



REGENT

Business School

Newsletter

Vol 1 Semester 2, 2010

**MASTER OF BUSINESS ADMINISTRATION
(MBA RICH DISTANCE)**

NEW and RETURNING STUDENTS: YEAR 1

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1. **Welcome Message**

Welcome to 2010/2011 academic year

To our new students, thank you for selecting Regent Business School (RBS) for reading towards a Master of Business Administration (MBA) Degree.

To our returning students, we trust that you found the academic semester challenging and that you have established a disciplined and focused study routine

The successful attainment of any qualification is dependent on commitment and total dedication towards ones studies. The reward of attaining a qualification is priceless.

The Management and Staff of RBS extend a warm welcome and wish you every success in your journey towards the completion of your MBA Degree.

Message from the Principal

Welcome to Regent Business School (RBS).

Being admitted to RBS is the first step towards achieving your goal of earning an accredited and internationally recognised qualification through a programme that is designed to enhance your employability, entrepreneurial skills and advancement within your chosen profession. The second step is to complete your studies, preferably within the minimum time prescribed. It is our goal to provide you with all the support you need to achieve this. Through this communication and other publications we provide you with general information which will ensure that your **access** to RBS is followed by **success** in the achievement of your academic goals.

Our learner-centered approach to teaching and learning is aimed at ensuring that everything we do – from our initial contact with you... through admission, registration, orientation and ongoing academic support - culminates in the successful completion of your programme of study and ultimate graduation at RBS' coveted colourful graduation ceremonies.

We urge you to make a head-start by reading this communication as well as the other publications as soon as possible, and then to use it as a resource for the duration of your study at RBS.

Programme-specific information is provided in the RBS General Handbook and in the course-material relevant to your chosen programme. Our academic and student support staff are available and ready to assist you with any information and support that you may require. Please feel free to contact them.

At RBS we are committed to making your study with us a productive and enjoyable learning experience.

We wish you a successful academic year.

Professor Marvin M. Kambuwa
Principal: Regent Business School

Message from the Academic Director

Welcome to the 2010-2011 academic year.

Let me applaud you on your decision to embark on what is going to be a rigorous but rewarding programme.

All of us can consider ourselves as managers, regardless of the sphere of work in which we find ourselves. Our aim at Regent Business School (RBS) is to develop reflective managers, i.e. managers who can reflect on their practice of management (with all its sub-disciplines) when confronted with and exposed to the various theoretical and other propositions relating to the art and practice of management.

I wish you well in your studies and urge you to utilise the resources available to you – the study material, the sources of literature and the tutors – to maximise the opportunity you have given yourself.

You will continue to encounter challenges while completing the MBA degree, none more so than the assessment tasks that you will have to complete. You therefore need commitment and discipline in managing your time and establishing your priorities so as to ensure personal achievement and academic success.

The RBS MBA is both exciting and enriching and I trust that you will persevere and emerge empowered from your journey.

I wish you success in your endeavour.

Osman Seedat
Academic Head

2. Academic Programme for the semester

It is imperative that you familiarise yourself with the contents of the MBA Academic Calendar: August 2010 (New students) or MBA Academic Calendar: January 2010 (Returning students) and in particular to the items listed below:

2.1. Registered Modules: August 2010 to January 2011 (all students)

The following modules will be attempted this semester.

- Marketing Management (MKMA)
- Financial and Managerial Accounting (FMAA)
- Human Resource Management (HRMA)

2.2. New Students: Study Pack

You would have received your study pack containing:

2.2.1 Module Guides:

Required: August 2010 to January 2011

- Marketing Management
- Financial and Managerial Accounting, including workbook
- Human Resource Management

Required: January 2011 to June 2011

- Management and Organisational Behaviour
- Management Information Systems
- Managerial Economics

2.2.2 MBA Academic Calendar: August 2010

(The above academic calendar contains important information on workshop dates and venues, assignment questions, assignment due dates and examination dates)

2.2.3 General Handbook

(Contains information on the course outline, module description, rules and regulations, amongst others)

2.2.4 Student Support Handbook

(Assignment writing techniques, access to website, amongst others)

2.3 Returning Year 1 Students: Study Pack

(You would have received your study pack in January 2010)

3. Workshops: Timetable

DATE	Module	TIME
28 August 2010	Orientation	08h30 - 09h00
	Financial and Managerial Accounting	09h00 – 11h00
	Marketing Management	11h30 – 13h30
04 September	Financial and Managerial Accounting	08h30 – 10h30
	Marketing Management	11h00 – 13h00
02 October	Human Resource Management	08h30 – 10h30
	Human Resource Management	11h00 – 13h00
09 October	Financial and Managerial Accounting	08h30 – 10h30
	Human Resources Management	11h00 – 13h00
16 October	Marketing Management	08h30 – 10h30
	Financial and Managerial Accounting	11h00 – 13h00
23 October	Marketing Management	08h30 – 10h30
	Financial and Managerial Accounting	11h00 – 13h00
13 November	Human Resources Management	08h30 – 10h30
	Marketing Management	11h00 – 13h00
27 November	Human Resources Management	08h30 – 10h30
	Financial and Managerial Accounting	11h00 – 13h00
04 December	Financial and Managerial Accounting	08h30 – 10h30
	Human Resources Management	11h00 – 13h00
11 December	Marketing Management	08h30 – 10h30
	Human Resources Management	11h00 – 13h00
08 January 2011	Marketing Management	08h30 – 10h30
	Financial and Managerial Accounting	11h00 – 13h00

4. Assessments: Assignments and Examinations

4.1 Assignments

Assignments form an integral part of your studies and satisfy a formative academic function. You must complete **one assignment per registered module**.

4.2 Value of assignment per module: 40 % of the assignment mark is taken into account in determining the final examination mark. It is therefore in your best interest to plan and schedule your activities so that sufficient time is given to each assignment so that you can attain the best possible mark.

4.3 Assignment Due Dates:

The assignment due dates for the registered modules for this semester is as follows:

Module	Due Date
Marketing Management	21 October 2010
Human Resource Management	04 November 2010
Financial and Managerial Accounting	18 November 2010

4.4 Submission of assignments

- Due dates for submitting assignments must be strictly observed.
- Please ensure that all assignments adhere to the minimum requirements as indicated on **Academic Calendar**
- Each assignment must have an assignment cover sheet attached with all details completed (**Refer to the Academic Calendar**) for the assignment cover sheet.
- **Marked assignments will be returned to your myregent email address** therefore it is important that you access your myregent account.
- Assignments must be emailed to mbasupport@regent.ac.za

4.5 Examinations

60 % of the examination mark is taken into account in determining the final examination mark. It is therefore in your best interest to plan and schedule your activities so that sufficient time is given for examination preparation.

4.6 Main and Supplementary Examination Time Table: January 2011

The examination dates for the registered modules for this semester is as follows

4.7 Main Examination Time Table: January 2011

MODULE	DATE	TIME
Marketing Management	Monday, 17 January 2011	13h30-16h30
Human Resource Management	Wednesday, 19 January 2011	09h00-12h00
Financial and Managerial Accounting	Friday, 21 January 2011	13h30-16h30

4.8 Supplementary Examination Time Table : March 2011

MODULE	DATE	TIME
Marketing Management	Wednesday, 16 March 2011	13h30-16h30
Human Resource Management	Thursday, 17 March 2011	09h00-12h00
Financial and Managerial Accounting	Friday, 18 March 2011	13h30-16h30

5. **Library Hours**

The library is open Monday – Friday (08h00-16h30)

Saturdays (08h30-15h00)

6. **Personal study programme**

Studying through the distance education mode is challenging and demanding and students are advised to:

- Draw up a study programme for the semester, which includes all the modules for which you are registered and which reflects all the: workshop dates/ assignment due dates/ examination dates
- Work through every module guide and make inferences to the prescribed textbooks.
- Prepare for the workshops
- Incorporate all other important personal dates
- Prepare for examinations

7. **Prescribed/Recommended Textbooks**

All prescribed or recommended textbooks are available at Shesha Books.

Contact Details:

Address: 26 Aliwal Street, 1st Floor, Durban, South Africa

Telephone: (+27 31) 332 2702

Fax: (+27 31) 332 2703

Email: sales@sheshabooks.co.za

8. **SUPPORT SERVICES:**

Programme Specific Support: Academic

Mr Osman Seedat academic@regent.ac.za

Student Support Services: Administration

Ms Vanessa Pillay mbaft@regent.ac.za

Student Support Services: Assignment Submissions

mbasupport@regent.ac.za

Please feel free to contact the support staff of RBS. We are committed towards your success.

Farahana Hussein

Head: Student Support

fbhussein@regent.ac.za