

Addendum: MBA program administration 2019

Introduction

The study guide's purpose is to furnish you with a short explanation of the MBA-degree. It provides the following information:

- Which courses you will follow.
- Goals of each course.
- Prescribed work for each course.
- Recommended reading material for each course.
- The work programme for the year.
- The lecture schedule and dates.

Please note that this study guide does not replace the official brochure of the NWU Business School.

Correspondence

All correspondence must be directed to the Programme Manager at the following address:

The Programme Manager
Prof Ronald Lotriet
NWU Business School
North West University
Private Bag X6001
POTCHEFSTROOM
2520

If you should require further information in respect of a specific course, please contact the relevant lecturer in this regard.

MBA CONTACT SCHEDULE 2019								
SEMESTER 1	SUMMER STUDY SCHOOL: 28 January – 1 February							
PHASE 1	CONTACT SESSIONS							
POTCHEFSTROOM	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	9 Feb	23 Feb	9 Mar	23 Mar	6 Apr	13 Apr	4 May	18 May
VANDERBIJLPARK	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	11 Feb	25 Feb	11 Mar	25 Mar	8 Apr	15 Apr	6 May	20 May
MBA RESEARCH DAY A	14 June							
PHASE 2	CONTACT SESSIONS							
POTCHEFSTROOM	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	9 Feb	23 Feb	9 Mar	23 Mar	6 Apr	13 Apr	4 May	18 May
VANDERBIJLPARK	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	11 Feb	25 Feb	11 Mar	25 Mar	8 Apr	15 Apr	6 May	20 May
MBA RESEARCH DAY C	14 June							
JUNE EXAMINATION	28 May – 10 Jun							
SEMESTER 2	WINTER STUDY SCHOOL: 22 – 26 July							
PHASE 1	CONTACT SESSIONS							
POTCHEFSTROOM	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	3 Aug	17 Aug	24 Aug	7 Sept	21 Sept	5 Oct	19 Oct	26 Oct
VANDERBIJLPARK	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	5 Aug	19 Aug	26 Aug	9 Sept	23 Sept	7 Oct	21 Oct	28 Oct
MBA RESEARCH DAY B	15 Nov							
PHASE 2	CONTACT SESSIONS							
POTCHEFSTROOM	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	3 Aug	17 Aug	24 Aug	7 Sept	21 Sept	5 Oct	19 Oct	26 Oct
VANDERBIJLPARK	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6	CONTACT 7	CONTACT 8
	5 Aug	19 Aug	26 Aug	9 Sept	23 Sept	7 Oct	21 Oct	28 Oct
MBA RESEARCH DAY D	15 Nov							
OCTOBER EXAMINATION	30 Oct – 8 Nov							

LECTURE TIMETABLE				
TIME		P: 07:30 – 10:00 V: 15:30 – 18:00	P: 10:05 - 12:35 V: 18:05 - 20:35	P: 12:40 - 15:10 V: 20:40 - 23:10
FIRST SEMESTER	PHASE 1	Corporate Governance	Managerial Economics	Operations Management
SECOND SEMESTER	PHASE 1	Technology Management	Managerial Accounting	Human Resource Management
FIRST SEMESTER	PHASE 2	Strategy Management	Company Project	Financial Management
SECOND SEMESTER	PHASE 2	Leadership	Entrepreneurship	Marketing Management

Class Attendance

Due to the limited number of contact days during the year, students are expected to attend all classes.

If a student is unable to attend lectures on any given day, he **must** advise the programme manager in advance **in writing**, stating his/her reasons for not being able to attend such lectures.

Venue table

YEAR	POTCHEFSTROOM	VAAALTRIANGLE
MBA I	K14-G19	Building 3 G05 Ground floor
MBA II	K14-G20	Building 3 G07 Ground floor

Examinations and marks regulations

Examination dates:

28 May - 10 June 2019

30 Oct – 08 November 2019

Admission to the examination is subject to satisfactory progress in the work that was covered in a subject. Admission to the examination could, on recommendation of the director, be refused to a participant with a subject mark lower than **40%**. To pass a subject, a participant has to obtain a final mark of **50%** or more. In subject of the first five semesters, the weight of the subject mark is **40%** and the weight of the examination mark is **60%**, when the final mark is determined. A sub-minimum of **45%** must be obtained in the examination in each subject to pass the specific subject.

To pass the subjects in the fifth semester and any of the three choices in the sixth semester, a final mark of **50%** is required.

Second opportunities

Please note that students do not automatically qualify for the second opportunity.

The examination committee of the NWU Business School will, after the results of the official examination are available, identify students who may make use of the second opportunity.

Identified students will be informed by SMS at least three days before the scheduled date/s. (Please make sure that we have your correct cell number on our system) If you do not receive a sms, you do not qualify for the second opportunity. Should an unidentified student make use of the second opportunity, his/her paper will not be marked.

Please note: The examination timetable available from the Academic Administration website only serves as a service to students, and under no circumstances can it be considered as admission to an examination – first or second opportunity.

A fee of R170 per module will be debited to the student's account, should the student make use of this opportunity.

Examinations outside venue

Take note that in the future the second opportunity will only be allowed at the Potchefstroom campus or in Vanderbijlpark. No students will be allowed to write the second opportunity at any other exam venue than the above mentioned.

For writing of the **first opportunity** exams at any venue other than the two campuses note that it is your responsibility to make special arrangements at the examination department. You can contact Me Nauma Blom at phone, (018) 299 2626 or email: nauma.blom@nwu.ac.za before 1 March 2019 for the first semester and 1 September 2019 for the second semester examinations. Note that you will not be allowed to write at any other centre if you didn't make this arrangement early enough.

Examination time table May/June 2019 First opportunity

CODE	MODULE	DATE	DURATION
PHASE 1			
MBAA 811	Corporate Governance	28/05/2019	09:00-13:00
MBAA 812	Operations Management	03/06/2019	NEA
MBAA 813	Managerial Economics	31/05/2019	09:00-13:00
PHASE 2			
MBAC 811	Strategy Management	05/06/2019	09:00-13:00
MBAC 812	Company Project	15/07/2019	NEA
MBAC 813	Financial Management	10/06/2019	09:00-13:00

Second opportunity June 2019

CODE	MODULE	DATE	DURATION
PHASE 1			
MBAA 811	Corporate Governance	24/06/2019	09:00-13:00
MBAA 812	Operations Management	25/06/2019	NEA
MBAA 813	Managerial Economics	26/06/2019	09:00-13:00
PHASE 2			
MBAC 811	Strategy Management	27/06/2019	14:00 – 18:00
MBAC 812	Company Project	05/08/2019	NEA
MBAC 813	Financial Management	28/06/2019	14:00-18:00

October/November 2019 First opportunity

CODE	MODULE	DATE	DURATION
PHASE 1			
MBAB 821	Technology Management	30/10/2019	09:00-13:00
MBAB 822	Human Resource Management	06/11/2019	NEA
MBAB 823	Managerial Accounting	04/11/2019	09:00-13:00
MBAA 874	Research Methodology	21/11/2019	Submission of marks
PHASE 2			
MBAD 821	Leadership	31/10/2019	09:00-13:00
MBAD 822	Marketing Management	08/11/2019	NEA
MBAD 823	Entrepreneurship	05/11/2019	09:00-13:00

Second opportunity November 2019

CODE	MODULE	DATE	DURATION
PHASE 1			
MBAB 821	Technology Management	25/11/2019	09:00-13:00
MBAB 822	Human Resource Management	29/11/2019	NEA
MBAB 823	Managerial Accounting	27/11/2019	09:00-13:00
PHASE 2			
MBAD 821	Leadership	26/11/2019	14:00 – 18:00
MBAD 822	Marketing Management	29/11/2019	NEA
MBAD 823	Entrepreneurship	28/11/2019	14:00 – 18:00

Study groups

A student must be a member of a study group. Study groups will consist of five to eight persons, with backgrounds, which are as diversified as possible, academic as well as practical. It is expected that students will assist each other with their studies, particularly regarding group assignments. This is one of the reasons why sufficient practical experience is required before a student is accepted.

In the event that a local study group cannot be formed, a student must join an existing group elsewhere or interrupt his/her studies until a group can be formed. The study groups themselves determine how often they will meet or communicate with each other by means of letters, faxes, telephonically or in any other suitable fashion, in order that the group assignments may be completed.

A list of names and addresses of students, allocated according to study groups, will be supplied to each registered student. A liaison official will be appointed in each study group. All contact between the NWU Business School and the group will take place via this person.

The Business School with the help of the students will compile study groups. Any subsequent changes in the formation of a study group must be approved by the Business School and will only be considered in the case of geographical transfers or general restructuring of study groups.

Assignments procedures

Very Important : Plagiarism

Dear students:

The University & the NWU Business School as such view plagiarism as a very serious offense and kindly urge you to work through the following Internet site regarding this matter. "Not knowing" won't be an excuse!

Kind Regards

Prof Lotriet

Programme Manager

Internet site:

http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf

Dishonesty - a “Zero Tolerance” approach by the NWU Business School

In business a high premium is placed upon honesty and integrity. Any form of dishonesty during examinations, or the copying of an assignment from someone else and submitting it as your own work, will be viewed in a serious light. Offenders are subject to disciplinary action in terms of the Statute of the North-West University and may lead to cancellation of a particular course unit or your expulsion as a student. Students who are disciplined remain liable for payment of fees to the NWU Business School.

Plagiarism

Please verify the facts regarding Plagiarism in order to safeguard yourself:

A student is guilty of plagiarism if he/she uses another person's ideas or words as these have been written in books, articles, mini- and master's dissertations, theses, reports, notes, course material, other students' assignments, email messages, and everything on the Internet as if these ideas or words are his/her own. Plagiarism occurs when a student uses another person's words without acknowledging that person and pretending that the ideas or words are his/her own and fails to inform the reader that the author himself is not the origin of the information. Essentially, plagiarism is theft of another person's intellectual goods.

Individual assignments

All individual assignments represent the work of the individual student and although the subject may be discussed during group meetings, the assignment must be the student's own work.

Group assignments

Group assignments consisting of either case studies or field studies, represent the work of the study group and must therefore be of a high standard.

There are a number of group assignments during the year for which the study group must appoint chairpersons and secretaries on a rotating basis for each group assignment. It is the chairperson's responsibility to conduct and lead the discussion, and the secretary is responsible for taking notes of recommendations in each particular case.

The chairperson and secretary are responsible for documenting the solution and presenting it to the group for final approval and alterations, where after it will be the liaison official's task to deliver it to the NWU Business School.

After receipt of the corrected assignment it is the liaison official's responsibility to make copies thereof and to furnish each member of the group with a copy thereof. He/she must also ensure that the lecturer's comments are discussed at the next group meeting.

Submission of assignments

The dates upon which assignments must be handed in as indicated in this manual, will be strictly adhered to, and students must take note that:

- (a) No extension of time will be granted;

It is the student's duty to ensure that assignments arrive at the Business School timeously. **Assignments, which do not arrive on the due date, will be penalised by the Business School's administration and the student/groups marks will be harmed.**

- (b) If an enquiry is made at a later stage, the onus will be on the student to prove that the assignment had, in fact, been handed in on time, as well as where it was handed in.
- (c) Please ensure that you keep a copy of each assignment.

Take note:

Under no circumstances will late assignments be accepted by the lecturers. No lecturer will be allowed to grant additional time for assignments. All assignments must be handed in on the scheduled dates. All late assignments will receive 0 % and as a result the student could be required to repeat the module during the next year.

Students are not allowed to email any assignments to the personnel of the Business School nor to put assignments in the lecturers postboxes at the Business School's office.

Cover Sheet

All assignments must have a cover sheet which has been correctly completed. Assignments without cover sheets will be returned, unmarked.

Preparation process

- All assignments must be typed on A4-sized paper, 1,5 line spacing and a margin of 50 mm must be allowed for the lecturer's comments.
- **A self-addressed envelope, which is large enough to contain the assignment,** must be included with each assignment, whether it is an individual or a group assignment.

Submission dates of assignments 2019

FIRST SEMESTER 2019 Individual assignments				
CODE	COURSE	YEAR	POTCH	VDBP
YEAR 1			BLOCK A	
MBAA 812	Operations Management	Contact 1	09 February	11 February
MBAA 812	Operations Management	Contact 2	23 February	25 February
MBAA 811	Corporate Governance	Contact 3	09 March	11 March
MBAA 812	Operations Management	Contact 3	09 March	11 March
MBAA 813	Managerial Economics	Contact 4	23 March	25 March
MBAA 874	Research Methodology	Contact 4	23 March	25 March
MBAA 812	Operations Management	Contact 4	23 March	25 March
MBAA 812	Operations Management	Contact 5	06 April	08 April
MBAA 812	Operations Management	Contact 6	13 April	15 April
MBAA 812	Operations Management Individual Portfolio	Contact 8	18 May	20 May
YEAR 2			BLOCK A	
MBAC 811	Strategy Management	Contact 3	09 March	11 March
MBAC 813	Financial Management	Contact 4	23 March	25 March
MBAC 812	Company Project		14 July	14 July

FIRST SEMESTER 2019 Group assignments				
CODE	COURSE	YEAR	POTCH	VDBP
YEAR 1			BLOCK A	
MBAA 811	Corporate Governance	Contact 5	06 April	08 April
MBAA 813	Managerial Economics	Contact 6	13 April	15 April
MBAA 812	Operations Management	Contact 7	04 May	06 May
YEAR 2			BLOCK A	
MBAC 811	Strategy Management	(1) Study School (2) Contact 5	01 Feb 06 April	01 Feb 08 April
MBAC 813	Financial Management	Contact 6	13 April	15 April
MBAC 812	Company Project		14 July	14 July

Submission dates of assignments 2019

SECOND SEMESTER 2019 Individual assignments				
CODE	COURSE	CONTACT	POTCH	VDBP
PHASE 1				
MBAB 822	Human Resource Management	Contact 1	03 Aug	05 Aug
MBAA 874	Research Methodology	Contact 1	03 Aug	05 Aug
MBAB 822	Human Resource Management	Contact 2	17 Aug	19 Aug
MBAB 823	Managerial Accounting	Contact 3	24 Aug	26 Aug
MBAB 822	Human Resource Management	Contact 3	24 Aug	26 Aug
MBAB 821	Technology Management	Contact 4	07 Sept	09 Sept
MBAB 822	Human Resource Management	Contact 4	07 Sept	09 Sept
MBAB 822	Human Resource Management	Contact 5	21 Sept	23 Sept
MBAB 822	Human Resource Management	Contact 6	05 Oct	07 Oct

PHASE 2				
MBAD 822	Marketing Management	Contact 1	03 Aug	05 Aug
MBAD 822	Marketing Management	Contact 2	17 Aug	19 Aug
MBAD 821	Leadership	Contact 3	24 Aug	26 Aug
MBAD 822	Marketing Management	Contact 3	24 Aug	26 Aug
MBAD 823	Entrepreneurship	Contact 4	07 Sept	09 Sept
MBAD 822	Marketing Management	Contact 4	07 Sept	09 Sept
MBAD 822	Marketing Management	Contact 5	21 Sept	23 Sept
MBAD 822	Marketing Management	Contact 6	05 Oct	07 Oct

SECOND SEMESTER 2019 Group assignments				
CODE	COURSE	CONTACT	POTCH	VDBP
PHASE 1				
MBAB 821	Technology Management	Contact 5	21 Sept	23 Sept
MBAB 823	Managerial Accounting	Contact 6	05 Oct	07 Oct
MBAB 822	Human Resource Management	Contact 7	19 Oct	21 Oct
PHASE 2				
MBAD 821	Leadership	Contact 5	21 Sept	23 Sept
MBAD 823	Entrepreneurship	Contact 6	05 Oct	07 Oct
MBAD 822	Marketing Management	Contact 7	19 Oct	21 Oct

Procedure in problem situations

Students are invited to discuss specific course problems directly with the relevant lecturer. It is important that an appointment is made either by letter or telephone.

Any problems, which do not fall in the category of the course contents, may be discussed with the director.

Your cell phone number

It is of the utmost importance that you keep the MBA Administration staff updated regarding your cell phone number. Any changes in your number **MUST IMMEDIATELY** be reported to the Business School Administration as we make extensive use of SMS-messaging to inform you about changes in your programme, dates for assignments, etc. You will miss out on important information if the Business School cannot communicate with you by cell phone.

Subjects and lecturers

PHASE I FIRST SEMESTER		
CODE	COURSE	LECTURER
MBAA 811	Corporate Governance	Mr PJ Greyling
MBAA 812	Operations Management	Mr J Jordaan
MBAA 813	Managerial Economics	Prof A Heymans
MBAA 874	Research Methodology	Prof Christoff Botha
PHASE I SECOND SEMESTER		
CODE	COURSE	LECTURER
MBAB 821	Technology Management	To be announced
MBAB 822	Human Resource Management	Me EM Scholtz
MBAB 823	Managerial Accounting	Prof AM Smit
MBAA 874	Research Methodology	Prof Christoff Botha
PHASE II FIRST SEMESTER		
CODE	COURSE	LECTURER
MBAC 811	Strategy Management	Prof RA Lotriet
MBAC 812	Company Project	Prof Tommy du Plessis
MBAC 813	Financial Management	Prof I Nel
MBAC 873	Mini-dissertation	Dr Joseph Lekunze
PHASE II SECOND SEMESTER		
CODE	COURSE	LECTURER
MBAD 821	Leadership	Prof LTB Jackson

MBAD 822	Marketing Management	Prof CA Bisschoff
MBAD 823	Entrepreneurship	Prof SP van der Merwe
MBAC 873	Mini-dissertation (continue)	Dr Joseph Lekunze

Lecturer Information

Fax: Potchefstroom	(018) 299 1416		
Library (Potch)	(018) 299 2000		
Library (Vaal)	(016) 910 3170		
Van Schaiks (Potch)	(018) 294 8875		
Van Schaiks (Vaal)	(016) 910 3128		
	TEL WORK: 018 299		Email: @nwu.ac.za
Bisschoff, CA prof	Christo	1411	christo.bisschoff@
Blom, N ms	Nauma	2626	Nauma.pretorius@
Boneschans MM ms	Mara	1406	mara.boneschans@
Botha, CJ prof	Christoff	1672	christof.botha@
Botha, MJ mr	Martin	4566	Martin.botha@
Coetzee, JC mr	Johan	4012	johannes.coetzee@
Du Plessis, TE prof	Tommy	1495	tommy.duplessis@
Ferreira, R ms	Rhonda	016 910 3011	rhonda.ferreira@
Gaanakgomo, A ms	Anthea	1413	Anthea.gaanakgomo@
Greyling, P mr	Pieter	018 468 8221	greyatt@telkomsa.net
Heymans, A Prof	André	1352	andre.heyman@
Jackson. LTB prof	Leon	1521	leon.jackson@
Jordaan, JA mr	Johan	1338	johannes.jordaan@
Khumalo, N ms	Tsidi	852613	Ntseliseng.khumalo@
Lotriet, RA prof	Ronnie	1415	ronald.lotriet@
Nel, I prof	Ines	1405	ines.nel@
Netswera, F prof	Fulu	852660	Fulu.netswera@
Parsons, R prof	Raymond	1368	raymond.parsons@
Pretorius, W ms	Wilma	1419	wilma.pretorius@
Scholtz, EM ms	Retha	1410	retha.scholtz@
Senekal, E ms	Elma	1002	elma.senekal@
Smit, AM prof	Anet	1407	anet.smit@
Strydom, A mr	Albrecht	4067	albrecht.strydom@
Thom, H mr	Herman	1350	Herman.thom@
Van der Merwe, SP prof	Stephan	1414	stephan.vandermerwe@
Venter, TP mr	Theo	2416	theo.venter@
Visagie, A ms	Antonett	852759	Antonett.visagie@



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SOLEMN DECLARATION – INDIVIDUAL ASSIGNMENT

Solemn declaration by student

Module: _____
Module Code: _____
Assignment No.: _____
Assignment due date _____

I _____ declare herewith that the assignment which I herewith submit to the North-West University as partial completion of the requirements set for the MBA degree, is my own work.

Signature of student _____ Student number _____

Signed at _____ this _____ day of _____ 20_____



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SOLEMN DECLARATION - GROUP ASSIGNMENT

Solemn declaration by students

Module: _____
Module Code: _____
Assignment No.: _____
Assignment due date : _____

We hereby declare that the assignment which we herewith submit to the North-West University as partial completion of the requirements set for the MBA degree, is our own work.

GROUP NAME _____

GROUP leader _____

DATE _____

Name	Student number	Signature	% contributed