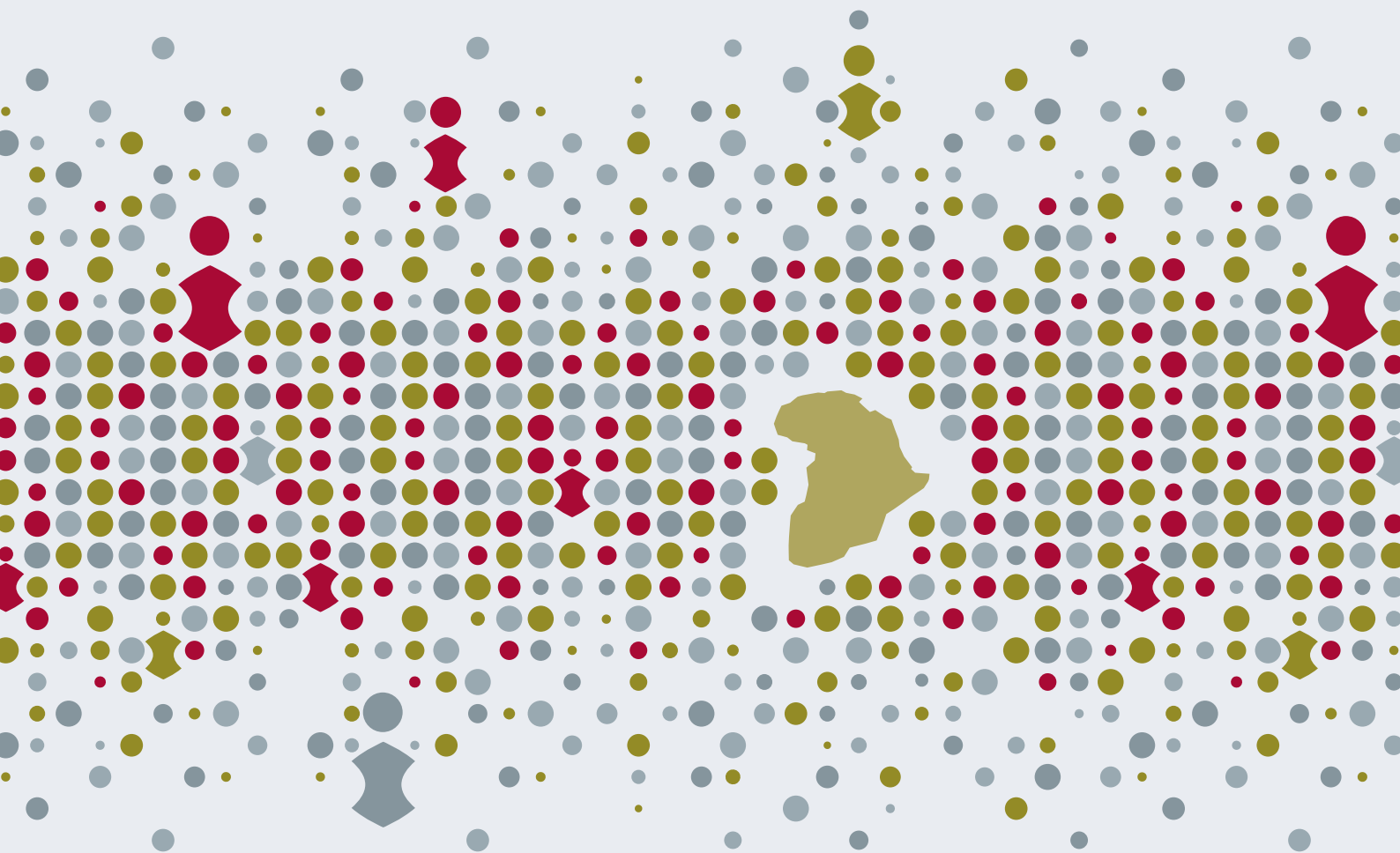


UNIVERSITY OF STELLENBOSCH
BUSINESS SCHOOL

Postgraduate Diploma in Dispute Settlement



AFRICA CENTRE FOR
DISPUTE SETTLEMENT

USB 
University of Stellenbosch
Business School

 EFMD
EQUIS
ACCREDITED


AFRICAN INITIATIVE FOR
MEDIATION



CONTENTS

FOREWORD BY THE RECTOR AND VICE-CHANCELLOR	3
FOREWORD BY THE DIRECTOR	4
ABOUT THIS PROGRAMME	5
OUTCOMES	5
WHO WILL BENEFIT FROM THIS QUALIFICATION?	6
KEY DATES	6
ACCREDITATION	6
PROGRAMME CONTENT	6
TIMETABLE	6
DELIVERY VENUE	6
ADMISSION REQUIREMENTS	6
CREDITS AND LEVELS	6
LEARNING APPROACH AND DELIVERY MODES	6
ASSESSMENT	6
RECOGNITION OF PRIOR LEARNING	7
FACULTY	7
FEES	8
HOW TO APPLY	9
MORE ABOUT THE USB	9
THE PROGRAMME IN A NUTSHELL	10
CONTACT DETAILS	11

FOREWORD BY THE RECTOR AND VICE-CHANCELLOR

As part of the more than century-old Stellenbosch University, the University of Stellenbosch Business School (USB) has built its proud reputation for over 45 years.

The School has succeeded in establishing itself as one of the top MBA providers in South Africa, while it has also earned recognition in the international business school fraternity, interacting with over 75 schools across all the continents.

The School enjoys the status of EQUIS and AMBA international accreditations – reserved for only a few schools in the world. Nationally, the USB's MBA is accredited by the South African Council on Higher Education, and in Africa by the Association of African Business Schools (AABS). It consistently ranks among the top business schools in various listings and rankings.

The University prides itself on the ever-widening global status that its Business School has earned in the management education arena. Over recent years the School has ensconced itself as a premier producer of managers and leaders for this country, the African continent and the world. This ties in with the vision of Stellenbosch University to commit itself to an outward-oriented role in South Africa and Africa, and also globally.

It is no surprise that the USB has become a popular choice of local and international students.

Prof Russel Botman
Rector and Vice-Chancellor
Stellenbosch University



FOREWORD BY THE DIRECTOR

Doing a degree at the USB is your path to high-level business competence. Our job is to help you gain knowledge, skills and perspectives to give you a professional authority that will last you for many years, aimed at senior positions in your chosen field.

Ultimately, what you want from a business education is to become someone whom people regard as highly competent – your clients, your directors, your fellow professionals. We aim to develop those competencies. Naturally, you should expect to study the fundamentals of your discipline: the USB's courses cover all the basic skills. You should expect to work hard at these; they provide the foundation for many years to come. But we ask much more of you than just hard work. We will also encourage you to exercise your mind on a deeper and more critical level – this is a business school of international standing and we're serious about your development. Your success will depend on how you think as much as on what you know.

And it's all possible. Your fellow students will help you, and we will support you; but, make no mistake, if you want to acquire the wherewithal to be a successful entrepreneur, company director, policy-maker, change agent ... well, as the ancient Greeks said, "There's no royal road".

But it is fun and it is worthwhile. Engaging with lecturers who not only command the theory, but have done the job in practice (and in many cases at the very highest levels as policy-makers, HR directors and CEOs) is both demanding and exciting. Stretching yourself to become someone bigger and better than you are now is a challenge, but it's a great feeling when you understand something you haven't fully grasped before, or when you've made sense of an imponderable for the first time.

It's called learning how to think ... how to think as a leader.

We need leaders who are lucid and critical thinkers. And at the USB we grow them. In fact, we'd like to grow you into a thinking leader.

Professor John Powell
Director
University of Stellenbosch Business School



ABOUT THIS PROGRAMME

AN OPPORTUNITY TO SPECIALISE

Alternative dispute resolution (ADR) is becoming increasingly important locally and worldwide. Currently, however, there are no uniform and credible standards for training and accreditation of mediators and arbitrators in South Africa. To address this, the University of Stellenbosch offers a Postgraduate Diploma in Dispute Settlement presented at the University of Stellenbosch Business School (USB).

This postgraduate diploma will enable participants to acquire dispute settlement competencies – such as negotiation, arbitration and mediation skills – which are in high demand in South Africa, greater Africa and the rest of the world. This diploma will provide participants with a deep-rooted knowledge of the theory and practice of dispute resolution to prepare them adequately for a profession in mediation and/or arbitration.

This practical programme is presented in a modular format with two compulsory blocks spread over the course of a year. This enables professionals who are working full-time to register. This is the first qualification in this field to be presented on NQF level 8 at a business school in South Africa.

The programme, headed by Prof Barney Jordaan, is presented under the auspices of the Africa Centre for Dispute Settlement at the USB.

WHY THE NEED FOR THIS PROGRAMME?

Conflict in and between organisations can have serious financial implications. This is an avoidable cost, yet few professionals and managers have the knowledge or skills to resolve differences in a peaceful and constructive manner. The same applies to conflict in other sectors of society.

Alternative forms of dispute settlement, as opposed to for instance litigation and the use of power, are becoming increasingly important, both from a cost perspective and for the maintenance of business, private or community relations. Legislation such as the draft new Companies Act and the Environmental Protection Act provides for alternative forms of dispute settlement. Yet there are few instances of alternatives, such as early case evaluation, 'settlement counsel', mediation, conciliation and hybrid processes e.g. arb-med and med-arb, being used to resolve disputes. This is partly due to a lack of skills and the absence of a sufficient number of practitioners with specialised dispute settlement skills.

The Postgraduate Diploma in Dispute Settlement is one of the first programmes in South Africa that provides those involved or interested in this field with a comprehensive skills set and knowledge on a postgraduate level.

As such, the skills imparted by this diploma will contribute to

the peaceful resolution of differences in commerce, the public sector and communities at large. It can also contribute towards the peaceful development of our society and the building of Africa's intellectual capacity.

DISTINGUISHING FEATURES OF THE PROGRAMME

- This is the only dispute settlement diploma offered at NQF level 8 (120 credits) at a business school in South Africa. Successful completion of the programme allows candidates to apply for admission as mediators on the panels of leading private service providers.
- On a professional level, this diploma enables participants to establish themselves as dispute settlement practitioners in a constructive and cost-effective manner. This includes those currently working in other professional practices, such as lawyers, architects and accountants, or in the corporate or public sectors, and those who do not intend to practise as dispute settlement specialists but are required to deal with conflict and differences.
- Successful completion of this programme provides the minimum requirement for admission to the panels of the leading dispute resolution service providers in the RSA, including Tokiso Dispute Settlement and Equillore Ltd.
- Candidates who successfully complete the five-day Civil and Commercial Mediation module will have the option of applying to the Centre for Effective Dispute Resolution (CEDR) in the UK for accreditation subject to an additional assessment and payment of CEDR's assessment fees.
- The programme combines theory with practice.
- The block release nature of the programme makes it accessible to a wide range of participants from all over South Africa and beyond. This enables professionals who are working full-time to register for this postgraduate diploma.

OUTCOMES

On completion of this programme, successful participants will:

- Have a comprehensive and systematic knowledge of current thinking on conflict, its origins, sources, factors influencing its outcome, various conflict management styles and dispute settlement options
- Have a coherent and critical understanding of the various processes available for the resolution of disputes
- Be able to engage effectively in negotiations
- Have a well-grounded knowledge of how arbitration works
- Be able to mediate civil and commercial disputes (depending on elective option)
- Have demonstrated the ability to analyse and resolve disputes creatively
- Have demonstrated the ability to produce assignments which meet the standard of reports/awards of professional writing.

WHO WILL BENEFIT FROM THIS QUALIFICATION?

Lawyers, senior managers, business owners, human resources and industrial relations practitioners, mediators and arbitrators who need a deeper understanding of theory and practice, and all others working in the field of dispute resolution

KEY DATES

Deadline for applications: 15 December 2011*

Start of programme: 5 March 2012

* Late applications may be accepted on a case by case basis.

ACCREDITATION



This programme is internationally accredited by EQUIS of the European Foundation for Management Development (EFMD).



It is also accredited by the South African Council on Higher Education (CHE).

PROGRAMME CONTENT

Participants must do two compulsory modules during the first 10-day on-campus session and must also choose one of two five-day electives. Participants also have the option of completing BOTH electives for an additional tuition fee. Between learning modules, participants continue to complete various written assignments; to apply their skills in practice; experiment with new approaches to resolve differences, and engage in reflective work.

Modules – compulsory

- Introduction to conflict management and dispute resolution: 10 credits, 100 notional hours (2 days)
- Consensus-building processes and skills: 70 credits, 700 notional hours (7 days)

Electives – choose one*

- Mediation: 40 credits, 400 notional hours (5 days)
- Arbitration: 40 credits, 400 notional hours (5 days)

* Participants may choose to do both electives, but this is subject to additional tuition fees.

TIMETABLE

Monday, 5 March to Friday 16 March 2012

- Introduction to conflict management and dispute resolution
- Consensus-building processes

Plus

Monday 4 June to Friday 8 June 2012

- Mediation

OR

Monday 30 July to Friday 3 August 2012

- Arbitration

DELIVERY VENUE

- Cape Town: USB campus in Bellville

ADMISSION REQUIREMENTS

A relevant Bachelor's degree. Proven relevant experience in dispute resolution is recommended. A limited number of candidates can be admitted on the basis of RPL (see below). All applicants will be required to submit to a telephonic or in-person interview.

CREDITS AND LEVELS

This postgraduate diploma is presented at NQF level 8 and is worth 120 credits (equal to 1200 notional hours of work, including class attendance). Note: Participants who have already completed the five-day mediation course with the ADR Group (UK) or Conflict Dynamics CEDR (UK) are exempt from the five-day mediation training, but must still complete an assignment.

LEARNING APPROACH AND DELIVERY MODES

The programme is based on a student-centred learning approach. It combines theory with practical case studies and role plays. The course is delivered through a combination of lectures (contact time), independent self-study of standard texts and references as well as prepared materials, and practical work (role playing and case studies). This will sufficiently prepare and enable students to engage effectively in, and to think comprehensively and systematically about, dispute resolution.

Please note: The course is very demanding of participants' time, both during class contact time and in terms of completion of assignments.

ASSESSMENT

Student progress is monitored by means of continuous assessment focusing on individual performance. Assessments consist of class participation, written assignments, peer- and facilitator-reviewed role plays, a video assessment, and one integrated case study role play. Students are mentored throughout the programme.

RECOGNITION OF PRIOR LEARNING

A limited number of candidates without the required degrees and proven relevant experience in the field of dispute resolution can be admitted on the basis of a portfolio of proven comparable competencies.

FACULTY

The lecturers include some of the best minds in dispute settlement in South Africa and elsewhere. All the academic staff members have higher qualifications and are experienced in teaching, training and practice as well as the assessment of learners.



The programme is headed by Prof Barney Jordaan, formerly professor of law at Stellenbosch University and currently professor extraordinaire at the USB where he teaches, among others, negotiation and mediation. He has more than 20 years of experience in the field of dispute settlement as negotiator, mediator and arbitrator. He holds a doctorate in law and is certified as a mediator with the International Mediation Institute.

CONFLICT

Prof M Euwena (Leuven)
Conflict Management, Dispute Resolution

Prof B Jordaan (ACDS)
Negotiation and Mediation Skills, Conflict Management

CONSENSUS BUILDING

J Brand (Bowman Gilfillan)
Conflict Management, Dispute Resolution, Mediation

Prof B Ganson (ACDS)
Consensus Building and Negotiation Skills

Prof B Jordaan (ACDS)
Negotiation and Mediation Skills

Adv H Kotze (ACDS)
Dispute Systems Design

Prof A Rycroft (UCT)
Dispute Resolution

C Todd (Bowman Gilfillan)
Negotiation Skills

Prof D Venter (Vlerick Leuven Gent Management School)
Negotiation Skills

ARBITRATION

Judge F Blackie (AASA)
Arbitration skills

J Brand (Bowman Gilfillan)
Arbitration Skills

Prof D W Butler (AASA)
International Arbitration

Prof B Ganson (ACDS)
Consensus Building and Skills

Adv H Kotze (ACDS)
Consensus Building and Skills

C Todd (Bowman Gilfillan)
Consensus Building and Skills

FEES

Full programme fees for 2012	
2012	Total
Postgraduate Diploma in Dispute Settlement – SADC* citizens	R52 800
Postgraduate Diploma in Dispute Settlement – Rest of Africa citizens	R63 400
Postgraduate Diploma in Dispute Settlement – Rest of the world citizens	R79 200
Additional cost to complete both electives	R17 600
Application fee	R440
Deposit payable on acceptance of admission	R4200

SADC* - Southern African Development Community

Notes

- Books and other study material are supplied by the USB and become the property of the student.
- Students are responsible for their own travelling and accommodation arrangements to and from the Bellville Park Campus.
- The application fee must accompany the application.
- On acceptance of admission, a deposit is payable and is deducted from the 2012 programme fee. The deposit is not refundable.
- Preparatory study material will be handed out during the orientation block.
- The USB reserves the right to change the fees for 2012 at any time.

HOW TO APPLY

IN SHORT

To apply, prospective students need to do the following: Prepare a comprehensive CV, get certified copies of your academic records and pay your application fee. Next, apply directly on the USB website by completing the application form online, and upload your supporting documents (no faxes accepted). The deadline for applications is 15 December 2011.

APPLY IN THREE STEPS

The application process is the same for students who are South African citizens with permanent SA residency and for students from outside South Africa's borders:

- Pay your application fee: See FEES and find the bank details below.
- Apply online: Go to www.usb.ac.za/dispute-apply and complete the online application form for the Postgraduate Diploma in Dispute Settlement. You will be able to complete the form incrementally without losing information.
- Upload your supporting documentation online:
 - o Proof of application fee payment
 - o Detailed CV
 - o Certified copies of degree certificates (which must include a transcript of the subjects)
 - o A copy of your ID (or passport for non-South African students)
 - o A marriage certificate (where the applicant's new surname does not match that on the degree certificates).

PAYMENT DETAILS

Bank: Standard Bank; type of account: cheque account; account number: 073003069; branch name: Stellenbosch; branch code: 050610; SWIFT code: SBZAZAJJ. Proof of payment of your application fee can also be e-mailed to dispute@usb.ac.za.

WHAT HAPPENS AFTER YOU HAVE APPLIED?

Your application can only be accepted for consideration if it is accompanied by the appropriate supporting documents. Your application will go through the USB's selection process. An interview (face-to-face or telephonically) may be requested. The outcome of the selection process will be made known within 30 days or soon thereafter.

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MORE ABOUT THE USB

THE CAMPUS ON THE HILL

The USB is situated in the suburb of Bellville on the northern outskirts of Cape Town, 35 km from the main campus of Stellenbosch University in Stellenbosch.

PORTFOLIO OF PROGRAMMES

The USB's portfolio of programmes includes an MBA, MPhil in Development Finance, MPhil in Management Coaching, a PhD, an MPhil in Futures Studies, postgraduate diplomas in Dispute Settlement and Leadership, and executive education. The USB's programmes are uniquely positioned to guide our students to think critically. This ensures that they are 'future-proof' and ready for any future event, enabling them to solve difficult problems under various circumstances. Our learning programmes combine leadership expertise, universal applicability and integrated thinking to provide tomorrow's business leaders with a world-class qualification that will serve them well in any industry, anywhere in the world. All the USB's programmes are internationally accredited by EQUIS of the European Foundation for Management Development (EFMD).

OTHER FORMS OF INTERNATIONAL ACKNOWLEDGEMENT AND PARTICIPATION



The USB's MBA is accredited by the Association of MBAs (AMBA)



The USB is 39th on the Beyond Grey Pinstripes Top 100 Schools List of the Aspen Institute, New York.



The EDUNIVERSAL global survey selected the USB as one of three business schools in Africa with an A-rating for international influence.



Principles for Responsible Management Education

The USB is one of the first 100 signatories of the UN's Principles for Responsible Management Education (PRME).

The USB has partnership agreements with over 75 top foreign schools.

The USB holds memberships of all the leading business school associations as well as:



The Association to Advance Collegiate Schools of Business (AACSB)



Globally Responsible Leadership Initiative



Global Business School Network



Association of African Business Schools (AABS)

FACILITIES

The USB's library functions as a modern information centre and offers access to local and international publications and databases. ITC facilities include wireless broadband internet access, computer-assisted learning and software packages such as McGregors BFA Net, I-Net Bridge, Reuters and ISM.

ACCOMMODATION

On-campus accommodation is available at the Bellvista Lodge. Please contact the manager on telephone +27 (0)21 918 4446 or go to www.usb.ac.za/bellvista.

THE PROGRAMME IN A NUTSHELL

- Programme name: Postgraduate Diploma in Dispute Settlement
- Offered by: University of Stellenbosch Business School (Africa Centre for Dispute Settlement)
- Dates: 5 – 16 March and 4 – 8 June or 30 July – 3 August 2012
- Deadline for application: 15 December 2011
- NQF level: 8
- Credits: 120
- Accreditation: EQUIS, CHE
- Delivery format: lectures, independent self-study and role playing
- Minimum admission requirements: a relevant Bachelor's Degree or RPL (limited)
- Place of delivery: Cape Town
- Applications: apply online at www.usb.ac.za/disputesettlement, include ID, proof of previous qualifications, application fee
- More information: www.usb.ac.za/disputesettlement

CONTACT DETAILS

University of Stellenbosch Business School

MAILING ADDRESS

The Applications Office, University of Stellenbosch Business School, PO Box 610, Bellville 7535, South Africa

PHYSICAL ADDRESS

Carl Cronjé Drive, Bellville 7530, Cape Town, South Africa

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