Department of Finance and Investment Management

BCom Honours in Property Valuation and Management

FACULTY OF ECONOMIC AND FINANCIAL SCIENCES

Invest in Yourself – Think FINANCE
Table of Contents

1. Rules of access ........................................ 2
2. Skills-assessment opportunity .................. 2
3. Closing date for applications .................. 4
5. Registration and fees .............................. 5
6. Commencement of lectures ........................ 6
7. Curriculum .......................................... 6
8. Language medium .................................. 7
9. Lectures and programmes ........................ 7
10. Prescribed material ............................... 7
11. Composition of marks ........................... 7
12. Application procedures ......................... 8
13. Bridging Programme ................................ 10
14. Enquiries ........................................... 10
The primary purpose of the BCom Honours (Property Valuation and Management) programme is to strengthen the applicant's knowledge and comprehension in the disciplines of Property Valuation and Management. The programme is comprised of a broad-based curriculum to prepare the post-graduate student for a wide range of property valuation and management specialities. The curriculum includes seven topic areas ranging from advanced property management valuation, finance and investments, applied property law to property portfolio management. The programme emphasises application, analysis and evaluation within each topic area as well as the application of integrity and ethics in a professional environment.

**Rules of access**

Applicants in possession of (a) a BCom (Finance) qualification OR any related qualification with a programme specific minimum revised NQF level 7 competency with Property Valuation and Management as a major subject or (b) any Bachelor's degree together with the appropriate bridging programme results. Applicants will be required to write a skills-assessment during November and all applications are subjected to a selection process.

An applicant that completed the Bridging Programme in Finance and that would like to apply for the BCom Honours (Property Valuation and Management) programme must obtain an average of 65% for all nine modules, with no module with a result of below 55%, in order to qualify to apply. Applicants that completed the Bridging Programme in Finance MUST also write the skills-assessment.

Applicants that have not completed their BCom (Finance) or related qualification may not register for the BCom Honours (Property Valuation and Management) programme even if they are provisionally accepted based on the selection process. This is an academic rule as per the UJ Academic Regulations (available on the UJ website).

Meeting the minimum admission requirements does not ensure acceptance into the programme as all applicants will be subjected to a selection process as determined by the Department of Finance and Investment Management.

**Skills-assessment opportunity**

As part of the selection process for acceptance into the BCom Honours (Property Valuation and Management)
programme a skills-assessment opportunity has been scheduled for all applicants that apply. The skills-assessment opportunity is one of the tools used to select applicants for admission into the BCom Honours (Property Valuation and Management) programme. Applicants must please note that the writing of the skills-assessment is compulsory for all applicants (there will be no exceptions).

An English language proficiency assessment forms part of the skills-assessment opportunity.

Applicants that do not write the skills-assessment will not be considered for the BCom Honours (Property Valuation and Management) programme. Applicants will NOT be granted a second or special opportunity to write the skills-assessment opportunity at a later date.

Two dates have been scheduled to write the skills-assessment opportunity. Applicants may select either date to write, but may write only once.

The skills-assessment opportunity will consist of multiple choice questions at third year level, addressing the following topics, of relevance relating to the BCom Honours (Property Valuation and Management):

- building practice
- time value of money
- valuation of residential property
- valuation of income producing property
- valuation of special property

The total assessment is 3 hours in length; please ensure to be at the venue before the starting time as indicated below.

Applicants do NOT need to study specifically for the skills-assessment opportunity as it will assess embedded knowledge of the above topics at an undergraduate level. If applicants would like to prepare for the assessment opportunity, they could revise the fundamental aspects of the above topics covered in the undergraduate syllabus. As the BCom Honours (Property Valuation and Management) programme is only offered in English, the skills-assessment opportunity can only be written in English.

Applicants must write the skills-assessment for both their first and second choice in case they are not successful in either one application.

Applicants should bring proof of identity (ID or student card), writing materials (pencil, sharpener and eraser) and a financial calculator to the assessment opportunity. Applicants must know their student number, as only your student number and surname will be written on the answer sheet. Paper will be provided.

The details of the skills-assessment opportunity are as follows:
**Option 1**

**Date:** Friday 21 November 2014  
**Time:** 08H00 – 12H00  
**Venue:** DLab Base K003, APK Campus

**Option 2**

**Date:** Saturday 22 November 2014  
**Time:** 08H00-12H00  
**Venue:** DLab Base K003, APK Campus

**NOTE:** Applicants can ONLY attend and write the skills assessment once, either the 21st or 22nd. Ensure to be at the venue 15 minutes prior to the starting time (i.e. at 7.45am).

**Closing date for applications**

The closing date is the last Friday of October at 12:00 annually for foreign (i.e. non-South African resident) applicants and for South African resident applicants for study in the following academic year. All foreign applicant’s (i.e. international applicants) applying should consult with the International Admissions Office at the University of Johannesburg on 011 559 4517 or visit: http://www.uj.ac.za/EN/STUDYATUJ/INTERNATIONAL/Pages/home.aspx.

**Application and selection process**

Application can be done in one of two ways, either online or manually via a paper based application form. More information regarding the application process is available from: http://www.uj.ac.za/EN/StudyatUJ/StudentEnrolmentCentre/ApplicationProcess/Pages/home.aspx.

Failure to submit all the required documentation or submitting your application late may result in your application not being considered for the BCom Honours (Property Valuation and Management) programme.

All prospective applicants will be subjected to a selection process. The skills-assessment opportunity will take place during November (dates stated above) and is compulsory for all applicants. The date and time of the skills-assessment will be confirmed with applicants via the e-mail address provided on their application (Please ensure that you provide the correct email address when submitting your application). Prospective applicants must please note that there will only be one round of skills-assessments opportunities.
All applicants who wish to apply for the BCom Honours (Property Valuation and Management) programme are required to submit, along with their application forms, a short written motivation (not longer than one page) as to why they plan to enrol for the BCom Honours (Property Valuation and Management) programme, and why they should be selected.

Applicants that are not successful in their application for the BCom Honours (Property Valuation and Management) programme will be routed to the Bridging Programme in Finance. Please consult the information document regarding the Bridging Programme in Finance.

**Registration and fees**

Registration details for the 2015 BCom Honours (Property Valuation and Investment Management) programme will be communicated to successful applicants. Please do not contact the department regarding your application status as the department does not deal with administration of applications and registrations.

Application and registration admin is dealt with by the Faculty of Economic and Financial Sciences at A Ring 2.

A registration deposit must be paid in early January each year. The exact cost of the BCom Honours (Property Valuation and Investment Management) programme will be communicated in the acceptance letter.

The programme fees for the 2014 BCom Honours (Property Valuation and Management) programme were R3 040 per module for six modules and R6 090 for the research project module. Please note that the R3 040 is only an indication as the fees for 2015 will only be communicated to successful applicants in their acceptance letter.

Full time applicants will register for all of the seven modules in 2015, while part-time applicants will register for the seven modules over a two year period.

The above course fees excludes a 2015 non-refundable registration fee and a non-refundable ICT levy, as well as residence fees and prescribed textbooks.
**Commencement of lectures**

BCom Honours (Property Valuation and Management) programme lectures will commence the first week of February 2015. Successful applicants will be supplied with a detailed programme, timetable and booklist when they receive their acceptance letters via email.

**Curriculum**

The BCom Honours (Property Valuation and Management) programme is presented on a full-time basis over one year and on a part-time basis over two years with all modules offered in the evenings only. Applicants can elect to complete the programme on either a full-time or a part-time basis. Applicants have to pass all seven modules independently to graduate with the BCom Honours (Property Valuation and Management) degree.

Modules information:

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
<th>Semester</th>
<th>Part-Time Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Property Valuation and Management A</td>
<td>PVM8X01</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Property Valuation and Management B</td>
<td>PVM8X02</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Property Finance and Investment</td>
<td>PFI8X01</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Applied Property Law A</td>
<td>APL8X01</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Applied Property Law B</td>
<td>APL8X02</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Property Portfolio Management</td>
<td>PPM8X02</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Research Project: Property Valuation and Management</td>
<td>RPP8X00</td>
<td>1 and 2</td>
<td>2</td>
</tr>
</tbody>
</table>

**Language medium**

Lectures and examinations will only be presented in English.

**Lectures and programmes**

All first year applicants both full-time and part-time, must attend a compulsory 4-day summer school in January 2015 (Dates will be provided once acceptance letters are sent to successful applicants). The purpose of the summer school is to ensure that all applicants start at the same level of required knowledge. Assessments may be written during the summer school. The summer school assessment results must be seen as a benchmark of required knowledge vs. actual knowledge. Any registration and administrative problems will also be addressed during the summer school.

Lectures will be presented by full-time academics and occasional guest lecturers. Accepted applicants are expected to attend lectures regularly and an attendance register may be taken at each class. The programme is not suitable for distance learning or correspondence applicants.

In addition to lectures, there will also be tutorial classes to assist students with the material covered in the lecture. Details of the tutorial classes will be communicated by the lecturer at the start of each module.

**Prescribed material**

The prescribed textbook for each module will be communicated to successful applicants in their acceptance letters. The prescribed textbook is by no means sufficient to pass each specific module. Various sources of information will have to be combined to pass each module, i.e. formal lectures, class discussions, the Internet (including Edulink) and your own research.

The reading of financial books, magazines, daily and weekly newspapers, e-reading and following daily news and business news and events on television has proven to be of great value in the past. The creation of a reading ethic outside of the BCom Honours (Property Valuation and Management) curriculum is of critical importance in being a successful student and future employee.

**Assessment**

Students will complete a number of assessments throughout the duration of each module. Assessments may take the form of written assessment opportunities (i.e. tests), as well as class assessments, assignments and/or projects. A last assessment opportunity in the form of an examination will be completed at the end of each module.

**Composition of marks**

Your studies are your responsibility. Although the lecturers share that responsibility with you, you will determine how well or poorly you perform in each subject and your degree. You have to ensure that you prepare for, and attend classes, make use of consulting hours and set up appointments to discuss subject matter that is not clear, study and write assessments throughout the academic year.

Each module lecturer will publish their module mark calculation in the module work programme at the commencement of the module on
uLink (https://ulink.uj.ac.za/index.html) and in the module work programme. Please note: You may be expected to write unannounced class tests during the semester. Your final module mark will be calculated as follows:

• A module mark of at least 40% is required for admission to the last assessment opportunity (examination)
• Students that do not obtain a module mark of 40% and above, will not be allowed to write the last assessment opportunity.
• Module marks will count 50% towards the final mark
• The final assessment will carry a weighting of 50% towards the final module mark
• A final mark for each module of 50% or above must be achieved to pass a module
• A student passes a module with distinction if he/she obtains a final mark of at least 75%

If a combined average of 75% is obtained for all modules in the BCom Honours (Property Valuation and Management). The degree BCom Honours (Property Valuation and Management) will be awarded Cum-Laude.

Assessment activities such as written assessments (i.e. tests), class assessments, assignments, and/or projects will constitute the module mark, as outlined above.

Application procedures

Applications for the 2015 academic year will close on the last Friday of October. The selection process will take place during November and students will be advised of the outcome during December.

No late application will be considered. Each student needs to submit a completed application form via the UJ online application portal available at: http://www.uj.ac.za/EN/StudyatUJ/StudentEnrolmentCentre/ApplicationProcess/Pages/home.aspx
Online applications are preferred, however manual applications will also be considered.

All prospective applicants that wish to apply to study the BCom Honours (Property Valuation and Investment Management) MUST submit the following documents before the above deadlines:

- Certified copy of identity document (or passport if foreign student);
- Certified copy of your Grade 12 (matric) certificate;
- Certified copy of your degree certificate (if you have already completed your undergraduate degree);
- Certified copy of an official academic record and certificate of conduct issued by your undergraduate university (if you are currently completing your undergraduate studies, then your most recent academic record). The academic record and certificate of conduct submitted MUST include all courses taken by a prospective student (i.e. not only a list of courses passed). Failure to submit a full list of courses taken may disqualify a prospective student;
- A short written motivation as to why you think you should be selected for the BCom Honours (Property) programme;
- SAQA evaluations certificate if your highest academic qualification was not obtained at a South African university;
• Status applications form (if your highest academic qualification was obtained from an institution other than UJ or the former RAU or TWR). The status application form is available from: http://www.uj.ac.za/EN/Faculties/ecofin/application/Pages/default.aspx

If all the above documentation is not submitted before the last Friday of October applications will not be considered

**Bridging Programme**

Candidates that are interested in doing the BCom Honours (Property Valuation and Management) degree but did not complete Property Valuation and Management as a major subject or did not meet the minimum admission requirements in their undergraduate degree can complete a bridging programme. Details regarding the bridging programme is available on:

http://www.uj.ac.za/EN/Faculties/ecofin/fininvestman/coursesandprogrammes/Pages/default.aspx

**Enquiries**

For general departmental information please consult the departmental website:


All queries related to the above content should be addressed to: dfiminfo@uj.ac.za