

POSTGRADUATE DIPLOMA IN FINANCIAL PLANNING: 2020 ESSENTIAL INFORMATION

CONTACT INFORMATION: ACADEMIC MATTERS

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REGISTRATION: Formal registration commences from **15 January until 31 January 2020**. Late registration, which attracts additional fees, ends on **28 February 2020**. It is compulsory to attend all lectures for the duration of the block week regardless of your registration status. However, it is important to note that no assessments will be marked if you are not formally registered. Valid student cards are required to enter the exam venues.

LECTURES: Compulsory attendance for all students. Registers are taken daily.

BLOCK WEEK DATES	MODULE	VENUE
17 February – 20 February 2020	EBFD401 Financial Planning Environment	Senate Hall, North Campus
16 March – 20 March 2020	EBFD411 Personal Financial Planning	Senate Hall, North Campus
6 July – 9 July 2020	EBFD402 Corporate Financial Planning	Senate Hall, North Campus
17 August – 21 August 2020	EBFD412 Financial Planning Case Study	To be confirmed

STUDY MATERIAL:

1) Prescribed Textbook:

Botha, M., Rossini, L., Geach, W., Goodall, B., Du Preez, L. & Rabenowitz, P. 2020. *South African Financial Planning Handbook*. Durban, Butterworth: LexisNexis. Available from Van Schaik, Rehab and online from LexisNexis.

2) Recommended Textbook:

Meyer, E.G. 2019 | 2020. *Notes on Estate and Financial Plans: Meyer on Case Studies*. (latest edition)
Available by online order from Mr Meyer.

3) Notes: Available electronically to registered students via the moodle site.

READING PRIOR TO BLOCK WEEKS:

Some chapters are duplicated as there is a cross-over of work in between the modules.

MODULE	CHAPTERS COVERED IN PRESCRIBED TEXTBOOK:	LECTURERS:
EBFD401	1-8, 15, 23, 25-30.	Mrs JB Palframan & Mr T Matchaba-Hove
EBFD411	9-10, 12-22, 24-30, 31-35, 37-38.	Mrs JB Palframan & Mrs J Kinsman
EBFD402	3-5, 11, 21-22, 36-37, 39-41	Mrs JB Palframan & Mrs J Kinsman
EBFD412	All above chapters plus chapter 42.	Mrs JB Palframan & Mrs J Kinsman

ASSIGNMENT SUBMISSION DATES:

Assignment submission dates will be communicated in due course. Assignments and assessments count for 30% of the final year mark. A minimum mark of 40% must be attained for the assignment/assessments to gain entry to the examination. The examination counts 70% of the final mark. Late assignment submission attracts a penalty. Assignments distributed after the relevant block week.

EXAMINATIONS: WRITTEN AT NELSON MANDELA UNIVERSITY PORT ELIZABETH (SOUTH OR NORTH CAMPUS)

MODULE	EXAMINATION DATES TO BE ADVISED	EXAM TYPE:
EBFD401	Semester 1: 13 May - 5 June 2020	Closed book
EBFD411	Semester 1: 13 May - 5 June 2020	Open book
EBFD402	Semester 2: 7 October – 30 October 2020	Open book
EBFD412	Semester 2: 7 October – 30 October 2020	Open book

MOODLE SITE:

This is where the lecturers share information with students which can be accessed at www.learn.mandela.ac.za. Use the login details received during registration to access your list of modules. If you are registered, all the modules which you are registered for will be displayed and accessible. If not, you can access the module using the following key: PGFP2020 (all caps). If you still continue to experience problems contact the ICT helpdesk at 041 504 3000 | MoodleHelp@mandela.ac.za. Lecturers will inform students once the moodle site is accessible.

LECTURER DETAILS:

Please note lecturers have consultation times. It is recommended to make an appointment prior to visiting the lecturer. Offices are located on South Campus in the Main Building on the 11th Floor.

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