



**UNIVERSITY OF THE WITWATERSRAND
JOHANNESBURG**

**GRADUATE SCHOOL OF
BUSINESS ADMINISTRATION**

**STANDING ORDERS for
WITS BUSINESS SCHOOL STUDY TOURS
2019**

This document is applicable to all modes of delivery of the Global Study Tour from 2017 onwards.

1. Assessment Policy

All assignments, including the attendance of the Amazing Race and all scheduled visits to businesses, other organisations and cultural activities, is compulsory. Failure to comply with this policy will result in an automatic failure off this course. A record of attendance at each prescribed tour activity will be kept by the Tour Leader and will be submitted to the International Office as a formal record for student assessment. Should a student fail (including as a result of non-attendance and failure to participate), the tour will have to be repeated.

A candidate who has not completed all the requirements for this tour by the end of the minimum period of study and who is permitted in terms of Senate Standing Orders to continue will be required to register again for this tour at the beginning of the following academic year and pay the relevant fee.

2. Registration for the Global Study Tour

A candidate is required to register and pay in advance for the Study Tour in order to be admitted to complete the course.

If a candidate wishes to amend his/her selection of destination, a prescribed period of time will be permitted as indicated by the Global Study Tour Coordinator. However, no changes to selection of destination will be entertained once confirmed.

3. International Applicants

Applications from international exchange and immersion students are welcome. All international students need to conform with the University's requirements and the South African legislation that pertains to such students.

4. Credits towards MBA or MM to other degrees

Students may be granted credits for this tour at international partner schools however please note that the granting of credits is based on the credit weighting exchange between the WBS MBA and other international programmes.

5. Pass mark for this course

In order to pass the study tour, a student must obtain a minimum of 50% as a final mark subject to the subminimum rule.

6. Fees

Students must register for the Global Business Study Tour (BUSA 7442A) in order to pay the travel component cost for the study tour. Students will be advised as to the Rand value that has to be paid for the study tour of their choice. The deadline for the choice of study tour and payments will be communicated to students by the School's International Office. Failure to pay the full fee for the Global Study Tour in advance or failure to attend the tour for whatever reason will still hold the student liable for the full amount as indicated for the selected tour package. Please note that fees may not involve the same costing as certain travel destinations are cheaper than others. Also note that whenever indicated students will be responsible for their own transport and cost of meals and incidentals on each tour. Tour leaders do not carry additional funds to allow for students who do not make personal provision for their own expenses.

7. Allocation of Marks

The mark composition for each assignment will comprise a combination of marks awarded for assignment projects and field work, both individual and syndicate work. The mark allocation for the course is detailed in the course pack.

Syndicates may apply to have non-performing members excluded from the syndicate mark for their assignment, or have a portion of the total mark allocated to the non-performing student.

8. Publication of Final Course Results

The results of the global study tour will be published by the Faculty Office as soon as possible, normally within four weeks from assignment submission.

9. Disputes and Grievances

Any disputes or grievances that arise as a result of the application of, or failure to apply, the provisions of these Standing Orders should be managed within the Faculty's existing appeals and grievance procedure. Problems should always be resolved as close to the source as possible. The grievance procedure policy and applicable forms are available from the Faculty Office.

10. Code of Conduct

All students will abide by the daily dress code as indicated by the Tour Leader depending on the daily schedule of events and places visited.

Students are also advised that whilst they are encouraged to enjoy the tour, they are reminded that they are participating in a Wits Study Tour programme and are not traveling for their own leisure purposes. As such, the prime focus is on teaching and learning and at all times students will need to participate in all prescribed activities and field visits.

Students are advised to heed the guidance and instruction of the designated Tour Leader on each trip. In addition, students are advised to serve as professional ambassadors of Wits University and the Wits Business School at all times whilst on tour. Students are also advised to download a copy of the Wits Student Code of Conduct to familiarise themselves with the policy.

During visits, students are to ensure that all mobile phones are switched off.

Students are to be punctual for all visits, failure to attend a visit without a valid reason will render your attendance as incomplete.

Failure to adhere to the above could result in a disciplinary action being lodged against the student.

11. Recording of Global Study Tour Activities

Business visit sessions may only be recorded (by audio, images or video) with the express written permission of that organisation. Students will be required to agree in writing that:

- recordings will only be used for purposes of their own private study and revision;

- recordings will not be copied, shared, communicated, published or distributed in any format whatsoever and using any medium whatsoever, unless requested to do so by the lecturer;
- unedited copies recordings will be provided to the lecturer if requested to do so; and
- Copyright of all recordings remain the property of the University.

It is noted that infringement of any of these conditions may result in disciplinary action being taken against the student.

I confirm that I have received, read and understood and agree to be bound by the WBS Standing orders.

Student name and number

Signed at Wits Business School on this day
_____ 2019.

Signature