RESET FORM!

UNISA Graduate School of Business Leadership

Application for Admission

Postgraduate Diploma in Business Administration (NQF 8)

2019

The PGD is a one-year postgraduate programme (equivalent to an Honours degree) regarded as the first step to enhancing students' leadership and organisational acumen. This programme was carefully crafted to expand and entrench your knowledge of the fundamentals that oganisations are built on as well as the disruptive technologies that change the playing field daily. It gives players on the global leadership stage an understanding of the ever-changing landscape organisations function within. Upon successful completion of the PGD you will acquire exemption for Economics for Managers and Accounting for Managers modules when applying for the MBA or MBL, provided that you meet all the requirements of the programme.

Kindly read the instruction document carefully on how to complete the form. Furthermore, please note that this form must be **downloaded,** completed by **typing the relevant information**, **saved** and sent via **email** with all the relevant documents **as attachments**.

BIOGRAPHICAL INFORMATION				
Surname, initials, titles (e.g. Smith RJ Mr)				
Full names				
Maiden name and/ or previous surnames (if applicable)				
Date of birth		Gender		
Identity / Passport number				
Physical disabilities		If Yes, please specify		
Contact details	Tel (h)			
	Tel (w)			
	Mobile telephone number			
	Email address			

Previous formal student number (if applicable)	

Please note: Your personal information collected will be used solely for application purposes for the relevant programme offered by the Unisa Graduate School of Business Leadership. Your personal information will not be shared with any third party for direct marketing purposes.
(PGD Jan 2019)

PHYSICAL ADDRESS		POSTAL ADDRESS	
Postal code		Postal code	
City in which you reside		Suburb in which you reside	
Employer			
Job title			
Country of your postal address (if not SA)			
Examination centre (Examination Centres)			
Home language			

STATISTICAL INFORMATION (The information below is required for statistical purposes only)	
Nationality	
Population group	
Occupation	
Economic sector	
Have you registered previously at Unisa or any other institution(s) for further study?	
Are you self-sponsored or company sponsored?	
Where did you hear about the programme?	

EMPLOYMENT HISTORY
(List from the most recent)

	Organisation	Position	Level of position	Number of years in the position	Contact person at organisation	Contact number or email address of organisation representative
1						
2						
3						
4						
5						

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ALL FORMAL RELEVANT QUALIFICATION(S)				
Name of institution (e.g. Unisa, UP, NCP)	Name of qualification (e.g. BA, BA HONS, HED)	Duration of qualification	Student number	If completed, state year of completion

REQUIRED ATTACHMENTS	
Kindly indicate if all additional documents is attached to your email. Failure to submit these documents may result in the application not being processed.	
Description of attachment	**Attached (Y/N)**
Identity document/Passport	No
Marriage certificate (if applicable)	No
Detailed CV	No
Expression of interest essay	No
Certified copies of formal qualifications and transcripts	No
Sponsorship letter (If applicable)	No

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(PGD Jan 2019)

DECLARATION BY APPLICANT

I, (full names) | |

herewith apply for admission to registration, tuition and examination in the Postgraduate Diploma in Business Administration (PGD) programme.

I declare that I meet all the admission requirements and accept the rules, regulations and decisions of the university and any amendments thereto. I accept that the programme is presented in English. I undertake to respect the copyright of UNISA and will under no circumstances make the study material available to anyone else.

I accept that my application and registration will not be processed if not accompanied by the application form, required documents and the application fee.

Where applicable, attendance at study schools and study groups is compulsory.

UNISA reserves the right to request original documents to verify the correctness of information at any time. The submission of fraudulent documents is an offence in terms of the Student Disciplinary Code.

I have read and understand the financial policy pertaining to my enrolment in this programme, and accept that I am responsible for the payment of the required fees as stipulated.

DATE	

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(PGD Jan 2019)