



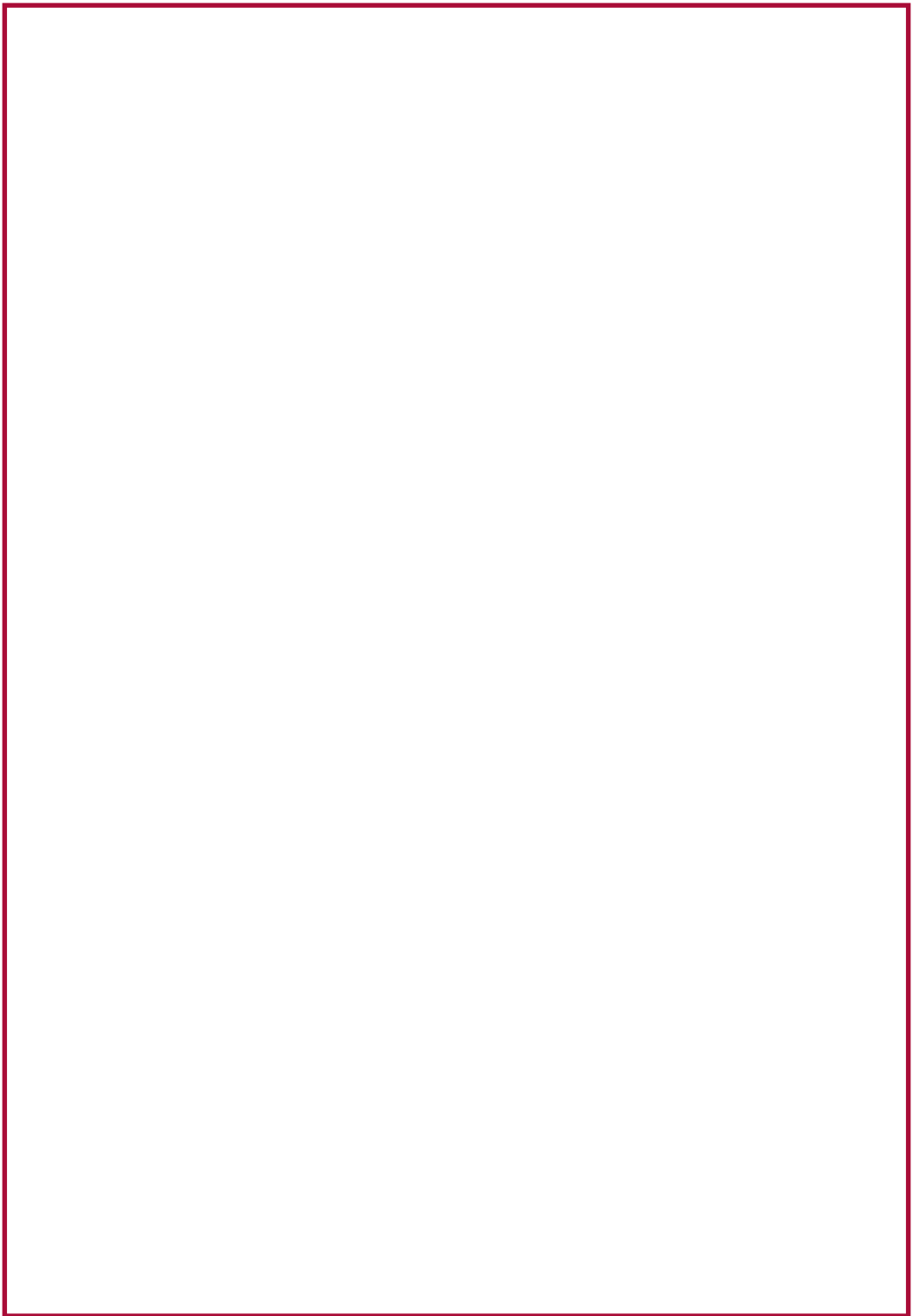
# WELCOME


to the University  
of Stellenbosch  
Business School



University of Stellenbosch Business School







*This brochure is aimed at international exchange students at the University of Stellenbosch Business School (USB). It offers a brief overview of our facilities, services, application procedures and environment to help you make the most of your time with us. Please contact our International Affairs Office if you need more information and assistance. We are here to help you.*

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*Please note: Although the information included in this document was compiled as carefully as possible, the USB (International Affairs Office) accepts no responsibility for any inaccuracies that might be included. The USB (International Affairs Office) reserves the right to amend the information in this document at any time.*

## LOCATION

The University of Stellenbosch Business School (USB) is situated on a satellite campus of Stellenbosch University in the Western Cape province of South Africa. The School is adjacent to the Tyger Waterfront business district in the Cape Town suburb of Bellville – some 25 km from the centre of Cape Town.

The business school's campus is conveniently close to main access routes, the Cape Town International Airport, popular shopping malls, theatres, cinemas, restaurants, and sports facilities such as gymnasiums and golf clubs. Also within easy reach are the famous Cape winelands, Table Mountain (World Heritage Site), the Kirstenbosch National Botanical Garden, the Victoria & Alfred Waterfront, Robben Island, famous beaches and numerous other attractions.



## STELLENBOSCH MAIN CAMPUS

The main campus of Stellenbosch University is situated in the historic town of Stellenbosch, some 35 km to the east of Bellville. Founded in 1679 by Simon van der Stel, a governor of the Cape of Good Hope, it proudly combines historic heritage with modern facilities to offer the best of both worlds. The town's oak-lined streets, historic white Cape Dutch buildings, parks and gardens contribute to its tranquillity and beauty. The activities of Stellenbosch are mainly driven by commerce, agriculture and education. Stellenbosch lies at the foot of the impressive Jonkershoek mountain range and is surrounded by one of the oldest wine regions in the Southern Hemisphere.

- Find more information at the Stellenbosch Tourism Information Office at 36 Market Street, Stellenbosch. Call +27 (0)21 883 3584 or go to [www.stellenboschtourism.co.za](http://www.stellenboschtourism.co.za).

# Cape Town



# The University of Stellenbosch Business School



# Stellenbosch University



## ABOUT THE USB

The USB has built a proud reputation over almost five decades. During this time, the USB has established itself as a top provider of the following programmes: an MBA, MPhil degrees (Development Finance, Management Coaching), PhD degrees (Business Management, Development Finance), Postgraduate Diplomas (Leadership, Project Management, Futures Studies, Development Finance) and other courses. The USB's programmes are characterised by the development of critical thinking abilities and leadership skills in a multicultural setting. The USB has three international accreditations: AACSB from the Association to Advance Collegiate Schools of Business, EQUIS from the European Foundation for Management Development and AMBA from the Association of MBAs.



Association of African  
Business Schools



## ACCREDITATION, MEMBERSHIPS AND ACKNOWLEDGEMENTS

- **AACSB, EQUIS and AMBA international accreditation:** The USB is the only school of an African-born university with all three international accreditations (Triple Crown).
- **EDAMBA membership:** The USB is a member of the European Doctoral Programmes Association in Management and Business Administration.
- **CHE accreditation:** This accreditation by the South African Council on Higher Education applies to all the USB's programmes.
- **Beyond Grey Pinstripes Top 100 Schools List:** This acknowledgement from the Aspen Institute in New York, USA, confirms the USB's focus on environmental, social and ethical issues.
- **EDUNIVERSAL global survey, France:** The USB has an A-rating and a Five Palms Award for international reputation (one of only three schools in Africa to receive this).
- **QS:** The USB appears in the top three in Africa on this international ranking.
- **EFMD's Globally Responsible Leadership Initiative (GRLI):** The USB is a member of this initiative which focuses on reframing the purpose of management education.

- **UN's Principles for Responsible Management Education (PRME):** The USB is one of the world's first 100 business schools and universities endorsing this UN-backed global initiative which promotes corporate responsibility and sustainability in business education.
- **Global Business School Network:** The USB is a member of the GBSN which promotes management education as a critical component of international development strategies.
- **International network:** The USB is part of the international network of business schools, owing to its AACSB, EQUIS and AMBA accreditations. The school has partnership agreements with over 80 schools on all continents, which facilitates research and teaching cooperation, a compulsory international module for its MBA students, exchange study possibilities and various options for foreign study groups at the USB.

## INTERNATIONAL COOPERATION

The USB has positioned itself as a knowledge partner of the world in Africa, and of Africa in the world. For the USB, international exposure plays an important part in producing well-rounded managers who can lead people and organisations anywhere in the world. The USB uses various strategies to ensure first-hand experience of the global world:

- **Partner schools:** The USB has cooperation agreements with over 80 schools in Europe, the UK, Asia, Africa, South America, Australia and North America which lead to student exchanges, overseas study tours, participation in international student competitions and more.
- **International academics:** Academics from leading business schools present certain MBA electives to provide students with additional international input.
- **Full-time study for foreign students:** Interaction between local and foreign MBA students helps to broaden the outlook of all students. Options include the full-time MBA, modular MBA, other master's degrees and other full-term or shorter-term options. Foreign students fly in to do the modular MBA (blocks of classes spread over 3 years), finding this convenient and more cost-effective than attending schools with similar international accreditations.
- **International study programmes at the USB:** The USB offers specially designed programmes with case studies for visiting groups of MBA students. These programmes focus on South African areas of expertise – such as diversity management, sustainability management, ICT and innovation for Africa, economics for emerging countries, using scenarios to develop alternative futures, leadership and organisational culture, and innovating business models (the latter applied mostly to the wine industry).
- **Exchange study options for foreign MBA students:** Exchange studies offer foreign students the opportunity to earn credits towards their home university's MBA by doing a part of their studies at another



school. Exchange students typically stay for three to six months while they remain registered at their home university. The choice of subjects taken at the USB should fit in with the student's overall programme. No selection tests are necessary. Minimum requirements are 18 months work experience and excellent academic performance.

- **International Study Module at overseas business schools for USB MBA students:** This is a compulsory part of the USB's MBA. Students are offered a choice of study modules at business schools in various parts of the world. (Not available to exchange students).
- **Exchange study options for USB students:** Various exchange study options are available at the USB's partner schools around the world.

## PORTFOLIO OF ACADEMIC PROGRAMMES

The triple accredited USB offers an MBA (Full-time, Part-time, Modular), MPhil degrees (Management Coaching, Development Finance), PhD degrees (Business Management, Development Finance), postgraduate diplomas (Development Finance, Project Management, Leadership, Futures Studies) and executive development.

- **MBA:** USB's triple accredited MBA is known for its strong emphasis on critical thinking skills, analytical skills and strategic skills, for its focus on leadership and for its applicability in a multicultural environment. The programme consists of core modules, electives, a research assignment and a compulsory International Study Module at a foreign business school (costs included in MBA fees). USB offers a Full-time MBA, Part-time MBA (Friday evenings and Saturday mornings) and Modular MBA (blocks of classes) with various starting dates. All programmes are presented in English, except the one modular MBA commencing in February, which is mainly Afrikaans. USB's MBA is internationally accredited by the AACSB, EQUIS and AMBA. Find more information at [www.usb.ac.za/mba](http://www.usb.ac.za/mba).
- **MPhil in Development Finance:** This internationally accredited programme covers all aspects of development finance, including the theories underpinning development finance, enterprise-level development finance and sustainable growth. This makes the MDevF a critical-skills degree for Africa. The content and case studies are angled towards Africa's needs, but the skills acquired can be applied in any developing country. This is a two-year modular programme (four blocks of two weeks each on USB campus). A research assignment must be completed. Find more information at [www.usb.ac.za/MDevFin](http://www.usb.ac.za/MDevFin).
- **MPhil in Management Coaching:** This internationally accredited programme equips aspirant professional coaches with the theoretical and practical know-how to help people in managerial and leadership roles to develop their potential. It also emphasises work-based management coaching and takes African diversity into account. It also gives managers the skills to use coaching to foster a stronger performance culture while offering support for continuous growth. This two-year programme consists of four one-week modules and a research assignment. Find more information at [www.usb.ac.za/coaching](http://www.usb.ac.za/coaching).

- **PhD in Business Management and Administration:** This internationally accredited doctoral programme focuses on in-depth research to develop employable knowledge which can be applied directly in the workplace. It is a non-structured programme that allows students to determine their own timing. Participants may enrol for full-time or part-time studies. Go to [www.usb.ac.za/phd](http://www.usb.ac.za/phd) for details.
- **PhD in Development Finance:** The purpose of this internationally accredited PhD is to create research which supports the growth agendas of South Africa, the greater African continent and beyond. It is structured into a course-work component (two blocks of two weeks each on campus) and a research component during the second and subsequent years of registration. This is the first specialised PhD of its kind on the African continent.
- **Postgraduate Diploma in Leadership:** This internationally accredited programme takes participants beyond an MBA to leadership specialisation as it acknowledges leadership as the prime differentiator that drives sustainable high performance. It focuses on the development of personal, team, organisation and societal leadership. It is presented in four study blocks over one year. Find more information at [www.usb.ac.za/leadership](http://www.usb.ac.za/leadership).
- **Postgraduate Diploma in Project Management:** This internationally accredited programme focuses on strategic project management while also creating upper management skills to produce professional project managers. The modules include risk, procurement, communication and cost management, as well as project leadership. It is presented in six study blocks (one week each) spread over two years. Project management is listed as a scarce skill in South Africa. Find more details at [www.usb.ac.za/projectmanagement](http://www.usb.ac.za/projectmanagement).
- **Postgraduate Diploma in Development Finance:** This internationally accredited programme is the ideal starting point for junior and mid-level managers interested in a career in Development Finance and the funding of growth initiatives such as roads, telecommunication infrastructure, hospitals and houses. The programme is focused on Africa, but the skills acquired can be applied in any developing economy. This is a modular programme (two on-campus blocks of classes spread over one year), which allows you to study while you work. Find more details here.
- **Postgraduate Diploma in Futures Studies:** The primary purpose of this internationally accredited programme is to equip students with high-level competencies to react meaningfully to growing complexity in the organisational environment, while taking into account the unique developmental challenges facing Africa and South Africa. The programme contributes to students' ability to make significant strategic, long-term decisions in an environment with increasing international competitiveness and volatility. It is the programme of its kind presented in Africa. It is delivered in one on-campus block (three days) and 20 telematic education sessions (technology-based interactive distance learning), allowing students to study while working full-time.

- **Executive education:** USB Executive Development Ltd (USB-ED) offers comprehensive programmes for managers from entry to executive level. The main focus of this public company, which forms part of the USB, is on customised programmes for organisations. It also offers shorter specialist programmes. For more information, go to [www.usb-ed.com](http://www.usb-ed.com).

## LANGUAGE

Our full-time, part-time and two of our modular MBA programmes are presented in English. Please ascertain whether the programme for which you are registering is presented in English.

To ensure that the students' standard of English will allow them to study effectively, we require students to submit evidence, during the application process, of their current level of proficiency. The minimum English proficiency requirements are an IELTS score of 6.5 or a TOEFL score of 550 (paper-based), 213 (computer-based) or 79-80 (internet-based).

## FROM APPLICATION TO REGISTRATION

Earn credits towards the MBA at your Business School with exchange studies at the USB. Exchange periods typically range from 3 to 6 months.

International students from business schools with a formal exchange agreement with the USB can apply to study here on exchange. Prospective exchange students are nominated by their home institutions. For further details, candidates should contact their home institution's international office to find out how to apply and what the selection and nomination procedures are. Students who have been nominated and selected must bear the following in mind when applying:

- The student should remain registered at his or her home university while studying at USB.
- The subjects taken at USB must fit into the student's overall programme.
- It is each student's responsibility to finalise credit transfer arrangements with his or her home institution, prior to departure (where applicable).
- No scholarships are granted for this type of enrolment.

Every year in October the block roster for the following year is released. This allows students to choose their modules for the next year. During the first semester students normally take on 6 to 8 core modules; and those in the second semester normally take on 2 core modules and choose 3 electives.

## APPLICATIONS (Online)

The closing dates for exchange student applications is 15 April for the July (second) semester and 15 October for the January (first) semester. The link to your online application will be sent to you via your international office after your official nomination.

### The following documents need to accompany your application:

- Letter of recommendation from your home institution
- Comprehensive CV
- Academic record
- Proof of at least 18 months' work experience
- Recent TOEFL test results (all classes taught in English)
- Subject registration form
- Copy of your passport (valid for no less than 30 days after the expiry of the intended visit)
- Proof of medical insurance for the entire duration of your stay in South Africa
- Your contact details – including your e-mail address.

**Important:** Students should NOT purchase a flight ticket or make accommodation arrangements BEFORE they have received official notification of their approval at the USB.

## STUDY PERMITS

In adherence to South African Government rules and regulations, your final registration is subject to producing a valid study permit. You can apply for this permit at your nearest South African embassy or foreign mission, usually in your home country. For this purpose you will use the official letter of admission issued by the International Affairs Office of the USB. Please note: Do not purchase an air ticket or proceed to South Africa without the study permit/visa. For more information contact our Exchange Student Coordinator (contact details on the back page of this brochure), or go to [www.home-affairs.gov.za](http://www.home-affairs.gov.za).

You are responsible for maintaining the validity of your study permit throughout your stay in South Africa. The expiry date of your study permit is very important. It is your own responsibility to apply for an extension 30 days before it expires. Extensions are made from inside South Africa. The International Affairs Office provides support in this regard.

### Study permit requirements:

- Permit applications should be made at least 60 days prior to the date of departure.

- All documents required when you apply for a study permit or visitor's visa, must be originals or certified copies. (An uncertified photocopy of the original or a photocopy of a certified copy is not sufficient).
- Application fee.
- Letter of admission to a South African institute of learning.
- Proof of sufficient funds available for the proposed stay in South Africa to cover tuition fees, accommodation and travel, food and entertainment.
- Return air ticket (this serves as your repatriation guarantee if the duration of your studies is less than one year).
- If the duration of your studies is longer than one year, you will have to lodge a cash deposit or bank guarantee equivalent to the airfare or transportation costs to your country of origin for repatriation purposes. Please keep the receipt issued for the guarantee, for a possible extension of your study permit in South Africa.
- Proof of medical insurance and sufficient cover for the duration of your stay.
- Details regarding arranged accommodation.
- Police clearance certificate for all the countries that you have resided in for 12 months or longer since your 18th birthday.
- Medical and radiological reports (less than 6 months old).
- For visits shorter than three months a visitor visa is normally sufficient.

**IMPORTANT:** You must check all requirements with the SA embassy / foreign mission before making an application.

The holder of a study permit may conduct part-time work as long as the period does not exceed 20 hours per week, and may also work full-time during academic vacations. You may also be granted permission to conduct work in the form of practical training in a field related to your studies, on submission of the following documentation:

- A letter from the USB confirming that practical training is required or advantageous to complete the intended study; and
- A letter from the prospective employer offering practical training.

### **MEDICAL INSURANCE**

In adherence to USB regulations, no student will be registered without proof of adequate health cover. Please make use of a student health plan that covers you while you study in South Africa and that provides for day-to-day care, hospitalisation and any emergency procedures. Students may obtain insurance from any company of their choice, provided that the

company issues a letter stating that you are covered in South Africa for the duration of your studies.

For information about South African-based medical aid schemes, contact the International MBA Student Administrator, Ms Cynthia Swarts, at [cynthia.swarts@usb.ac.za](mailto:cynthia.swarts@usb.ac.za).

**IMPORTANT:** The USB will not be held liable for any damage to or loss of personal property or injuries to international students which arise directly or indirectly from participation in our programmes during their period of study at our institution. Students must accept responsibility for their own personal insurance.

## REGISTRATION AND ORIENTATION

Before the start of each semester the Exchange Student Coordinator organises special orientation days for all new international students at the USB. The orientation programme takes place at the USB campus in Bellville and in Stellenbosch at the main campus of Stellenbosch University.

You need to arrive on campus at least a week before the start of your course for orientation purposes and to finalise your accommodation and transport arrangements.

### **For registration purposes you should bring along the following:**

- The name, physical address and telephone number of your parents, guardians or a friend whom we can contact in case of an emergency
- Proof of your medical insurance
- Study permit
- Subject registration form – subjects and credits as agreed with your home institution
- **International student levy:** The fee for 2014 amounts to R5 400 per student. This includes orientation programme, internet costs, photocopies, tea and coffee, team building, functions, company visits and 6 light meals. This excludes text books, accommodation, meals, transport, medical insurance and medical costs. Optional for second term: The fee to attend the year-end function in November, amounts to R640 per student plus partner.

**IMPORTANT:** Students are responsible for their own travel and accommodation arrangements.

## GENERAL INFORMATION

### Introduction

Welcome as a student at the University of Stellenbosch Business School. Your decision to enroll for the MBA course has probably been accompanied with considerable reflection and at this stage your studies will loom as a large unknown factor. The purpose of this general information is to inform you briefly about what you need to know before you arrive on campus. It is thus important that you read this general information carefully. When you know what awaits you, you will hopefully come to the USB calmly and enthusiastically.

### Commencement of Course

Classes for the MBA Full-time 2014 group commence in 2014 as follows:

Semester 1	16 January 2014	08:00	Room 216
Semester 2	15 July 2014	08:00	Room 216

### Orientation

Before the start of each exchange semester the Exchange Student Coordinator organises special orientation days for all new international students at the USB. The orientation programme takes place at the USB campus in Bellville and in Stellenbosch at the main campus of Stellenbosch University. When you arrive at the USB, you will meet your course coordinator, followed by the welcoming speech from the Head of the USB MBA programme. **Attendance is compulsory.**

### Registration as student

Registration as a student of the University of Stellenbosch will take place during the orientation. **This process will allow all students access to the campus, to WebStudies, student records, the library and e-journals, etc.**

### Course Outlines

You will receive your course material as stipulated below. For each subject a course outline has been prepared. You should study the course outlines carefully and follow the instructions in order to prepare for the sessions.

**(Semester 1, Term 1) – will be distributed at orientation:**

- 1) Business Fundamentals
- 2) Personal Skills Development
- 3) Decision Analysis
- 4) Management Accounting

**(Semester 1, Term 2) – will be distributed at the end of Term 1:**

- 1) Economics for Managers
- 2) Business Finance
- 3) Marketing Management

**(Semester 2, Term 3) – will be distributed at orientation:**

- 1) Operations and Information Management
- 2) Business in Society

**(Semester 2, Term 4) – will be distributed at the end of Term 3:**

- 1) International Management
- 2) Electives (Details to be confirmed in March 2014)

**Contact details – MBA Course Coordinator**

**Full-time:** Ms Cynthia Lategan +27 (0)21 918-4257 or  
[cs4@belpark.sun.ac.za](mailto:cs4@belpark.sun.ac.za)

**Accommodation**

Full-time students who require accommodation should contact Ms Cynthia Lategan (+27 (0)21 918-4257) well in advance.

**Shuttle services / Airport transfers**

We have two shuttle service operators that we recommend to all our guests/students. Kindly contact them directly to make arrangements.

<b>African End Tourism</b> Contact Person: Calvin Mobile Number: +27 (0)82 873 5196 Landline Number: +27 (0)21 913 7789 Email: <a href="mailto:calvin@tourassist.co.za">calvin@tourassist.co.za</a>	<b>24/7 Call a cab &amp; Shuttle Service</b> Contact Person: Tony Mobile Number: +27 (0)73 300 2990 Landline Number: +27 (0)21 911 0395 Email: <a href="mailto:tony24callacab@imaginet.co.za">tony24callacab@imaginet.co.za</a>
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## **Academic Calendar: Full-time 2014**

- Semester 1, Term 1: 16 Jan – 28 Mar
- Semester 1, Term 2: 8 Apr – 21 Jun
- Semester 2, Term 3: 15 Jul – 20 Sep
- Semester 2, Term 4: 30 Sep – 16 Nov

## **Public Holidays**

- Human Rights Day, 21 March
- Good Friday, 29 March
- Family Day, 1 April
- Freedom Day, 27 April
- Workers Day, 1 May
- Youth Day, 16 June
- Public Holiday, 17 June
- Women's Day, 9 August
- Heritage Day, 24 September

- Exchange Student brochure applicable sections -

### **COURSE ASSESSMENTS**

The pass grade for each module is 50%. Students are assessed on a continuous basis. Each module has a minimum number of assessments based on the number of credits for that module. The final performance mark therefore includes, amongst others, online assessments, class tests, group work, individual and group assignments, class participation as well as presentations. The system of continuous assessment implies that there are no supplementary tests or opportunities for the resubmission of assignments to improve grades.

Please note that each module must be passed on individual work alone before a group mark will be taken into account. If a student were to achieve a grade 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.

If the final grade that a student achieves for a particular module is a fail grade, and the fail grade is at least 40%, he student has the right to participate in a comprehensive supplementary examination. The comprehensive supplementary examination will be administered during the second week of January of the year subsequent to the year in which the module was failed. The USB cannot guarantee that a centre in proximity of the student's residence or work can be found.

A student that has failed a module and did not pass the supplementary examination, or did not qualify for the supplementary examination, or was recorded as "Discontinued" due to not participating in all assessments 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, neither is any credit given for group work, assignments or journals.

## GROUPS AND GROUP WORK

On the MBA programme an important learning experience is obtained by participating in group work. All students are expected to contribute to group work on an equal basis.

Groups will typically consist of 4 to 6 students. In order to afford students the opportunity to work together with a variety of students and to give group work its rightful place, groups need to be reconstituted from time to time.

## COURSE MATERIAL AND TEXTBOOKS

Exchange students are responsible to buy their own textbooks.

Course material and textbooks will be available from the USB Services division during Orientation. It is the student's responsibility to collect the course material in time before courses commence.

## MBA SYLLABUS

<b>MANAGEMENT FUNDAMENTALS</b>	<b>Credits</b>
BUSINESS FUNDAMENTALS	10
PERSONAL SKILLS DEVELOPMENT	1
ECONOMICS FOR MANAGERS	10
RESEARCH METHODOLOGY – not exchange students	10
DECISION ANALYSIS	20
MANAGEMENT ACCOUNTING	20
<b>MANAGEMENT IN CONTEXT</b>	
BUSINESS FINANCE	20
OPERATIONS AND INFORMATION MANAGEMENT	25
MARKETING MANAGEMENT	20
STRATEGIC MANAGEMENT – not exchange students	20
BUSINESS IN SOCIETY	25
INTERNATIONAL MANAGEMENT	10
LEADERSHIP – not exchange students	40
<b>MANAGEMENT ENHANCEMENT</b>	
ELECTIVES/ STUDY TOUR/FIELD WORK	30
INTERNATIONAL STUDY MODULE abroad – not exchange students	5
<b>RESEARCH – not exchange students</b>	
RESEARCH REPORT	50
<b>TOTAL CREDITS</b>	<b>306</b>

## **MODULE DESCRIPTIONS – EXCHANGE STUDENTS**

### **BUSINESS FUNDAMENTALS (10 credits)**

Background to management theory - the value chain, competitive forces and positioning, market dynamics, the manager's functions in a dynamic, inter-related and continuous changing work environment, global management issues, principles of strategic decision-making, a world view of the information age, analysis of complex problems through systems thinking, systemic principles and methods of organisational development, the case method as a mechanism to explore complexity and cross-functional characteristics of business challenges.

### **PERSONAL SKILLS DEVELOPMENT (1 credit)**

Dimensions of proper communication, self-reading on verbal communication skills, oral presentations techniques and resources, adaptive assessments of individual presentation skills, self-reading on professional written communication with emphasis on report writing, continuous feedback and adaptive assessment of report writing skills. Self study of resources supplied to acquire proficiency in office productivity software and the US enterprise collaboration software, information literacy, dealing with the proper methods of finding, using, passing value judgements upon, and referencing information resources.

**NB:** The single credit associated with this module should not imply a minor importance. Personal skills development is assessed continuously via all the other modules (written assignments and presentations) and the single credit is merely a catch all so that a participant cannot graduate without having satisfied the minimum requirements of writing and presentation.

### **ECONOMICS FOR MANAGERS (10 credits)**

The meaning of economics and economic systems, and how economics influences all stakeholders in society; the meaning and challenges of globalization and international economic integration, especially with regard to an open developing economy; the application of the principles of supply and demand in a market economy; the implications of the interaction between changes in one or more of a wide range of macro-economic forces; economic growth and development; inflation; unemployment; the balance of payments and exchange rates; the reasoning behind economic policy decisions, and the impact of such decisions on the managerial function.

### **DECISION ANALYSIS (20 credits)**

Data, data collection and description; probability theory; probability distributions; sampling and sample distributions; statistical estimation; hypothesis testing; linear programming model formulation, solution and sensitivity analysis; integer programming; goal programming; critical path methods; simulation; decision theory.

### **MANAGEMENT ACCOUNTING (20 credits)**

Elements of cost and cost systems; break-even analysis; budgeting control; cost behaviour, variance analysis; In-depth analysis and interpretation of financial statements of listed South African industrial companies; focus on cash-flow analysis and management of working capital; traditional ratio analysis; value-added statements and analysis of historical performance reviews.

### **BUSINESS FINANCE (20 credits)**

The aims and functions of financial management; financial analysis; management of working capital; financial markets; strategic investment and financing decisions; dividends; cost of capital, risk and required rate of return; valuation and take-overs; an introduction to derivative instruments.

### **OPERATIONS AND INFORMATION MANAGEMENT (25 credits)**

Competition and operations management of global organisations; demand management; order fulfilment process; volume and variety; e-commerce and the impact on operations, technology and productivity; operations and information quality; the global supply chain and information; the information resource; managing information technology to deliver strategy; enterprise systems; managerial decision-making and knowledge management; information strategies; technology challenges and future trends.

### **BUSINESS IN SOCIETY (15 credits)**

The role of business in society as it pertains to environmental, social and governance issues; discussions around the impact of business on society and the environment and vice versa; issues of management and the disclosure of the impacts through corporate governance practices.

## **INTERNATIONAL MANAGEMENT (10 credits)**

International economics; international trade law and trade blocks; managing in the international environment; emerging economies and growth strategies.

## **MARKETING MANAGEMENT (20 credits)**


This module is designed to demonstrate the role of Marketing in society and its impact on both consumers and producers. It will emphasise consumerism and customer centricity and its relationship to all parts of the business and will highlight marketing's central role in the organisation. This module addresses the principles of marketing, the marketing concept and process, consumer behaviour and the concept of value, directional strategies (STP) including segmentation, target market selection and positioning; branding, marketing strategy including the traditional marketing mix (4Ps) and the expanded marketing mix (7Ps), implementation and control and the formulation of a marketing plan.

## **ELECTIVES (3 electives, 10 credits each, 30 credits)**

Elective topics that have been presented recently are listed below.

### **The following electives have been offered recently:**

- Applied Change Leadership
- Breakthrough Start-up Entrepreneurship
- Building Future Markets
- Business Forecasting
- Business Strategy in Emerging and Front-tier Markets
- Competitive Intelligence
- Customer Experience Leadership
- Derivative Instruments
- Doing Business in Africa: opportunities, obstacles and challenges
- Emotional Intelligence
- Enterprise Risk Management
- Entrepreneurship
- Environmental Finance
- Financial Risk Management
- Global Business Strategy
- Innovating for the Bottom of the Pyramid

- 
- International Finance
  - International Marketing
  - Global Marketing
  - Internet Advertising
  - Leading and Managing Customer Service Excellence
  - Leader as Coach
  - Management Consulting
  - Managing Knowledge for Strategic Effectiveness
  - Marketing Metrics
  - Portfolio Management
  - Project Management
  - Sustainable Enterprise

### ICT FACILITIES

These include wireless broadband internet access campus-wide, an e-learning platform, individual workstations and break-away rooms, network connections for notebooks and access to software packages and databases.

### INFORMATION CENTRE (LIBRARY)

The Bellville Park Campus library provides access to printed and online local and international publications, books, journals and database (including SA-e-Publications, Scopus, Ebscohost, Gartner and Emerald), as well as a repository of master's and doctoral theses (SUNSCHOLAR). Find the new portal at <http://library.sun.ac.za/>. USBI is open Mondays to Fridays from 08:00 to 20:00, and on Saturdays from 09:00 to 15:00.

### SUPPORT SERVICES

The Admissions Office, Career Services and Academic Administration provide advice and continuous support to prospective and current students. An International Affairs Office provides assistance to foreign and exchange students. An Alumni Office engages with USB alumni of all degree and diploma programmes. The USB also offers e-mail, fax, phone, photocopying, printing, courier and related services to students. The USB's self-service photocopying and printing facilities are on the first floor of the main building. The machines are card-enabled and you use your pre-loaded student card to pay for copies.

### ON-CAMPUS ACCOMMODATION

It is recommended that you stay in the Bellvista Lodge on our campus for a week or two while you are looking for alternative accommodation that may better suit your budget. It is advisable that reservations are made well in advance. We are in Bellville/Durbanville area which is approximately 25 km from Cape Town city centre and some 35 km from Stellenbosch University's main campus.

The Bellvista Lodge offers comfortable accommodation. Each room has a bathroom, study facilities and a TV. Wireless internet connection is available in the rooms at a cost. The Lodge has an à la carte restaurant which seats 72 people and provides three meals per day.



## INFORMATION CENTRE (LIBRARY)



## ON-CAMPUS ACCOMMODATION



- Find more information at [www.usb.sun.ac.za/bellvista](http://www.usb.sun.ac.za/bellvista), send an e-mail to [bvista@usb.ac.za](mailto:bvista@usb.ac.za) or call +27 (0)21 918 4444.

## OFF-CAMPUS ACCOMMODATION

We have made accommodation arrangements for students in the past, but have found that students actually prefer to choose their own accommodation. Therefore we recommend that you first come to South Africa and stay in an inexpensive Bed & Breakfast near the campus, any backpackers in Cape Town, or at the Bellvista Lodge on the USB campus to familiarise yourself with the environment before deciding where you would like to stay during your studies.

You can rent a flat or room in a private house, or share a bigger place with fellow students. Contact our Exchange Student Coordinator, Cailin Human, at [cailin.human@usb.sun.ac.za](mailto:cailin.human@usb.sun.ac.za), to find out more about all the options.

- The B&B closest to our campus is Lala Khaya. See [www.lalakhaya.co.za](http://www.lalakhaya.co.za) or e-mail [info@lalakhaya.co.za](mailto:info@lalakhaya.co.za).
- For a cheap B&B, visit [www.kwathabeng.co.za](http://www.kwathabeng.co.za). Search for accommodation options around Bellville.
- For longer stays you could also go to [www.safarinow.com/Bellville](http://www.safarinow.com/Bellville). Search for accommodation options around Bellville and Durbanville.
- For backpacker accommodation, go to [www.backpackingsouthafrica.co.za](http://www.backpackingsouthafrica.co.za). Search for accommodation options in Cape Town in the Western Cape Province.
- You can also read the daily newspapers for accommodation to rent.

## RESTAURANTS ON CAMPUS

Two cafeterias on campus offer hot and cold meals, as well as snacks.

- **Bellvista Lodge:** The restaurant at the Bellvista Lodge offers three meals per day, seven days per week, at reasonable prices. You can choose between a continental and full English breakfast. An à la carte menu is available and special dietary requirements are catered for.
- **Main building:** A convenient self-service restaurant offers a meal of the day, as well as hot and cold snacks. Special-occasion catering is offered at the informal thatched Lapa and at the more formal Winery restaurant.

## SPORT AND RECREATION

Students are entitled to use the University's sporting facilities on payment of a fee as determined by the various clubs. Students can contact the Sports Officer at the Tygerberg Campus (Mr Danie Roux), telephone number +27 (0)21 938-9468, for further information. The fully equipped gym on the Tygerberg Campus is also available to the MBA students. For more information please phone +27 (0)21 932-2888.

Vouchers for the use of the Virgin Active gym near the USB are available at Bellvista Lodge for R80 per visit.

## OVERVIEW OF SOUTH AFRICA

### THE LAND AND ITS PEOPLE

South Africa is situated at the southernmost tip of Africa – a country of diversity, as reflected in its cultures, people, languages, animals, birds, plants, climates and landscapes. "See the world in one country", says the slogan of the South African Tourism Board – an apt description of the great variety offered within our borders.

South Africa is often called the Cradle of Humankind, for this is where archaeologists discovered 2.5-million-year-old fossils of our earliest ancestors, and 100 000-year-old remains of modern man.

The country's population is estimated at 51.6 million. The black population is in the majority at just over 40 million, making up almost 80% of the total population. The white population is estimated at 4.5 million (9%), the coloured population at 4.5 million (9%) and the Indian/Asian population at 1.2 million (2.5%) of the total population.

(Source: [www.southafricainfo.co.za](http://www.southafricainfo.co.za))

South Africa's Constitution recognises 11 official languages, namely Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sesotho sa Leboa, Sesotho, Setswana, siSwati, Tshivenda and Xitsonga. English is for all practical purposes the lingua franca.

The land itself is diverse – its 1 219 912 km<sup>2</sup> (471 011 square miles) range from desert, lush forests and subtropical vegetation to vast semi-arid Karoo plains and impressive mountain ranges. South Africa boasts a beautiful coastline of more than 2 500 km from its most eastern border with Mozambique (Indian Ocean) to its most western border with Namibia (Atlantic Ocean).

South Africa has an average annual rainfall of 450 mm, compared with a world average of 860 mm. About 65% of the country receives less than 500 mm per year, which is generally accepted as the minimum amount required for successful dry-land farming. About 21% of the country, mainly the arid west, receives less than 200 mm per year.

Having said this, South Africa is famous for its sunshine. See the section on climate further on in this document for details on temperatures.

## THE POLITICAL STRUCTURE

Since the historic election of 27 April 1994, in which all the people of South Africa took part for the first time, we have a new democratic political dispensation. The legislative power is vested in the state president and parliament that is elected by universal franchise every five years. Parliament consists of two chambers – the National Assembly and the National Council of Provinces. Executive power resides primarily in the cabinet, which includes the state president and ministers.

The Constitution of the Republic of South Africa was approved by the Constitutional Court (CC) on 4 December 1996 and took effect on 4 February 1997. South Africa's Constitution is one of the most progressive in the world and enjoys high acclaim internationally.

There are nine provinces: Western Cape, Northern Cape, Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, North West Province and Mpumalanga – each with its own premier and cabinet.

## THE ECONOMY

South Africa has a dual economy, typical of developing countries, ranging from highly developed to less developed. Although it is a medium-sized, upper middle-income country with a fairly well-developed infrastructure and a sophisticated financial services sector, it is characterised by a highly unequal distribution of wealth and income and it experiences high levels of illiteracy, poverty and unemployment.

The per capita income of South Africa is approximately R28 000 (USD\$3 400) and the gross domestic product (GDP) is about R2.3 trillion (USD\$280 billion).

Although the South African economy makes up just less than 1,0% of the world economy, it is by far the largest economy in Africa. Despite the numerous socio-economic difficulties which the country still faces, South Africa is often referred to as the "engine of growth" and the "good news story" of Sub-Saharan Africa. South Africa generates 50% of all electricity, produces 83% of the steel and 97% of the coal in Sub-Saharan Africa. Home to 6% of Africa's population, South Africa produces about a quarter of the continent's gross domestic product. It also boasts 45% of Africa's mineral production and 50% of the continent's purchasing power. South Africa boasts the most modern and extensive road, rail and air infrastructure in Africa. There is also an efficient network of ports in the country with the major ports located at Cape Town, Durban, Port Elizabeth and East London. Other ports are found at Richards Bay, Saldanha Bay and Mossel Bay. There are approximately 148 licensed airports and aerodromes,

including nine major airports.

The country's telecommunications sector is well-developed. The country has the largest telecommunications network on the continent, including the latest in fixed-line, wireless, satellite and cellular technology. The country has a large transmission infrastructure, and 99% of the network is digital. The leader of IT development in Africa, South Africa is also the 20th largest consumer of IT products and services in the world, ranking 18th in terms of internet usage. Growth in South Africa's mobile market is particularly strong. (Source: [www.gov.za](http://www.gov.za).)

## **THE CITY OF CAPE TOWN**

Cape Town, the oldest city in South Africa, is also known as the Mother City. Nestled between Table Mountain and the sea, Cape Town is a vibrant meeting place of oceans, cultures, languages and people. Cape Town houses our Parliament and hosts various national head offices in the business and financial services industries, hotels and the Victoria & Alfred Waterfront.

Whether you want to hike up Table Mountain, browse through the antique shops of Kalk Bay, enjoy the sunset at Camps Bay beach, visit Cape Point and the Kirstenbosch National Botanical Garden, have fun in the night clubs of Long Street, Green Point or Camps Bay, or surf the waves – you are guaranteed to have a good time.

- Find more information at [www.satourism.co.za](http://www.satourism.co.za), [www.tourismcapetown.co.za](http://www.tourismcapetown.co.za) and [www.aboutcapetown.com](http://www.aboutcapetown.com).

## **EMBASSIES AND CONSULATES IN CAPE TOWN**

Foreign embassies and consulates in Cape Town are listed in the Yellow Pages telephone directory under Consulates. Phone 1023 for embassies that are not listed.

### **Australian Embassy**

BP Centre, Thibault Square  
Tel +27 (0)21 419 5425 / +27 (0)21 419 5425

### **Austrian Embassy**

Standard Bank Centre, Heeregracht  
Tel +27 (0)21 419 8837 / +27 (0)21 419 8837

### **Belgian Consulate**

Vogue House, Thibault Square  
Tel +27 (0)21 419 4690 / +27 (0)21 419 4690

### **British Consulate**

Southern Life Centre, 8 Riebeeck Street  
Tel +27 (0)21 425 3670 / +27 (0)21 425 3670

**British Embassy**

Parliament Street

Tel +27(0)21 461 7220 / +27 (0)21 461 7220

**Canadian Embassy**

Reserve Bank Building, Hout Street

Tel +27 (0)21 423 5240 / +27 (0)21 423 5240

**Chinese Consulate**

Newlands

Tel +27(0)21 674 0579 / +27 (0)21 674 0579

**French Consulate**

2 Dean Street, Gardens

Tel +27 (0)21 423 1575 / +27 (0)21 423 2575

**Finnish Consulate**

5 Lincoln Road, Oranjezicht

Tel +27 (0)21 461 4732 / +27 (0)21 461 4732

**German Consulate / Embassy**

19th Floor, Triangle House, Riebeeck Street

Tel +27 (0)21 405 3022 / +27 (0)21 405 3022

**Nederlandse Ambassade Kansellary**

100 Strand Street

Tel +27 (0)21 421 5660 / +27 (0)21 421 5660

**Norwegian Embassy**

Southern Life Centre, St Georges Street

Tel +27 (0)21 425 1687 / +27 (0)21 425 1687

**Swiss Consulate / Embassy**

1 Thibault Square, Long Street

Tel +27 (0)21 418 3665 / +27 (0)21 418 3665

**United States Consulate / Embassy**

Broadway Centre, Heerengracht Street

Tel +27 (0)21 421 4280 / +27 (0)21 421 4280

## OTHER USEFUL INFORMATION

### WORKING OUT YOUR BUDGET

As the needs of students vary, these figures are only an estimate per student per month:

Accommodation *	R3 500 – R6 500 *
Food	R2 500
Entertainment and transport (car rental)	R2 500
Telephone and internet **	R1 000 – R1 500 **

*\* Accommodation prices vary depending on where students choose to stay. A furnished apartment in one of the prime areas in Cape Town can cost around R6 000 per person sharing per month.*

*\*\* Internet costs in Africa are more expensive than elsewhere in the world. Please budget for this.*

### MONEY MATTERS

The currency in South Africa is the Rand (ZAR), which is equal to 100 cents. Converting foreign currency to South African Rand (ZAR) usually favours overseas visitors. There is no restriction on the amount of foreign currency you may bring into the country, but it must be declared at Customs and Excise when you arrive.

Most major banks offer foreign exchange services and there are foreign exchange agencies in the nearby Tyger Valley shopping centre. Almost all hotels, shops, restaurants and airlines accept major credit cards such as Visa, MasterCard, American Express and Diners Club. You can also withdraw cash with your credit card at most automatic bank machines (ATMs) – you will find these at the airport, in shopping centres and at most petrol stations.

Banks are normally open from 09:00 to 15:30 Monday to Friday, and from 08:30 to 11:00 on Saturdays. It is a relatively simple process to open an account at the major banks and transfer money into that account. Students are generally issued with a bank card valid for cash withdrawals.

#### **What do you need to open a bank account?**

You need a passport and a letter of confirmation that you are registered at the USB (available from the International MBA Student Administrator). For more information and/or assistance, you can contact our International MBA Student Administrator.

## VAT

Value Added Tax (VAT) of 14% is included in the price of most goods and services. Foreign visitors may claim refunds of VAT paid on goods taken out of South Africa. Information leaflets are available at our international airports.

## TRANSPORT AND TRAVEL

Most people prefer to travel by car instead of using public transport – mainly because of the long distances that need to be covered and, in many places, the absence of a proper transport infrastructure. Here are some pointers:

- **Cars:** Most students group together and share car rental during their time in South Africa. You can hire a car for a day, weekend, week or longer. To hire a car you should be at least 21 years of age and be in possession of a valid driver's licence. It is crucially important to have insurance to cover any possible accidents. We strongly recommend that you take out comprehensive insurance which includes personal accident insurance, the collision damage waiver and the theft waiver. There are many car rental companies around Cape Town and Bellville, so shop around for the best deal. If you intend to stay for several months, it may be less expensive to buy a car and sell it when you leave. Students who intend buying a car should consult the Yellow Pages telephone directory, newspapers or online resources such as [www.gumtree.co.za](http://www.gumtree.co.za) or online car dealers for second-hand car dealers or second-hand car sales. **Students should be extremely cautious when buying a car since we know from experience that students often spend more money repairing a second-hand car than the initial amount which was paid for the vehicle.** Students must ensure that their vehicles are roadworthy, registered and insured. It is a good idea to take out insurance for your car. For insurance that covers your car you may contact Easy Sure at +27 (0)860 100 000. Unofficial parking attendants may offer to look after your parked vehicle. Although you are not obliged to do so, feel free to tip them as this is a way for them to earn a living.
- **Fuelling up:** Only cash, garage cards and some debit cards are accepted at petrol stations – no credit cards are accepted. Petrol stations have petrol attendants who will fill up your car.
- **Buses:** There is a bus service running between Bellville and Cape Town, but not between Bellville and Stellenbosch. The return bus fare between Cape Town and Johannesburg is between R800 and R1 200.
- **Taxis:** We do not recommend the use of mini-bus taxis. Private taxi services are available, but may be expensive. You can order a taxi service via telephone.



- **Trains:** There is a train service between Stellenbosch, Bellville and Cape Town, operating from 06:00 until about 21:00, but this is not always safe to use, especially after dark. Make sure that you travel first class, because it is safer. Phone Cape Metrorail Services on +27 (0)21 940 3314 or Metro Information on +27 (0)800 656 463.
- **Air travel:** This is expensive, but the fastest option. A flight between Cape Town and Johannesburg takes two hours and a return flight costs between R1 400 and R3 800. But shop around – there are various airlines to choose from, including the national carrier SAA and cost-conscious airlines such as Mango and Kulula.com.

For more information on car rentals, airport transfers and other transport services, feel free to contact our Exchange Student Coordinator. We would like to ensure that you get the best possible deal and travel safely.

## CLIMATE

The Western Cape enjoys Mediterranean weather with rainy winters and hot summers. The following average temperatures can be expected in the Cape Town area:

Spring	September – November	19 – 24 degrees Celsius / 66 – 75 F	Mild
Summer	December – March	25 – 35 degrees Celsius / 77 – 95 F	Hot
Autumn	April – May	16 – 25 degrees Celsius / 61 – 77 F	Mild
Winter	June – August	3 – 19 degrees Celsius / 37 – 66 F	Cold and rainy

As the weather is less extreme here than in the northern hemisphere, please bear in mind that houses and flats in South Africa do not have central heating. For more information go to [www.weathersa.co.za](http://www.weathersa.co.za).

## HEALTH CARE

### Medical insurance

Students are strongly advised to read the fine print of their medical cover carefully. Make sure you know the contact details of your medical insurance in case of an emergency. Also find out whether you need to pay the hospital first and claim later, or whether your medical insurance company will pay the hospital directly.

## Hospitals

All students covered by medical insurance will automatically be admitted to a private hospital in case of an emergency or if prior hospital authorisation has been obtained. Private hospitals in the Bellville area are:

- **Mediclinic Louis Leipoldt:**  
+27 (0)21 946 1170 / +27 (0)21 946 1170
- **Mediclinic Panorama:**  
+27 (0)21 938 2111 / +27 (0)21 938 2111
- **Mediclinic Durbanville:**  
+27 (0)21 980 2100 / +27 (0)21 980 2100

Also see [www.mediclinic.co.za](http://www.mediclinic.co.za) for hospitals and the local telephone directory or [www.intercare.co.za](http://www.intercare.co.za) for general practitioners and dentists. Or ask the International Student Administrator.

## Vaccination

In general, South Africa does not have vaccination requirements. The Cape region is free of malaria and tropical diseases. However, if you want to travel to the northern and north eastern areas of South Africa, or other African countries, please find out whether you need to take precautions against malaria or tropical diseases before travelling.

- **British Airways Travel Clinic:** +27 (0)21 807 3132 / +27 (0)21 807 3132
- **Intercare Tyger Valley Travel Clinic:** +27 (0)21 943 3500 / +27 (0)21 943 3500
- **Malaria:** [www.malaria.org.com](http://www.malaria.org.com)
- **Kruger Park Malaria Hotline:** +27 (0)82 234 1800 / +27 (0)82 234 1800

## ENTERTAINMENT AND FOOD

### Restaurants

There are many fine restaurants in the Tyger Valley shopping centre, the Tyger Waterfront area, Willowbridge shopping centre, in Durbanville and at the surrounding wine estates. Franchise restaurants and fast-food outlets include KFC, McDonalds, Nando's, Spur, Steers and Wimpy.

### Movies

The nearby Tyger Valley shopping centre has nine cinemas. Cinema complexes are also housed in Somerset Mall, GrandWest Casino and Entertainment World, Century City and the Victoria & Alfred Waterfront in Cape Town. Watch the daily press or internet for details.

### Theatres

Watch the local press, posters and various websites for mainstream theatre and musical productions at the Oude Libertas Amphitheatre and Spier Amphitheatre in Stellenbosch, Theatre on the Bay in Camps Bay, the Baxter and Artscape theatres in Cape Town, and the local Barnyard Theatre

in Willowbridge Mall. Summer music festivals are also held at the Kirstenbosch National Botanical Garden (telephone +27 (0)21 762 9120) on the eastern slopes of Table Mountain on Sunday afternoons (in summer).

### **Art galleries**

The Sanlam Art Gallery, the Bellville Library, the Rust-en-Vrede Gallery in Durbanville and various other galleries in and around Bellville exhibit the work of local artists. Watch the press for details.

Find more information at [www.capetowntoday.co.za](http://www.capetowntoday.co.za) and [www.durbanville.info/cat/entertainment](http://www.durbanville.info/cat/entertainment).

### **PERSONAL SAFETY**

As personal safety is very much a matter of impression and comparison with your situation at home, be sensible about your personal safety here in the same way as you would be anywhere in the world. Be street-wise by doing the following:

- Stay in groups
- Use the main streets or busy streets
- Never leave valuable articles (such as cameras, mobile phones, laptop computers, books) unattended
- Always lock the doors of your apartment and car
- Do not carry large sums of money with you
- Do not use trains after dark
- Find out from the USB which areas to avoid.

We strongly advise that you take out insurance for your personal belongings such as digital cameras and laptop computers. For more information, please refer to our USB International Affairs Safety Tips guide.

### **STREET CHILDREN**

South Africa faces many socio-economic challenges of which the gravest is poverty. Although it is your personal decision how you will treat street children, you are strongly advised not to give them money. If you would like to make a contribution specifically for children, you can contact the Child Welfare Organisation nearest to you. You can also support any registered not-for-profit project. For more information contact our International Affairs Office.

### **DRIVING IN SOUTH AFRICA**

We drive on the left-hand side of the road in South Africa. You have to be at least 18 years of age and hold a valid driver's licence to drive a car. Most drivers' licenses issued in other countries may be used in South Africa, provided they bear the driver's photograph and are in English. It is

still recommended that you obtain an international driver's license. Please check the period of validity of your international driver's license with your insurance company. Once it has expired, students must apply for a local driver's license at the local traffic department.

- **Crossing the road:** When crossing the road, first look right, then left, then right again.
- **Speed limits:** The maximum speed in urban areas is usually 60 km per hour and the maximum speed on highways is 120 km per hour.
- **Roundabouts or traffic islands:** Yield or give way to oncoming cars on your right-hand side.
- **Overtaking:** When driving on a freeway with several lanes, overtake from left to right.
- **Shoulder or yellow-line driving:** It is regarded as polite road behaviour for vehicles (especially heavy vehicles) travelling slowly to give way and to allow other vehicles to pass. However, you are not obliged to drive on the shoulder. Please make sure that the shoulder area of the road ahead is clear of pedestrians, animals, vehicles and cyclists for at least 150 m before giving way. Also, do not give way when you are going up a hill or around a corner and you cannot see the road ahead. If an emergency forces you to stop on the shoulder, always switch on your hazard lights.
- **Three-way or four-way stops:** The first driver to stop is the first one to drive on.
- **Traffic lights (or robots):** It is advisable to slow down and look carefully to your left and right when crossing a green traffic light – even though you have right of way – especially at night time.
- Watch out for pedestrians on all roads.
- Watch out for wild animals when driving in rural areas.

## TELEPHONES AND POST

### Public telephones

Card and coin-operated public telephone booths are conveniently situated in shopping malls, at post offices and elsewhere. Telephone cards can be bought at the post office or at some shops and cost between R10 and R200. There is only one landline telephone service provider in South Africa – Telkom.

**For local landline calls,** standard time (more expensive) is from 07:00 to 19:00 on Mondays to Fridays, and callmore time (cheaper) is weekdays from 19:00 to 07:00 and Fridays 19:00 to Mondays 07:00. Costs depend on the distance and duration of the call.

**For international landline calls**, standard time (more expensive) is from 08:00 to 20:00 on weekdays, and callmore time (cheaper) is from Fridays 20:00 to Mondays 08:00. Costs depend on the country you are calling and the duration of the call.

**Telephone enquiries and information:**

- **Local directory enquiries:** 1023
- **International Operator Services:** 10903
- **Yellow Pages directory enquiries:** 10118 or [www.yellowpages.co.za](http://www.yellowpages.co.za)

**Mobile phones**

South Africa's three biggest cell phone service providers are Vodacom, MTN and Cell C. Find out about special weekend and call-more packages before you make your choice. You will find outlets in most shopping centres.

**Post offices**

Post offices are near campus in:

- Tyger Valley shopping centre: +27 (0)21 914 1593
- 33 Oxford Street, Durbanville: +27 (0)21 976 1454
- Rhos Street, Bellville: +27 (0)21 945 3900

**ELECTRICITY**

In South Africa, all electrical output points are designed for 220 volt, 50 Hz three-prong and two-prong plugs. Adapters can be bought from electrical shops and travel shops. When you rent a room or flat, the water will mostly be included in the price, and sometimes electricity as well. However, when the electricity is excluded, your landlord will give you a separate bill at the end of every month, or alternatively you will have to purchase electricity as and when needed (pre-paid meters).

**IMPORTANT TELEPHONE NUMBERS**

**Department of Home Affairs in Bellville,**  
Boston Centre, Voortrekker Road, Bellville  
+27 (0)21 944 6200

**USB Campus Security**  
+27 (0)21 918 4201

**Emergency Call Centre – Northern suburbs**  
(all emergencies: ambulance, fire, etc.)  
+27 (0)21 590 1900 / +27 (0)21 590 1900

**Emergency Call Centre – Cape Town**  
(all emergencies: ambulance, fire, etc.)  
+27 (0)21 480 7700

**Cape Town:** all emergency services  
from landlines / payphones (excluding mobiles) 107  
Lifeline – counselling services 24/7 +27 (0)21 461 1111  
SA Police – Bellville +27 (0)21 918 3000  
National Police emergency number  
(toll-free from landlines / payphones) 10111  
National ambulance and fire 10177 (free call)  
National Police emergency number from a mobile phone 112  
(free on all mobile networks)

### LOCAL IS "LEKKER"

Useful and frequently used words:

Lekker (Afrikaans): nice

Braai (Afrikaans): traditional South African barbecue

Bru or Bra (English): brother, friend

Ja (Afrikaans): yes

Nee (Afrikaans): no

Ja-nee (Afrikaans): yes, oh well

Robots (English): traffic lights

Doggy bag: taking leftover food home from a restaurant

Eish: Oh dear! or "Oops!"

Aikona: No way!

Sies: Gross, yuck!

Ja well no fine: Whatever!

Howzit: How are you? An appropriate reply would be "No, fine".

### An explanation of traditional dishes:

- **Potjiekos (Afrikaans):** slowly cooked meat and vegetable stew, which is traditionally cooked over an open fire in a black cast-iron pot
- **Bobotie (Afrikaans and Malay):** curried mince dish
- **Melktert:** South African milk tart
- **Koeksisters:** Pieces of plaited dough dunked in a sugary syrup
- **Samoosas (Malay):** Triangular pieces of dough filled with vegetable or meat
- **Snoek:** Fish (quite salty), often served with sweet potato, brown bread and grape jam
- **Rooibostee:** A natural South Africa tea with a reddish ("rooi") colour – healthy and fragrant
- **Mieliepap en wors:** Maize porridge (stiff corn meal mix) served with sausage, and a tomato and onion sauce – excellent with a braai (barbeque)

- **Boerewors:** traditional home-made and spicy sausage almost always cooked on the open fire (barbeque style)
- **Biltong:** dried meat, called jerky in the USA
- **Waterblommetjiedredie:** a stew made with "waterblommetjies" – green, flower-like plant found in the autumn in fresh-water dams in the Western Cape region

We are committed to turning your visit to South Africa into a worthwhile experience.

If there is anything you need or that we can do to make your stay more enjoyable, please contact the USB's Exchange Student Coordinator or International MBA Student Administrator.

### **Contact details of the University of Stellenbosch Business School's International Affairs Office**

#### **Contact person**

Function contact details

#### **Mr Hennie Oliver**

**Director: International Affairs and Special Projects**

**Tel:** +27 (0)21 918 4200

**Fax:** +27 (0)21 918 4201

**E-mail:** [hennie.oliver@usb.ac.za](mailto:hennie.oliver@usb.ac.za)

#### **Ms Cailin Human**

**Exchange Student Coordinator**

**Tel:** +27 (0)21 918 4255

**Fax:** +27 (0)21 918 4195

**E-mail:** [cailin.human@usb.ac.za](mailto:cailin.human@usb.ac.za)

#### **Ms Cynthia Lategan**

**International MBA Student Administrator**

**Tel:** +27 (0)21 918 4257

**Fax:** +27 (0)21 918 4112

**E-mail:** [cs4@belpark.sun.ac.za](mailto:cs4@belpark.sun.ac.za)

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South Africa  
Carl Cronjé Drive, Bellville Park  
Campus, Bellville 7530  
[www.usb.ac.za](http://www.usb.ac.za)

