument in your assignments, supporting it with the ideas of other scholars. Hence, you need to read widely, digest the information and then build the
argument in your writing, always with proper reference to the source of the ideas. **In principle an assignment is not a jotting down of your insights and knowledge,** except in a very limited number of cases where the lecturer will try to extract information from the class to enhance the learning experience.

When you compile assignments you will be required to support your argument with sources from the literature. These sources need to be properly referenced. You may find in reading a sentence in a document that the author has stated the issue so eloquently that you would only do harm to the argument by not using the exact wording. In that case, you must place the **quote in quotation marks**, and the exact page reference must be given, as well as the bibliographical detail in the list of references. It is unlikely that an assignment will contain more than 5% in the form of direct quotations. In all other cases you are required to paraphrase or summarise the idea of the author(s) in a more condensed format, but using your own words, and then you must still provide a reference, and the bibliographical details must appear in the list of references. If you are uncertain as to how to tackle an issue, ask for guidance from your lecturer.

You should display your understanding of the material by interpreting and analysing the ideas of others and using it to support your argument.

Where plagiarism is suspected, students will be treated according to the University’s policy regarding plagiarism. In essence, the policy indicates that when plagiarism is suspected it needs to be classified into three possible categories: Category One is a minor case due to negligence on the part of a student; Category Two are less blatant cases where the candidate has used poor judgement in working with sources, and Category Three cases are where blatant copying of another person’s work has occurred. Cases that fall within Categories One and Two are dealt with at the departmental (Business School) level, and it will be reported to the University’s Central Disciplinary Committee, while Category Three cases and repetitive Category Two cases are dealt with directly by the University’s Central Disciplinary Committee. Being found guilty by the University’s Central Disciplinary Committee could lead to expulsion from the University.

The Business School uses the similarity index of Turnitin as a guide to establish the level of inappropriate use of other person’s ideas.

Please note that you will never have a problem with plagiarism if you always paraphrase or summarise the work that you are referring to and supply proper references to the works used. **Problems occur when you start copying and pasting other work into your assignment.** Cutting text from a document and pasting into your assignment and supplying the reference is not acceptable – you should use your own words. Cutting text from another document and pasting it into your assignment and then replacing strategic words with synonyms or other words to make it seem like your own text is a quite blatant method of plagiarism, even if you supply the source reference.

Please note too that you may not reuse text in one assignment for another assignment. If you want to reuse ideas of one assignment in a subsequent assignment, then you need to treat your prior assignment as a source like all other sources. If a subsequent assignment builds on a previous assignment, and you need it for background, you must make it very clear what was part of the prior assignment and that it has been used solely to provide the background to the new assignment.

If you are uncertain about whether something would be constituted as plagiarism, ask for advice from your lecturers.

### 5.2 Code of Conduct

At the orientation of the programme, all students will be expected to sign a code of conduct. This code of conduct contains a general declaration of own work for all work to be submitted as assignments, as
well as a pledge to prepare and share in the learning on the programme. The full wording of the code of conduct can be found in Annexure F.

5.3 Expectations of academic staff of students

Academic staff has the following expectations from students:
- Students are expected to arrive at lectures in good time
- Students are expected to attend all classes unless prior warning of, and reasons for, absence are provided
- Students are expected to prepare all relevant material for specific classes
- Classroom discussions and debates should be conducted in a constructive and adult manner
- Students should attempt to regard diversity of teaching styles as a challenge and not as a threat
- Students who find themselves behind in courses should discuss this with the lecturer concerned rather than arriving at tests unprepared
- Students should abide by the guidelines covering the procedures for tests and assessments
- To give all students an optimal learning experience, students are expected not to leave classes at random, nor to eat or drink during classes. Lecturers will give a brief break in the middle of a class session
- Cell phones must always be switched off in lecture halls
- The use of laptops and tablets may be restricted by the lecturer
- Students are expected to follow the guidelines for grievance procedures (refer to paragraph 5.4) and to enter all such procedures in a spirit of constructive resolution.

5.4 Grievance procedure

The grievance procedure is as follows:
- Students who have problems with specific lecturers or courses should talk to the lecturer as soon as possible but outside of lecture periods
- Students with problems with specific lecturers or courses should first talk to the lecturer concerned on a one-on-one basis. In an event of the issue not being resolved, either party can suggest that further negotiations or discussions should include the class leader
- If the class leader becomes aware of a common problem affecting a number of students, he/she should first address this issue to the lecturer concerned on a one-on-one basis outside of lecture periods
- Only after the first three channels have been exhausted should the programme head be involved
- The programme head should not discuss a problem with any student or class leader unless he/she has first informed and/or discussed the problem with the lecturer concerned and the lecturer knows that the student or class leader is approaching the programme head
- The programme head should ensure that all discussions with students and/or class leaders are conducted in the presence of the relevant lecturer
- In the event of a failure to resolve the issue in the presence of the programme head, the latter should discuss the matter with the director. If necessary, the relevant lecturer and student/class leader can then be consulted about the matter in the same spirit as indicated above.

5.5 Smoking policy

All the buildings on the Bellville Park Campus have been declared smoke-free zones. Kindly allow 15 metre distance from any window, ventilation inlet, doorway or to any entrance when smoking.

5.6 Language policy

All students are expected to communicate in English (except MBA Modular Afrikaans) during contact sessions and group work, even if a lecturer or fellow student is able to converse in another language.
5.7 **Dress code**

Students are expected to be suitably dressed at all times when formal lectures are attended.

5.8 **Cell phones**

The use of cell phones in lecture halls is prohibited. Cell phones must be switched off when entering a lecture hall.

5.9 **Refreshments**

Refreshments may not be brought into or consumed in the lecture halls, breakaway rooms or in the computer user areas.

5.10 **Parking**

Students may park at any parking bay not marked for staff or visitors.

5.11 **Class attendance**

Class attendance is compulsory and lecturers expect every student to attend all classes. Attending all classes is intended to assist students and students will struggle with the assessments and assignments if they did not attend class.

5.12 **Reporting Hotline: 0800 20 45 49**

Stellenbosch University places a high premium on good governance and financial management. In this regard, staff and students play a very important role – especially with regard to reporting incidents, conduct and trends that are not in line with the values of good corporate and financial management. For this reason, Stellenbosch University has decided to introduce an independent hotline facility where employees and students can report any form of unethical practice, including sexual harassment and racial discrimination, in an anonymous and secure manner. The hotline, KPMG Ethics Hotlines, operates as an independent conduit and the University cannot, for example, demand that the identity of callers be revealed.

The call centre is operational on a 24-hour basis and calls are free if made from a Telkom line. Staff and students can thus make calls after hours too. Information can also be sent by fax, mail, e-mail or provided via the internet. Calls are fielded by experienced call centre agents versed in all 11 official South African languages.

Please follow the steps as set out below:

- **Dial 0800 20 45 49 (toll free from any Telkom telephone).**

  You may remain anonymous. Please provide full details such as who is involved, what has happened, how it was done, where it took place, when the incident was observed and if possible, the estimated monetary value.

  You will be given a reference number. Please keep this confidential as you will need this number if you make a follow-up call to add additional information or if you need feedback.

- **You may also fax details anonymously to a confidential fax line, 0800 200 796, but please contact the hotline for a reference number which must be included in the faxed report. The same will apply for reports sent by mail, e-mail and those posted online.**
6. **STUDENT FEES ACCOUNT**

6.1 **Student fees account – availability**

- Following registration, your complete student fees account for the academic year is sent to you by mail and, on request, by e-mail, if an e-mail address was provided.
- By 1 March, following registration, you may gain access to your student fees account via the student portal.
- Student fees account balances are also sent to students via SMS at certain times during the year.

6.2 **Student fees account – general**

Instalments shall be payable punctually on the fixed dates (also to prevent interest), whether you have received your student fees account or not. Please note that it is your responsibility to request your account if you did not receive it. The University does not accept responsibility for any account that has not been received due to, for example, an incorrect address given or possible faulty handling by the postal services. Therefore, the defence that no account was received shall not be accepted as an excuse for the non-payment of an account by the fixed dates.

6.3 **Rebate on study fees**

If fees are paid in full on or before 31st of March, a discount of 3% will be granted on the SU component of the study fees (not applicable to international students). **Please note:** Study fees for the relevant year must be paid in full before your application for rebate can be considered.

A rebate form can be obtained from the programme co-ordinator. Once the written application has been approved and calculated, the relevant percentage rebate will be refunded. The rebate should therefore not be deducted from the full amount due when making payment.

6.4 **Interest**

Interest at the prime bank rate shall be payable on any amounts which have not been paid by the dates in question (to be charged strictly from the dates when the amounts are due).

6.5 **Payment options (SA students only)**

Students have the following payment options:
• Standard payment option in two instalments

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before 31 May</td>
<td>75% of the total remainder of fees on the account after payment of the first instalment of study fees, and if applicable, the first instalment of residence fees, at the time of registration</td>
</tr>
<tr>
<td>On or before 30 September</td>
<td>The outstanding balance on the account</td>
</tr>
</tbody>
</table>

• Payment by debit order system (see Annexure L)

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 monthly instalments under the University’s debit order system (with due regard to payments made at registration)</td>
<td></td>
</tr>
<tr>
<td>1st instalment</td>
<td>Payable before 1 May</td>
</tr>
<tr>
<td>Automatic adjustment</td>
<td>If further amounts are charged to the students account after 1 May</td>
</tr>
<tr>
<td>DO form to be submitted</td>
<td>On or before 8 March (NO late applications)</td>
</tr>
<tr>
<td>Period of validity</td>
<td>Full period of study OR a shorter period with 30 days written cancellation</td>
</tr>
</tbody>
</table>

• Payments may be made personally to the cashier:

  Office hours: Monday - Friday, 08:00 - 15:30

• Payment directly into a University bank account:

  Stellenbosch University  
  Standard Bank  
  Branch code: 050610  
  Account No.: 073003069

  Please fax or e-mail proof of payment/internet transfer together with registration form to (+27 21 918-4112/918-4468 or the relevant programme co-ordinator.

6.6 VAT on tuition fees

Please note that tuition fees are exempted from VAT.

6.7 Student fees

Unfortunately the University’s policy prohibits any students to register with outstanding fees from the previous year. The policy also does not make provision for arrangements to be made for these outstanding fees to be paid off in instalments or alternative arrangements.

The only arrangements that may be made are:

- Proof of a bank loan or Eduloan that covers the amount
- Proof of a bursary that covers the amount.

7. COMMUNICATION

7.1 E-mail

Student Administration, the programme head and lecturers deal with large numbers of students on a continuous basis. If you have had a discussion with a person in the administration or with a lecturer, it
is your responsibility to summarise and confirm that discussion by e-mail. If the discussions refer to due dates or curriculum changes, the programme head must be Cc-ed in the e-mail communication.

In order to avoid unnecessary e-mails to students, regular communication will be sent out via the e-newsletter of the USB. Academic matters which do not have an immediate deadline may be raised in the e-newsletter. Hence it is of importance to scan the newsletter for important information.

Since a large amount of communication is sent out via e-mail, and this is usually done by bulk e-mailers, it is important that you set USB as a trusted site and that USB’s e-mails do not end up in your junk e-mail folder. In addition, it is of utmost importance that you keep USB informed of changes in e-mail addresses. If you operate multiple e-mail addresses, ensure that you read all your incoming mail, or forward the e-mail address to the most commonly used e-mail address.

7.2 Learning Hub

The Learning Hub also allows for communication between a lecturer and a class – ensure that you check your Learning Hub regularly.

The student portal http://www.usb.ac.za/student has been designed to give you up to date information about time tables as well as final grades. Ensure that you use it to keep informed.

7.3 Class committee

Each student group annually elects a committee of three members, from which the committee appoints a class leader. The aim of the committee is to serve as liaison between the students and the Business School with regard to course affairs.

7.4 Course feedback

Students are given the opportunity to complete course feedback forms for each module.

The course feedback form (Annexure D) is made available online in the Learning Hub for the particular modules and must be completed by each student after the final assessment and assignment. For modules with more than one lecturer, each lecturer will be evaluated after the completion of his/her sessions.

After the programme head has seen the forms, it will be returned to the lecturer, but never before the marks of a particular course have been finalised.

Feedback about a particular module and lecturers form part of the USB’s process of continuous improvement. Accurate and timely feedback is important to ensure that we keep on improving the relevance of the programme and level of service delivery.

8. SUPPORT SERVICES

8.1 Information and communications services

BELPARK Campus ICT offers a one-stop service desk. Request for service can be made by personally by walking in, telephonically or via e-mail.

For details on the service desk’s operating hours and contact details, please visit: http://clickit.belpark.sun.ac.za/ICTHelpCenter/Pages/Home.aspx.
The service desk will support you with any ICT related matter regarding your studies. For a list of services and related costs, please visit http://clickit.belpark.sun.ac.za. On this site you will find information on internet connectivity, printing services, password self-service and ICT policies.

The University has a cost recovery policy on internet and printing costs. For 2016, internet is charged at 2 cent per MB and printing at 35 cent per A4 black and white page.

You can also access your virtual one-stop at http://www.usb.ac.za/student. On this site you will find your updated calendar. Links to your online learning environment (Learning Hub), various quick links to information, such as your student account and exam results. There are also links to other campus services, such as the library and ICT.

ICT no longer builds computer labs on campus, but rather provides you with a virtual desktop that you can access from your own device. Should you not have the required software, through this virtual desktop, you can access all the software you will need for your studies. Under quick links you will find a reference to Virtual Desktop.

BPC-ICT strives to provide you with quality support for your studies. If you are not satisfied with service received, please contact the head of ICT by e-mail at lrf@sun.ac.za.

If a student uses the internet from campus while connected to the BPC Wi-Fi, Inetkey must be enabled to access via the SU Firewall. Kindly note that internet access is charged at rates indicated on http://clickit.belpark.sun.ac.za/Pages/internet.aspx.

8.2 Information Centre

The Information Centre (USBI) is situated on the lecture hall level (Level 2) of the USB building. The library catalogue is available on the Internet at http://www.sun.ac.za/library.

8.2.1 Information service

The librarian is available for help and guidance to library users with regard to:
- Finding information in reference works
- Choosing appropriate information sources for assignments
- Computer-supported information searches for graduate students and staff.

8.2.2 Membership

Membership of USBI is automatic for all registered students. The student's student card (see paragraph 2.8) must be shown to the librarian when material is borrowed. Students may borrow up to 15 items.

Alumni may make use of the library, but if they want to borrow material or perform computer searches, they must become paying members of the library at a predetermined fee.

As part of a memorandum of understanding between academic libraries at South African universities, students should, with the presentation of an appropriate letter from their home university, be able to access the academic libraries in their proximity. Please contact Henriëtte Swart at USBI in this regard.
8.2.3 Library times

The library hours are as indicated below

<table>
<thead>
<tr>
<th>Term</th>
<th>4 January – 24 December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays - Fridays</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Saturdays</td>
<td>09:00 – 14:00</td>
</tr>
<tr>
<td>Holiday hours</td>
<td>08:00 – 16:30 (closed on Saturdays)</td>
</tr>
<tr>
<td>Holidays</td>
<td>4/1-12/1/2016; 25/6-17/7/2016 and 1/12/2016-18/1/2017</td>
</tr>
</tbody>
</table>

8.3 International Affairs

USB is a member of both The Association to Advance Collegiate Schools of Business (AACSB) and the European Foundation for Management Development (EFMD). It received the EQUIS and AACSB accreditation, and the MBA programme has also been accredited by the British AMBA.

Exchange agreements have been signed with a number of business schools abroad. These agreements afford USB students the opportunity to read for additional modules abroad without incurring any course fees. All other costs are for the student’s own account.

Only students who have maintained an average grade of at least 65% and who have successfully completed the lecture programme at USB will be considered for the exchange programme. Additional information is available from USB’s International Office.

8.4 Restaurant

The Business School has a fully equipped restaurant. All students are allowed one cup of tea/coffee in the restaurant between classes. Please forward any special dietary requirements to your programme co-ordinator prior the start of a study block.

Social functions can be arranged through the restaurant manager (phone number +27 21 9184333).

8.5 Accommodation

Students of the Business School may make use of the accommodation facilities of the Bellvista Lodge on campus. In the main building there are 41 fully equipped rooms with own bathroom, study area, air conditioner and TV. Rates for 2016 are from R820 per night (bed and breakfast).

The annex of the Bellvista Lodge consists of three double-storey buildings, with each floor containing four single rooms and one double room. The rooms on each floor are linked to a communal lounge. Each room has a private bathroom and is fully equipped with a desk, bed with bedding, heater, telephone, radio alarm, television set and towels. A daily laundry service is available. Rates for 2016 are from R460 per day for a single room (excluding breakfast).

Reservations may be made at telephone number +27 21 918 4444, by e-mail at bvista@usb.ac.za or online. It is advisable that reservations are made well in advance and that all accommodation is prepaid or paid on arrival.
8.6 Safety and Emergency

<table>
<thead>
<tr>
<th>Emergency Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>+27 21 918 4201</td>
</tr>
<tr>
<td>National Police emergency number</td>
<td>10111</td>
</tr>
<tr>
<td>National Ambulance and Fire (free call)</td>
<td>10177</td>
</tr>
<tr>
<td>Fire brigade (Bellville)</td>
<td>+27 21 590 1900</td>
</tr>
<tr>
<td>Lifeline – counselling services 24/7</td>
<td>+27 21 461 1111</td>
</tr>
<tr>
<td>SA Police – Bellville</td>
<td>+27 21 918 3000</td>
</tr>
<tr>
<td>Cape Town all emergency services</td>
<td>+27 21 480 7700</td>
</tr>
<tr>
<td>Cape Town all emergency services from a mobile</td>
<td>112</td>
</tr>
<tr>
<td>Cape Town all emergency services from a landline</td>
<td>107</td>
</tr>
</tbody>
</table>

24-hour emergency medical clinics in the vicinity of the USB are operated by the following organisations:

- Durbanville Medi-Clinic, Wellington Road, Durbanville: +27 21 980 2126
- Panorama Medi-Clinic, Rothschild Boulevard, Panorama: +27 21 930 4180
- Netcare N1 City Hospital, N1 City, Goodwood: +27 21 590 4444
- Melomed Hospital, corner of Voortrekker Road and AJ West Street, Bellville: +27 21 950 8989
- Louis Leipoldt Medi-Clinic, corner of Voortrekker Road and Broadway Street, Bellville: +27 21 946 1170

Please familiarise yourself with the Emergency Procedures – see Annexure G.

8.7 Lockers

Provision has been made for lockers in front of the Distell lecture hall (210). Should you require the use of a locker while on campus, please provide your own padlock and key.

The lockers will be available on a first come first served basis.

8.8 Sporting facilities

Students are entitled to use the University's sporting facilities on payment of a fee as determined by the various clubs.

8.9 Social interaction

Students may socialise in the Bellvista Lodge in the evenings from 17:30 onwards. Beverages and other refreshments are sold at fair prices.

9. LECTURE HALLS AND BREAKAWAY ROOMS

9.1 Lecture halls

Class groups are not allocated to a specific lecture hall. A lecture hall timetable is posted on the notice board in front of the Distell lecture hall (210). Please consult this timetable on a daily basis to ensure that you know in which lecture hall your lectures will be presented.
All the lecture halls are equipped with an overhead projector, computer, video machine, sound system as well as a data projector. The consumption of food and drinks is not permitted in any lecture hall.

9.2 Lecture times

Lecture times are indicated on the timetables. Class times have been scheduled to achieve the optimum balance between lectures, discussion times and breaks and are not negotiable.
ANNEXURE A

GUIDELINES WITH REGARD TO MEDICAL CERTIFICATES OF STUDENTS

1. An acceptable medical certificate should contain at least the following:

   • The exact date(s) of examination by/consultation with the general practitioner/medical specialist/registered psychologist
   
   • The name of the student
   
   • A clear diagnosis of illness (headache, diarrhoea, stomach cramps are regarded as symptoms and not as illnesses)
   
   • An indication of the duration of the illness with exact dates of disability with regard to classes/examinations.

2. In the case of problems pointing to an emotional disorder or stress, the following guidelines apply:

   • At least a certificate by a general practitioner or a clinical psychologist registered with the SAMDC, containing the above information and a specific diagnosis pointing to one of the acceptable psychological disturbances such as anxiety neurosis or depression should be submitted
   
   • If there are, in the view of the Executive Committee, enough factors outside the examination conditions that can give rise to stress/emotional disturbance (for example death at home, serious illness at home, or disturbance at home that is caused by alcohol or divorce proceedings), a declaration by a general practitioner and/or minister of religion, depending on the case, is essential and a concession of one week around the critical incident should normally be adequate.
<table>
<thead>
<tr>
<th><strong>Surname:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initials:</strong></td>
<td><strong>Student number:</strong></td>
</tr>
<tr>
<td><strong>E-mail address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact number:</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Module:** |  |
| **Number of pages (excluding this page):** |  |
| **Due date:** | **Group:** (e.g. PGDip B&A) 2015 |
| **Lecturer:** |  |

**OFFICE USE ONLY**

**DATE RECEIVED:**
ANNEXURE C

GUIDELINES FOR PRESENTING ASSIGNMENTS

The guidelines for presenting assignments must be used for all assignments. The assignment template is already formatted in this manner. By using the template for all your assignments, you will save significant time.

1. Layout
   - Page size: A4
   - Margins: 20 mm at top, 20 mm at bottom, 20 mm at left and 20 mm at right
   - Font size and type: 11pt and 1.5 line (like this document)
   - Text: Full justification (blocked) (like the paragraphs in this document).

2. Headings
   - Numbered for each section
   - All headings lined up at left margin
   - Level 1: 1 Upper case, bold
   - Level 2: 1.1 Lower case, bold
   - Level 3: 1.1.1 Lower case, bold
   - Leave one line space above heading and no line space below heading.

3. Page numbering
   - Page numbers: centred, at top, inside the top margin
   - Pages preceding introduction: small Roman numerals (i, ii, iii, etc.). Introduction always begins on page 1
   - Cover page includes title of assignment (thus it is the title page too); number is small (i) but hidden (not shown).

4. Pages required
   - Table of contents is included
   - List of appendices is included (if there are appendices)
   - Appendix A is always the rubric used for grading.

5. Referencing
   - Harvard system is used in the text (surname, year, page number)
   - Harvard system is used in the references (for full details; see RRG).

6. Internal consistency
   - All headings and sub-headings correspond to the table of contents
   - All bullet points are the same throughout the text
   - Spacing between all sections is consistent throughout the text
   - Names and terms are written in the same way.

7. Things to avoid in assignments
   - No headers or footers except for page number (top) and student number (bottom)
   - No frames around a document or page
   - No italics, except for a foreign word, and for book or journal titles in references
   - Do not use capital letters for emphasis; follow the language rules.

Lecturers can penalise a student for the student’s control of technical aspects of a written assignment. These aspects are easy to implement and show that you care about your work.
# Annexure D

## Module Feedback Form

### Evaluation Form: Lecturer & Module

<table>
<thead>
<tr>
<th>Programme</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Date</td>
</tr>
</tbody>
</table>

### Lecturer Evaluation:

Please indicate the extent to which you agree or disagree with the following statements by ticking the appropriate box.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Neither agree or disagree</th>
<th>Agree</th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lecturer was enthusiastic about the subject/field of study.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The teaching style of the lecturer contributed positively to the learning experience.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lectures were well structured.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The lecturer was well prepared.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The lecturer used technology effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The lecturer succeeded in relating theoretical concepts to the world of work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feedback on assessments was given promptly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meaningful feedback on assessments was given (i.e. rubrics, detailed qualitative feedback, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The lecturer was accessible to students (i.e. meetings, correspondence, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students were treated with respect.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on the feedback above, give your considered general impression of the quality of the lecturer's teaching expressed as an overall percentage (out of 100).

![Rating]  

Additional comments: Aspects of the lecturer's teaching style that should be maintained and/or that needs improvement.

<table>
<thead>
<tr>
<th>Aspects to be maintained:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspects that require improvement:</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
</tbody>
</table>
**MODULE EVALUATION:**

Please indicate the extent to which you agree or disagree with the following statements by ticking the appropriate box.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Neither agree or disagree</th>
<th>Agree</th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The module outcomes were communicated to me.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The module content was well structured.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The module achieved its stated aims.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The learning resources (e.g. textbooks, articles, etc.) provided for this module helped me to learn effectively.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>There was a balance between theory and application to the world of work.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The time allocated for the module was sufficient to cover the content.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>There were clear guidelines for the assessments in this module.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Assessment tasks (e.g. assignments) in this module helped me to apply my knowledge.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The choice of topics and/or examples was effective with regard to the module outcomes.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>This module has helped me to develop my skills in:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Analysis</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Problem solving</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Communication</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Based on the feedback above, give your general impression of the module as an overall percentage (out of 100).

Additional comments: What were the best aspects of this module? What aspects of this module need improving?

Best aspects of the module?

Aspects of the module which require improvement?

Thank you for your valuable feedback.
ANNEXURE E

PROCEDURE FOR REPEATING MODULES

The following procedure will apply for repeating modules:

1. If a student obtains a grade of less than 50% for a module, the entire module must be repeated.

2. A student who has recorded a fail due to voluntary withdrawal from a module or due to not participating in compulsory assessments, must repeat the module fully and participate in all assessments.

3. A student will only be permitted to repeat a module if he/she registers for the particular module at least one month prior to the commencement of classes.

4. It is the student’s responsibility to ensure that access to Learning Hub resources is in place.

5. Registration to repeat a module is complete only when the module registration form has been completed fully and submitted to the programme co-ordinator. A student may not participate in a class prior to completing the full registration.
# REGISTRATION FORM – REPEATING MODULES

<table>
<thead>
<tr>
<th>Title</th>
<th>Dr</th>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current group (i.e. 2015 MBA ModE1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module(s)</th>
<th>Indicate group repeating with (i.e. 2015ModE1; 2015 PGDip B&amp;M)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have acquainted myself with the contents of the document "Repeating modules" enclosed with this registration form.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
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**FOR OFFICE USE ONLY**

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<th>Module(s)</th>
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ANNEXURE F

CODE OF CONDUCT

I, ............................................................................................................ (Student name and surname)

with student number: ..............................

hereby declare that:

1. I have familiarised myself with the content of the Student Guidelines

2. I shall prepare for classes as required per course outlines of the various modules

3. I shall be honest in all forms of assessments for the programme

4. As far as group work is concerned, I shall
   a. Prepare for group meetings;
   b. Participate in all group discussions;
   c. Do the work the group has entrusted to me by the agreed due date

5. As far as the use of case studies and class discussion is concerned, I shall
   a. Prepare the case for discussion in class;
   b. Share my insights with my group members;
   c. Participate in the class discussions;
   d. Not dominate the class discussions;
   e. Accept that cases are used to illustrate learning points and that no sample solutions will be distributed;
   f. Not share my solutions or insights developed with other USB students not in my class;
   g. Not attempt to find “solutions” to the case from the Internet or other students

6. As far as assessments submitted by me:
   a. I will adhere to the assessment regulations;
   b. Refrain from communication with any party during assessments
   c. Submit assessments on time

7. As far as assignments submitted by me:
   a. I shall correctly acknowledge all the sources that I have consulted, not only in the references, but in the assignments itself;
   b. That all other wording unaccompanied by a reference will be my own and that no part of the assignments can be found on the internet, any published source or in any other document that has been submitted to any university in partial or full satisfaction of the requirements for a module, course or degree;
   c. Submit assignments on time

8. I acknowledge that if any part of this declaration is found to be false, I shall receive no marks for the assignment or assessment and I shall not be allowed to complete the specific module and that charges can be laid against me for plagiarism before the Central Disciplinary Committee of Stellenbosch University

9. Understand that if I act in contravention of this code of conduct, I may be asked to leave the programme.

Signature: .................................

Signed at Bellville on this................................. day of ......................... 2016.

ANNEXURE G

FIRST RESPONSE EMERGENCY PROCEDURES