

EXCHANGE PROGRAMME 2017

Applications for the second semester (July – December) 2017 at the University of Stellenbosch Business School (USB) are now open:

1. Partner institutions who have not yet provided us with the *official nomination* for their student(s) are requested to provide us with the nomination as soon as possible.
2. Nominated students should go to this link to register online for MBA full time 2017 (English) - second intake:
<http://applications.usb.ac.za/international>.
3. Once nominated students have completed the online registration, they must please complete the attached Subject Registration Form and send the completed form to: maynette.dewee@usb.ac.za.

Deadline for applications is Monday, 27 March 2017

Any problems or issues during online application, please contact the USB on the following email address: bpict@belpark.sun.ac.za

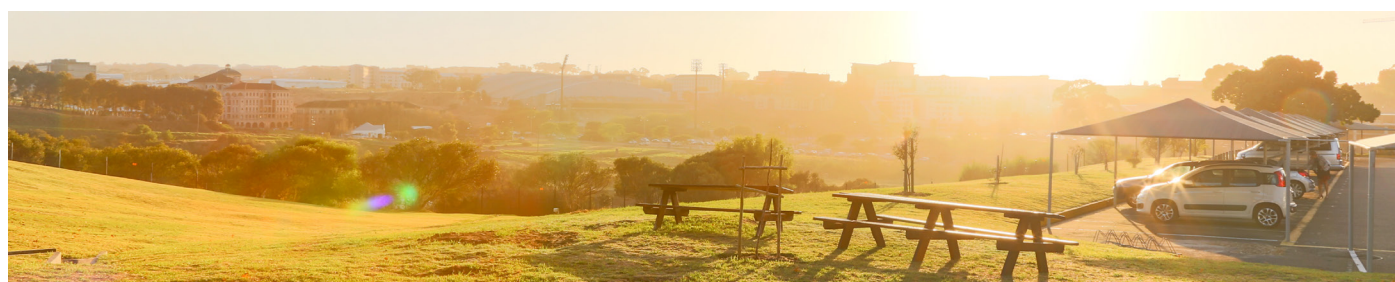
The following subjects are available to exchange students in semester 2 (July – December) 2017

Term 3: 17 July – 1 November 2017

Term 4: 17 November – 2 December 2017

TERM 3:	TERM 4:
MBA Semester 2 courses (26 July – 22 September 2017)	MBA Electives (17 – 25 November 2017)
Perspectives of African Frontiers 10 SAQA	Modules not finalized yet. More information on the MBA elective modules will be sent through once available
Corporate Finance 15 SAQA	-
Postgraduate Diploma (PGDip) - Business Management & Administration (Blended)	Postgraduate Diploma (PGDip) - Business Management & Administration Electives (26 November – 2 December 2017)
Managerial Accounting (19 July – 6 September) 8 SAQA	Future studies 8 SAQA
Principles of Operations (30 August – 18 October) 8 SAQA	Management Coaching 8 SAQA
Innovation Management (20 September - 1 November) 8 SAQA	Risk Management 8 SAQA
	Project Management 16 SAQA

The MBA curriculum is on a Masters level only (South African NQF 9 level).



Attached are the course outlines for the above-mentioned courses to assess best subject options for your students.

Kindly note: Exchange students would have the option to either do the MBA electives or the PGDip electives.

For more information about our full-time MBA programme presented in semester 2 please visit our website
<http://www.usb.ac.za/MBA/Pages/Full-time-English.aspx>

For more information on the blended learning on Postgraduate Diploma (Business Management and Administration) programme, please visit:
<http://www.usb.ac.za/Postgraduate-Diploma-in-Business-Management-and-Administration/>

Credit conversion:

Credit conversion recommendation (ECTS to SAQA) on the MBA curriculum 2017 at USB:

- Please note that each SAQA credit with us = 120 min of class contact, ie. 2 hours.
Each credit = a total of 10 hours of learning (including 2 class hours)

That is 10 notional hours per credit

- We recommend a conversion of 1 ECTS : 1.5 SAQA

Exchange student requirements:

Exchange students join our full-time MBA programme and therefore have all their classes with our full-time MBA class. Our general academic requirement is an average of 65%. Our compulsory job experience requirement is a minimum of 18 months of relevant work experience.

The following documents have to be uploaded during the online application process before your student can submit the application:

- Letter of recommendation from home institution
- Comprehensive CV (proof of at least 18 months' work experience required)
- Academic record (65% average or more)
- Recent TOEFL test results (or a letter from your home institution confirming proof of English proficiency on Masters level)

Compulsory fees:

Although tuition fees are waived in lieu of the exchange agreement, the compulsory Exchange Administrative Fee (EAF) for 2017 is ZAR 10 635.00 per exchange student.

Payment of the EAF is required prior to registration.

The EAF includes the following:

- Airport transfers
- Orientation programme and catering
- Internet and E-mail access
- Internet usage
- Student Card
- Photocopies
- Teas/coffees
- 2 x term functions
- Company visits with transport
- MBA course outlines
- E-Books / Textbooks

Excluded:

- Accommodation
- Meals
- Transport
- Medical insurance and costs



VERY IMPORTANT NOTICE:

Due to new SA immigration regulations and policies, applications for study permits take longer than before. Application requirements have also changed.

It is imperative that your nominated students contact the nearest SA Mission abroad as soon as possible to inquire about the requirements for study permits for South Africa. Your students would only be able to apply for their study permits once they have received the admission letter from our office.

From our side we will expedite our application process, and we will provide admission letters by 7 April 2017.

The onus rests on each applicant to ensure that he/she is fully aware of the exact requirements and time lines of their nearest SA Mission abroad.

Kindly note the following important few points:

- The International Office will not be able to speak to any foreign representative about the status of an application once submitted.
- Study permit applications at SA Missions abroad take a minimum of 8 weeks to process.
- Full police clearance certificates will be required for every application for every country he/she has resided in for 12 months or longer since 18 years of age.
- Full and unabridged birth certificates are required for all applicants.
- All documents should be certified and translated into English before submission (in order not to delay the outcome of the application).