YOUR TOMORROW IS CREATED BY WHAT YOU DO TODAY
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision and Mission</td>
<td>1</td>
</tr>
<tr>
<td>Look who’s been to Boston!</td>
<td>2</td>
</tr>
<tr>
<td>Office Bearers</td>
<td>3</td>
</tr>
<tr>
<td>Cool Campus Life</td>
<td>4</td>
</tr>
<tr>
<td>Degrees</td>
<td>7</td>
</tr>
<tr>
<td>Bachelor of Business Administration in Media Operations Management (2020 1st year students)</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor of Business Administration in Media Operations Management (returning students only)</td>
<td>11</td>
</tr>
<tr>
<td>Bachelor of Arts in Broadcast Journalism (2020 1st year students)</td>
<td>13</td>
</tr>
<tr>
<td>Diploma</td>
<td>15</td>
</tr>
<tr>
<td>Diploma in Media Practices (2020 1st year students)</td>
<td>16</td>
</tr>
<tr>
<td>Diploma in Media Practices (returning students only)</td>
<td>25</td>
</tr>
<tr>
<td>National Certificates</td>
<td>31</td>
</tr>
<tr>
<td>Radio Production</td>
<td>33</td>
</tr>
<tr>
<td>Music Industry: Sound Technology</td>
<td>35</td>
</tr>
<tr>
<td>Short Learning Access Programme</td>
<td>37</td>
</tr>
<tr>
<td>Short Courses</td>
<td>39</td>
</tr>
<tr>
<td>2021 Programmes</td>
<td>43</td>
</tr>
<tr>
<td>Diploma in Radio and Television Production</td>
<td>44</td>
</tr>
<tr>
<td>National Certificate in Advertising</td>
<td>46</td>
</tr>
<tr>
<td>National Certificate in Journalism</td>
<td>48</td>
</tr>
<tr>
<td>Quick Facts</td>
<td>51</td>
</tr>
</tbody>
</table>
OUR VISION

Boston Media House’s vision is to provide the best quality media and design education and training in a teaching and learning environment that is exciting, current and driven by quality practices in order to continue to lead the way in media and design education in South Africa.

OUR MISSION

DEPARTMENT OF EDUCATION REGULATION 24d

Boston Media House strives to enhance, uplift and continuously improve the quality of media and design education and training in Southern Africa through our commitment to:

‘EDUCATION. FOR LIFE!’
LOOK WHO’S BEEN TO BOSTON!

DJ Fresh
DJ/Radio Presenter

Memoria Masilela
Sponsorship & Promotions Executive

Mo Tsiki/Mo Flava
Radio Presenter & TV Personality/DJ

Jo Masanabo
TV News Editor

Michael Nqwema
News Editor

Saras Arjunan
Radio Producer

Linda Radebe
Radio Presenter

Lisa Morgan
Technical Producer

Lauren Petersen
Journalist

Ziyanda Mtshali
Media Coordinator

Beverly Mochebelele
Television Producer

Lerato Matsoso
Entertainment Editor for Sunday Sun and Daily Sun

Gerald Tholo
Sound Engineer

Masechaba Makumba
Artist Manager

Wim du Plessis
Camera Operator

Kebuileng Mosala
Production Coordinator

Raquel Correia
Client Coordinator

Mogorosi Mashilo
Founder & Trend Analyst

Lusanda Mtonyana
Project Manager

Salu Ncalu
PR Account Manager

Nhlanhla Mnisi
OgilvySA Intern

Mellissa Ngcobo
Sales Coordinator

Mlingane Dube
Film Director
OFFICE BEARERS
DEPARTMENT OF EDUCATION REGULATION 24f

Directors Chief Executive Officer A.Z. Katz; Financial Director C.L. Stollard; Managing Director S.J. de Roos; Director Dr. H.J. Botha; Resident Director L.M. Banda Senior Management Head of Institution & Academic Head - Dr. H.J. Botha B.B.A, M.Com., Ph.D.; Registrar - Lizel Badenhorst, BCom; Academic Coordinator & Branch Manager (Sandton) - Carike Verbooy BA, BA (Hons), MA; Branch Manager (Pretoria) - Taryn Steenkamp; Branch Manager (Durban) - Brett Langton BSc, BSc (Hons)

YOUR PEOPLE.
YOUR EXPRESSION.
Boston isn’t just about studying hard and creating a dynamic career for yourself in the media industry. Our campus social life is packed with clubs to join and activities to enjoy. Boston Media House has an active Student Committee that ensures you enjoy the best of student life.
BOSTON MEDIA HOUSE PROGRAMME CATEGORIES

**HIGHER EDUCATION PROGRAMME**
This refers to a Boston Media House qualification, accredited by the HEQC of the CHE and registered by SAQA on the NQF (HEQSF) Level 6, 7 or 8 and which is a Diploma (minimum 360 credits) or Bachelor’s Degree (minimum 360 credits) programme, with a minimum duration of three or four years depending on the particulars of the qualification. Learners’ credits are uploaded onto the NLRD.

**OCCUPATIONAL QUALIFICATION**
This refers to a programme (minimum 120 credits) associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge, practical and work-experience unit standards. It is accredited and certified by the QCTO or a delegated body i.e. SETA (DQP) / LQA, and is registered by SAQA on the NQF (OQSF). Learners’ credits are uploaded onto the NLRD.

**SHORT LEARNING ACCESS PROGRAMME**
This refers to learning that consists of a combination of courses of study that, together, is aimed at meeting a prospective learner’s immediate skills and training needs for direct use in the workplace or for personal development and is non-credit bearing. In line with the principles of RPL, these credentials may allow for possible access to and/or advanced placement in the Boston Media House Diploma in Media Practices Programme.

**SHORT LEARNING PROGRAMME (SHORT COURSE)**
This refers to learning that consists of either a succinct or comprehensive course of study that is aimed at meeting a prospective learner’s immediate knowledge and competency needs for continuous professional or personal development and is non-credit bearing.

---

**Abbreviations**

- **AQP**: Assessment Quality Partner of the QCTO
- **CAT**: Credit Accumulation and Transfer
- **CHE**: Council on Higher Education
- **DQP**: Designated Quality Partner of the QCTO
- **HEQC**: Higher Education Quality Committee
- **HEQSF**: Higher Education Qualifications Sub-Framework
- **LQA**: Learning and Quality Assurance Body of the QCTO
- **NLRD**: National Learners’ Records Database
- **NQF**: National Qualifications Framework
- **OQSF**: Occupational Qualifications Sub-Framework
- **QC**: Quality Council
- **QCTO**: Quality Council for Trades and Occupations
- **RPL**: Recognition of Prior Learning
- **SAQA**: South African Qualifications Authority
- **SETA**: Sector Education and Training Authority
DEGREES

01

*FRECKLES | ADVERTISING MAJOR
QUALIFICATION

- Bachelor of Business Administration in Media Operations Management.
- Qualification Code: BBAMOM2.
- BBA (Media Operations Management).
- SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 491 at NQF Level 8 plus 5 Due Performance (DP) Credits at NQF Level 4. Revised Curriculum.
- Certain subjects in the programme are presented in various combinations of online lectures (study anytime, anywhere – asynchronous) and lectures at pre-determined times (synchronous).
- Site of delivery: Sandton.

WHAT IS THE PURPOSE OF THE QUALIFICATION?

The Bachelor of Business Administration in Media Operations Management aims to provide individuals who are working, or who may be interested in working in the field of media with the knowledge, skills and competencies expected of professionals in management positions within the broader media operations context. Students meeting the requirements of the qualification will be positioned to assume operational management responsibilities in the various sub-fields of media communications. Additionally, candidates may further their learning in other aspects of media from a vantage point of a solid foundational understanding of the structures, operations, and legislative framework specific to the broader media environment.

This qualification will enable graduates to assume job responsibilities such as:
- Operations Manager (Media Organisation).
- Media Planner and Strategist.
- Media Project Manager.
- Programme Coordinator (Audio-Visual Media).
- Station/Broadcast Manager (Audio-Visual Media).
- Account/Divisional Manager (Media Organisation).
- Media Director (Media Organisation).

MINIMUM ENTRY REQUIREMENTS

DEPARTMENT OF EDUCATION REGULATION 24h

A minimum requirement for admission into the degree is a:
- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- Prior to 2009, Senior Certificate* with English as one of the subjects passed.

* Senior Certificate with a minimum of 40% in at least four higher grade subjects or 50% in at least four standard grade subjects.

ALTERNATIVE ENTRY REQUIREMENTS

A number of higher education qualifications may meet the requirements for admission into the degree:
- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Diploma, NQF (HEQSF) Level 6, minimum Credits 240 or 360; or
- Equivalent qualification from a foreign higher education institution - see section on Foreign Applicants.

WHAT IS THE DURATION OF STUDY?

Based on the credits and notional hours for this qualification, the minimum duration is eight (8) semesters over a period of four (4) years, and the maximum duration is eight (8) years.

PROGRAMME CATEGORY

HIGHER EDUCATION PROGRAMME

On successful completion the student will be issued a Bachelor of Business Administration in Media Operations Management, SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 491 plus 5 Due Performance (DP) Credits at NQF Level 4 from Boston Media House.
BBA IN MEDIA OPERATIONS MANAGEMENT
(BACHELOR OF BUSINESS ADMINISTRATION IN MEDIA OPERATIONS MANAGEMENT)

2020 FIRST YEAR STUDENTS

YEAR 1
- Academic Literacy
- Advertising
- Brand Management
- Business Management 1
- Design Thinking
- Digital Marketing
- Economics
- Journalism
- Public Relations
- Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)

YEAR 2
- Business Management 2
- Company Law
- Financial Management 1
- Media in a Digital Age
- Media Law
- Organisational Behaviour 1
- Project Management
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

03
YEAR 3

- Business Innovation
- Business Management 3*
- Financial Management 2
- Organisational Behaviour 2
- Sociology of Media*
- Strategic Thinking & Practice

* Students may not progress to any subject scheduled in level 4 (4th year) of the programme unless a pass mark has been achieved for Business Management 3 and Sociology of Media.

04
YEAR 4

- Experiential Learning
- Financial Management 3
- Integrated Media Management
- Research Methods
- Research Project
BBA IN MEDIA OPERATIONS MANAGEMENT
(BACHELOR OF BUSINESS ADMINISTRATION IN MEDIA OPERATIONS MANAGEMENT)

QUALIFICATION

• Bachelor of Business Administration in Media Operations Management.
• Qualification Code: BBAMOM1.
• BBA (Media Operations Management).
• SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 498 at NQF Level 8 plus 5 Due Performance (DP) Credits at NQF Level 4.

PROGRAMME CATEGORY

HIGHER EDUCATION PROGRAMME
On successful completion the student will be issued a Bachelor of Business Administration in Media Operations Management, SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 498 plus 5 Due Performance (DP) Credits at NQF Level 4 from Boston Media House.

RETURNING BBA STUDENTS ONLY

YEAR 1

01

• Business Management 1
• Industrial Psychology 1
• Advertising 1
• Marketing 1
• Journalism 1
• Public Relations 1
• Professional Skills
• Academic Literacy
• Computer Literacy
(MS Windows, MS Word, MS Excel)
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

**YEAR 2**
- Business Management 2
- Financial Management 1
- Brand Management
- Economics
- Entrepreneurship
- Computer Literacy (MS PowerPoint)

Choose one (1) of the following four (4) electives:
- Advertising 2
- Marketing 2
- Journalism 2
- Public Relations 2

**YEAR 3**
- Business Management 3*
- Media & Globalisation*
- Financial Management 2
- Project Management 2
- Industrial Psychology 2
- Media Law
- Company Law

* Students may not progress to any subjects scheduled in level 4 (4th year) of the programme unless a pass mark has been achieved for Business Management 3 and Media and Globalisation.

**YEAR 4**
- Integrated Media Management
- Research Methods
- Research Project
- Experiential Learning
- Financial Management 3

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.
QUALIFICATION

- Bachelor of Arts in Broadcast Journalism.
- Qualification code: BABJ1.
- BA (Broadcast Journalism).
- SAQA ID 111434, NQF (HEQSF) Level 7, Minimum Subject Credits 395.
- This qualification is only offered at the Sandton (Jhb) campus.

WHAT IS THE PURPOSE OF THE QUALIFICATION?

Ever thought about being the next Redi Thlabi, Eusebius McKaiser, DJ Fresh, Tim Modise, Anele Mdoda, Niq Mhlongo or Mondli Makhanya? The Bachelor of Arts in Broadcast Journalism comprises three modules that form the core of the qualification. These are, Journalism (including the fundamentals of Photojournalism and Internet Journalism), Radio Production Practice and Television Production Practice.

Students will learn to work critically, creatively and ethically in the analysis, interpretation and synthesis of communications - their own and that of others. They will develop sensitivity towards and awareness of social, economic, cultural and political trends as they apply to local, national and global issues. Graduates will have a range of career options from general practitioners to specialists in a particular sub-field of Broadcast Journalism.

This qualification will enable graduates to assume job responsibilities such as:
- TV Vision Mixer (live editor)
- TV ENG Camera Operator
- TV Lighting Artist
- Radio/TV Producer
- Radio/TV Creative Director
- Radio/TV Technical Director
- Radio Programme Manager
- Broadcast Journalist
- Newscast Director
- Field Producer
- Researcher

MINIMUM ENTRY REQUIREMENTS

DEPARTMENT OF EDUCATION REGULATION 24h

A minimum requirement for admission into the degree is a:
- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- Prior to 2009, Senior Certificate* with English as one of the subjects passed.

*Senior Certificate with a minimum of 40% in at least four higher grade subjects or 50% in at least four standard grade subjects.

ALTERNATIVE ENTRY REQUIREMENTS

A number of higher education qualifications may meet the requirements for admission into the degree:
- Higher Certificate, NQF (HEQSF) Level 5, minimum credits: 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum credits: 120; or
- Diploma, NQF (HEQSF) Level 6, minimum credits: 240 or 360; or
- Equivalent qualification from a foreign higher education institution - see section on Foreign Applicants.

WHAT IS THE DURATION OF STUDY?

Based on the credits and notional hours (i.e. the total number of hours of learning to complete the programme) for this qualification, the minimum duration is six (6) semesters over a period of three (3) years, and the maximum duration is six (6) years.

PROGRAMME CATEGORY

HIGHER EDUCATION PROGRAMME

On successful completion the student will be issued a Bachelor of Arts in Broadcast Journalism, SAQA ID 111434, NQF (HEQSF) Level 7, Minimum Subject Credits 395 from Boston Media House.
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

01
YEAR 1

- Academic Literacy
- Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)
- Internet Journalism
- Journalism 1
- Photojournalism
- Radio Production Practice 1
- Sound Engineering
- Sub-Editing
- Television Production Practice 1

02
YEAR 2

- Finance in Media
- Journalism 2
- Media Law
- Media Skills
- Project Management
- Radio Production Practice 2
- Television Production Practice 2

03
YEAR 3

- Experiential Learning
- Journalism 3
- Media & Globalisation
- Radio Production Practice 3
- Television Production Practice 3
DIPLOMA

02

*THULANI I TELEVISION MAJOR
QUALIFICATION

- Diploma in Media Practices.
- Qualification Code: HDIPMP3.
- Dip. (Media Practices).
- SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 374 at NQF Level 6, plus 5 Due Performance (DP) Credits at NQF Level 4. Revised Curriculum.

WHAT IS THE PURPOSE OF THE QUALIFICATION?

The Diploma in Media Practices is aimed at developing specific competencies in a range of media environments. Students meeting the requirements of the qualification will be eligible to assume responsibilities in a selected focus area in the domain of media practices (aligned to their chosen area of specialisation) as well as be eligible to further their learning in other aspects of media from a vantage point of a solid foundational understanding of the structures, operations, and legislative framework of the media industry.

Depending on the selected area of media specialisation, successful students will be able to assume job responsibilities including:
- Radio or television production.
- Advertising.
- Public relations.
- Marketing, sales and promotions.
- Journalism.
- Animation.
- Graphic design.
- Sound engineering.

WHAT ARE THE PROGRAMME OUTCOMES?

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Use media specific science and technology.
- Understand the mutual influence between culture and media.
- Assume job responsibilities at entry level within a broad range of media communication environments.

MINIMUM ENTRY REQUIREMENTS

DEPARTMENT OF EDUCATION REGULATION 24h

A minimum requirement for admission into the diploma is a:
- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Diploma study; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Diploma study; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

ALTERNATIVE ENTRY REQUIREMENTS

A number of higher education qualifications may meet the requirements for admission into the diploma:
- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Equivalent qualification from a foreign higher education institution, see section on Foreign Applicants.

WHAT IS THE DURATION OF STUDY?

Based on the credits and notional hours (i.e. the total number of hours of learning to complete the programme) for this qualification, the minimum duration is six (6) semesters over a period of three (3) years, and the maximum duration is six (6) years.

PROGRAMME CATEGORY

HIGHER EDUCATION PROGRAMME

On successful completion the student will be issued a Diploma in Media Practices, SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 374, plus 5 Due Performance (DP) Credits at NQF Level 4.
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

01

MEDIA ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy 1
- Advertising 1
- Creativity
- Digital Marketing 1
- Journalism 1
- Photography
- Public Relations 1
- Radio 1
- Television 1
- Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)

01

YEAR 1

GRAPHIC DESIGN ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy 1
- Advertising 1
- Creativity
- Graphic Design Practice 1
- Graphic Design Process 1
- Photography
- Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)

01

ANIMATION ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy 1
- Animation 1
- Art/Drawing 1
- Creativity
- Photography
- Computer Skills (MS Excel, MS PowerPoint, MS Windows, MS Word)

* Animation elective specialisation only available at the Sandton branch

01

2020 FIRST YEAR STUDENTS

FIRST YEAR STUDENTS
**GRAPHIC DESIGN ELECTIVE MAJOR**

*All subjects are compulsory*

- Academic Literacy 2
- Advertising 2
- Design Thinking
- Graphic Design Practice 2
- Graphic Design Process 2

**RADIO ELECTIVE MAJOR**

*All subjects are compulsory*

- Academic Literacy 2
- Design Thinking
- Radio 2
- Sound Engineering

Choose one (1) of the following five (5) electives

- Advertising 2
- Digital Marketing 2
- Journalism 2
- Public Relations 2
- Television 2

**MEDIA ELECTIVE MAJOR**

*All subjects are compulsory*

- Academic Literacy 2
- Design Thinking
- Media in a Digital Age

Choose two (2) of the following four (4) electives

- Advertising 2
- Digital Marketing 2
- Journalism 2
- Public Relations 2

**ANIMATION ELECTIVE MAJOR**

*All subjects are compulsory*

- Academic Literacy 2
- Animation 2
- Art/Drawing 2
- Design Thinking
- Sound Engineering

Choose one (1) of the following five (5) electives

- Advertising 2
- Journalism 2
- Digital Marketing 2
- Public Relations 2
- Radio 2

**TELEVISION ELECTIVE MAJOR**

*All subjects are compulsory*

- Academic Literacy 2
- Design Thinking
- Television 2
- Sound Engineering

Choose one (1) of the following five (5) electives

- Advertising 2
- Journalism 2
- Digital Marketing 2
- Public Relations 2
- Radio 2
QUALIFICATION STRUCTURE
*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

YEAR 3

ADVERTISING ELECTIVE MAJOR
- Advertising 3
- Entrepreneurship
- Experiential Learning
- Media Law

JOURNALISM ELECTIVE MAJOR
- Journalism 3
- Entrepreneurship
- Experiential Learning
- Media Law

ANIMATION ELECTIVE MAJOR
- Animation 3
- Art/Drawing 3
- Entrepreneurship
- Experiential Learning
- Media Law

GRAPHIC DESIGN ELECTIVE MAJOR
- Graphic Design Practice 3
- Graphic Design Process 3
- Entrepreneurship
- Experiential Learning
- Media Law

All the subjects within each elective major are compulsory.

choose 1 ELECTIVE MAJOR

03

03
### Digital Marketing
**Elective Major:**
- Digital Marketing 3
- Entrepreneurship
- Experiential Learning
- Media Law

### Public Relations
**Elective Major:**
- Public Relations 3
- Entrepreneurship
- Experiential Learning
- Media Law

### Radio
**Elective Major:**
- Radio 3
- Entrepreneurship
- Experiential Learning
- Media Law

### Television
**Elective Major:**
- Television 3
- Entrepreneurship
- Experiential Learning
- Media Law

---

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.*

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**Year 3**

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20

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Passionate about video games, comic books, figurines and animated movies or TV series? Do you dream about creating fantastical characters and bringing their stories to life? Then live your dream through the 3D Animation specialisation.

Students are inducted into the art of organic & hard-surface modelling & texturing; learn how to conceptualise and develop characters/creatures in 2D & 3D; study digital painting, storyboarding, anatomy & traditional sculpting; and, create digital environments and sets.

This specialisation offers full coverage of the animation process from conceptualising a story through to producing an animated short film. Combined with the additional media subjects that form part of the curriculum, students develop marketable, merchandisable and innovative ideas for the ever growing media and entertainment industry.
In a rapidly evolving digital and visual age, graphic design and information design have become increasingly important in the world of work. The Graphic Design specialisation covers graphic design theory & practice, reproduction, print, computer graphics and web design.

Combined with the other media subjects, the Graphic Design specialisation will guide you towards the production of a final portfolio that includes your graphic design and web work to ensure your readiness to enter the creative world of work.

The role of the journalist in an increasingly global and super-complex world is a vital one that also offers graduates a fascinating work environment particularly for those journalists who reach the top of their field. The Journalism specialisation teaches you how to produce articles for a broad range of publications and offers full coverage of the journalism skill set including investigative journalism, research skills, internet journalism, sub-editing and much more to ensure you’re completely up to date with journalism’s newest trends.

Whether you want to become a professional interviewer and profile writer or learn to write reviews for entertainment publications and newspapers, you will master the art of photojournalism and acquire the skills to become a career photojournalist. Everything taught will help you prepare your portfolio for those all-important career interviews.
Marketers spend billions attempting to influence what, when and how people consume. Here’s your chance to be part of this fascinating industry.

The Marketing specialisation offers full coverage of the marketing mix – the set of marketing tools that work together to satisfy customer needs and build customer relationships. You will be inducted into the theory and practices associated with professional marketing practice where you are guided to recognise how the marketing mix needs to be adapted in order for a business to become a global player. Because the media industry is part of the service industry, you will learn that service marketing is different to product marketing, and that it requires different strategies and tactics for success.

Learn everything you need to know about being a marketing whizz to change the world!

Want to be the next hot-shot liaison to the stars? Then this specialisation is something to consider! The Public Relations specialisation offers coverage of the theory and practice of public relations in an increasingly complex world where corporate and personal brands dominate the cultural and commercial space. Learn how to organise events, plan Corporate Social Investment projects and experience the pressure of the industry PR environment through crisis communication simulation while developing your communication skills using current case studies drawn from the fast-paced field of public relations practice.

Throughout the three year specialisation, you will develop a portfolio of work that includes house journals, website planning, strategic communication planning, media strategy, corporate identity policies for companies, sponsorship letters, direct mail packages, media kits, press releases and much more.

---

**MARKETING ELECTIVE MAJOR**

**PUBLIC RELATIONS ELECTIVE MAJOR**

**MAKING IT HAPPEN!**

**WALK THE WALK**
If you dream of presenting or producing a cutting-edge radio show, then the Radio specialisation is for you. Master the principles and practices of radio so that as early as the end of year one you will be able to script, produce and present your very own radio show!

From year two, work in our radio studios for hands-on practical training. Run your own mock campus radio station, and maybe even broadcast as the resident DJ! State-of-the-art technology, combined with a practical understanding of radio broadcasting and production offers you the best chance of realising your dream career in this dynamic industry!

If you have ever dreamed of being a director, producer, cameraman, editor or sound engineer for television, then this specialisation is for you.

The Television Production specialisation teaches applied audio-visual theory and practice at our campus facilities. Working on the latest industry-standard equipment, students learn the necessary knowledge and skills for the professional television production environment from year one while creating show reels and portfolios for job applications.

Boston Media House’s equipment and software is updated regularly to keep you abreast of current industry technology.
DIPLOMA IN MEDIA PRACTICES

RETURNING DIPLOMA STUDENTS ONLY

QUALIFICATION

- Diploma in Media Practices.
- Qualification code: HDIPMP2.
- Dip. (Media Practice).
- SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 362 at NQF Level 6, plus 5 Due Performance (DP) Credits at NQF Level 4.

PROGRAMME CATEGORY

HIGHER EDUCATION PROGRAMME
On successful completion the student will be issued a Diploma in Media Practices, SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 362 plus 5 Due Performance (DP) Credits at NQF Level 4 from Boston Media House.
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

01 MEDIA ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy
- Advertising 1
- Marketing 1 or Photography 1*
- Television 1
- Radio 1
- Journalism 1
- Public Relations 1
- Professional Skills 1
- Computer Skills (MS Windows, MS Word, MS Excel)

01 GRAPHIC DESIGN ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy
- Advertising 1
- Television 1
- Graphic Design Practice 1
- Graphic Design Process 1
- Professional Skills 1
- Computer Skills (MS Windows, MS Word, MS Excel)

01 ANIMATION ELECTIVE MAJOR

All subjects are compulsory

- Academic Literacy 1
- Television 1
- Animation 1*
- Art/Drawing 1*
- Professional Skills 1
- Computer Skills (MS Windows, MS Word, MS Excel)

* Photography 1 only available at the Sandton branch

* Animation elective specialisation only available at the Sandton branch
QUALIFICATION STRUCTURE

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

02

MEDIA ELECTIVE MAJOR

* All subjects are compulsory

- Media Skills
- Digital Media Convergence
- Media Law
- Computer Skills (MS PowerPoint)

Choose three (3) of the following six (6) electives

- Advertising 2
- Marketing 2 or Photography 2*
- Television 2 & Sound Engineering 1
- Radio 2 & Sound Engineering 1
- Journalism 2
- Public Relations 2

02

YEAR 2

GRAPHIC DESIGN ELECTIVE MAJOR

* All subjects are compulsory

- Media Skills
- Digital Media Convergence
- Advertising 2
- Graphic Design Practice 2
- Graphic Design Process 2
- Computer Skills (MS PowerPoint)

02

ANIMATION ELECTIVE MAJOR

* All subjects are compulsory

- Media Skills
- Digital Media Convergence
- Animation 2*
- Art/Drawing 2*
- Sound Engineering 1
- Computer Skills (MS PowerPoint)

* Animation elective specialisation only available at the Sandton branch

* Photography 2 only available at the Sandton branch
03 YEAR 3

ADVERTISING ELECTIVE MAJOR
- Advertising 3
- Media Planning
- Brand Management
- Integrated Marketing Communications
- Creativity
- Finance in Media
- Entrepreneurship
- Professional Skills 2

JOURNALISM ELECTIVE MAJOR
- Journalism 3
- Internet Journalism
- Sub-Editing
- Photojournalism
- Finance in Media
- Entrepreneurship
- Professional Skills 2

ANIMATION ELECTIVE MAJOR
- Animation 3
- Art/Drawing 3
- Entrepreneurship
- Sound Engineering 2
- Professional Skills 2

GRAPHIC DESIGN ELECTIVE MAJOR
- Graphic Design Process 3
- Graphic Design Practice 3
- Advertising 3 (core module only)
- Entrepreneurship
- Professional Skills 2

* Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

All the subjects within each elective major are compulsory.
DIGITAL MARKETING
ELECTIVE MAJOR:
• Marketing 3
• Media Planning
• Brand Management
• Integrated Marketing Communications
• Creativity
• Finance in Media
• Entrepreneurship
• Professional Skills 2

PUBLIC RELATIONS
ELECTIVE MAJOR:
• Public Relations 3
• Media Planning
• Brand Management
• Creativity
• Finance in Media
• Entrepreneurship
• Professional Skills 2

RADIO
ELECTIVE MAJOR:
• Radio 3
• Sound Engineering 2
• Finance in Media
• Entrepreneurship
• Professional Skills 2

TELEVISION
ELECTIVE MAJOR:
• Television 3
• Sound Engineering 2
• Finance in Media
• Entrepreneurship
• Professional Skills 2
BE THE VOICE OF YOUR FUTURE

*MEI-LING | BBA IN MEDIA OPERATIONS MANAGEMENT
03

SHORT LEARNING ACCESS PROGRAMME

*LESEDI | TELEVISION MAJOR
MEDIA STUDIES GATEWAY
Short Learning Access Programme

*Boston Media House reserves the right to adjust the short learning access programme in the interests of improved programme outcomes.

QUALIFICATION

Media Studies Gateway Short Learning Access Programme

THE MEDIA STUDIES GATEWAY SHORT LEARNING ACCESS PROGRAMME WILL PROVIDE STUDENTS WITH THE NECESSARY KNOWLEDGE AND PRACTICAL SKILLS REQUIRED TO*:

- Be able to gain admission to the Boston Media House Diploma in Media Practices programme based on an aggregate score of 60% across all short learning access programme modules.
- Be able to use media specific science and technology.
- Understand the mutual influence between culture and media.

A UNIQUE & EXCITING MEDIA STUDIES GATEWAY SHORT LEARNING ACCESS PROGRAMME

Many adult and young-adult learners who have not achieved a National Senior Certificate (NSC) or equivalent qualification with endorsement can benefit from higher education. In keeping with the objectives of the NQF, the Department of Higher Education and Training supports wider and more diverse access to higher education. At present institutional admission policies must allow for alternative routes of entry that are equivalent to the NSC standard. This short learning access programme covers a range of social, economic and educational purposes, including access to higher education, personal fulfilment and social development and citizenship.

MINIMUM ENTRY REQUIREMENTS

DEPARTMENT OF EDUCATION REGULATION 24h

The following category of students are eligible for admission into the short learning access programme:

- Category 1: applicants aged 18 or older with a Grade 12 certificate and endorsement only for higher certificate studies.
- Category 2: applicants aged 23 or older with a Grade 12 or the equivalent certificate and no endorsement.

ALTERNATIVE ENTRY REQUIREMENTS

Not applicable.

WHAT IS THE DURATION OF STUDY?

Six (6) months.

SHORT LEARNING ACCESS PROGRAMME STRUCTURE

- Computer Literacy (MS Windows, MS Word, MS Excel, MS PowerPoint)
- Academic Literacy 1
- Marketing 1
- Advertising 1
- Radio 1

PROGRAMME CATEGORY

SHORT LEARNING ACCESS PROGRAMME

On successful completion the student will be issued a Media Studies Gateway Short Learning Access Programme Certificate from Boston Media House.

* Students may not be admitted to any other Boston Media House programme through this short learning access programme.
SHORT COURSES

CHANNEL YOUR TALENT INTO YOUR TOMORROW

*Siyabonga | Television Major
A NUMBER OF SHORT DURATION COURSES HAVE BEEN DESIGNED FOR THOSE WANTING TO GAIN INTRODUCTORY SKILLS OR PARTICIPATE IN CONTINUOUS PROFESSIONAL DEVELOPMENT.

DIGITAL MUSIC COMPOSITION & PRODUCTION (SOUL CANDI)

Africa’s largest independent dance record label, Soul Candi, have teamed up with Boston to bring you a revolutionary new approach to digital music composition and production. The course is in-sync with techniques used in the best international training facilities.

Career opportunities include DJ / Producer, Film Score Composition, Sound and Music Design for Games, TV, Film and other Multimedia Applications and Recording Engineer.

DJ 101 (SOUL CANDI)

Soul Candi Institute of Music and Boston Media House have teamed up to bring you DJ 101. Fast track your DJ Skills in 8 weeks; from turntables to laptops and beyond. The array of technology at the disposal of the modern DJ is almost endless. Learn to master the latest range in music technology and create beats and mixes that will break records on the dance floor.

Get your music career moving to the right beat!

THE MUSIC BUSINESS (SOUL CANDI)

This short course is designed to provide a working knowledge of the business side of the music industry. Students will become familiar with the various entities and parts of the music and entertainment industries - including major and independent record companies, artists, producers, publishing companies, managers, agents, promoters and attorneys, as well as the contracts that bind them together. The core concepts of copyright and trademark law as they apply to music will also be covered.
If you are inspired by the television/video industry and would like to make it as a videographer, video editor, producer or director then this short course is ideal for you. The course covers an introduction to all the elements required to start a career in the video or film industry. After completing this course you will have a firm understanding of the video and film industries.

PROGRAMME CATEGORY
SHORT COURSE
On successful completion the student will be issued a Certificate of Completion.

RADIO PRESENTING / RADIO PRODUCTION

If presenting or producing radio is your dream, this short course will introduce you to the basic concepts and practices of radio. By the end of the course, you will be scripting and presenting your very own radio shows. This short course offers students the opportunity to experience hands-on practical training. The simulated on-air studios and production studios with digital based applications are powered Industry Standard software.

TELEVISION PRODUCTION

If you are inspired by the television/video industry and would like to make it as a videographer, video editor, producer or director then this short course is ideal for you. The course covers an introduction to all the elements required to start a career in the video or film industry. After completing this course you will have a firm understanding of the video and film industries.
Imagine starting your financial life understanding how wealthy people treat their money and the reasons for their financial success, knowing why the middle class ‘aspirationals’ in South Africa are drowning in debt or what a first time earner should be doing with their money so they can achieve financial independence early on in life.

Boston is passionate about delivering ‘Education for Life’. This is why all Boston students enrolling for 2020 are being equipped with this short course to achieve this objective.

There is no charge for this course for Boston students because we have teamed up with Truth about Money - a 1Life initiative whose vision is to ‘Change Lives’. They have sponsored the cost of this course for you. If other family members or friends of yours would like to attend the course it will cost R1500 per person.

“I have never invested so little time in anything that has turned out to be worth so much to me and my family”

(Taelo, Boston Student)

DIPLOMA IN RADIO AND TELEVISION PRODUCTION

QUALIFICATION

- Diploma in Radio and Television Production.
- Qualification code: HDIPRTP1.
- Dip. (Radio and Television Production).
- SAQA ID 111133, NQF (HEQSF) Level 6, Minimum Subject Credits 394 at NQF Level 6, plus 5 Due Performance (DP) Credits at NQF Level 4.

WHAT IS THE PURPOSE OF THE QUALIFICATION

The Diploma in Radio and Television Production programme inducts students into the field of commercial radio and television production and management. The media continues to play a vital role in the fabric of all societies, particularly in an increasingly globalised and super-complex world. The fields of radio and television cover a broad range of theoretical and practical knowledge and skillsets.

This programme develops and produces industry specialists in radio and television who are able to respond creatively and strategically to the dynamic demands of the industry and manage the technical and procedural processes accordingly.

MINIMUM ENTRY REQUIREMENTS

DEPARTMENT OF EDUCATION REGULATION 24h

A minimum requirement for admission into the diploma is a:
- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Bachelor’s degree study; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.*
QUICK FACTS CONTENTS

Academic Progression
Code Of Conduct
Credit Accumulation & Transfer (CAT)
Directors
Disability
Complaints & Grievances
Facilities
Fees
Financial Aid
Foreign Applicants
Health & Wellness
How Many Subjects Can I Take Each Semester?
Institutional Information, Registered Learning Programmes & Sites Of Delivery
Language Of Teaching And Learning
Mode Of Delivery
Partnership Agreement
Public Holidays & Religious/Cultural Holidays
Refund Policy
Registration Contract
Recognition of Prior Learning (RPL) Applicants
Semesters, Terms & Hours Of Operation
Student Support Services, Academic Assistance & Development
Senior Management
What Do I Do If I Am Accepted?
When Can I Apply And How Much Are The Application Fees?
Where Do I Complete My Assessments?
Who Will Provide Me With Academic And Tuition Support?
Will teaching materials be provided?
ACADEMIC PROGRESSION
DEPARTMENT OF EDUCATION REGULATION 24m

The overall mark for a particular subject is calculated from the student’s aggregated performance on formative and summative assessments in a particular subject.

Refer to the Programme Fact Sheet and the Student Information and Rulebook for the overall mark required to pass a module.

THE PROGRAMME RULES OF SUBJECT COMBINATION AND THE PROGRAMME RULES OF PROGRESSION MUST BE MET IN ORDER TO BE AWARDED THE QUALIFICATION.

CODE OF CONDUCT
DEPARTMENT OF EDUCATION REGULATION 24q

The BMH Student Information and Rulebook contains the general rules of the Institution that apply to all registered students and is aligned to the requirements for public information as per the requirements of the Higher Education Act, 1997 (as amended), specifically Regulation 24 (as amended) of the Regulations for the Registration of Private Higher Education Institutions, 2016, 2002 and the Institution’s internal quality management system (QMS).

CREDIT ACCUMULATION & TRANSFER (CAT)
DEPARTMENT OF EDUCATION REGULATION 24m

Boston allows students with completed credits from recognised higher education institutions in cognate (or similar) subjects to apply for credit transfers. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct from the previous institution. Students interested in applying will be considered individually by the Office of the Registrar.

Where applicable, application may also be made for credit transfer between Boston qualifications or for credit accumulation within a Boston qualification.

DIRECTORS

Chief Executive Officer - A.Z. Katz
Financial Director - C.L. Stollard
Managing Director - S.J. de Roos
Director - Dr H.J. Botha
Resident Director - L. M. Banda

DISABILITY
DEPARTMENT OF EDUCATION REGULATION 24v

The Institution recognises the rights of all individuals, including those with disabilities. It is the responsibility of a disabled applicant to declare his/her disability before registering to ensure that proper support is available as facilities vary between campuses.
Learner complaints and grievances must be lodged, and will be processed, according to the procedures of the Institution. If you submit an academic appeal or you are found guilty of a disciplinary offence you should follow the internal procedures for those matters prior to the drafting and submission of a formal complaint or grievance.

All matters other than academic appeals, disciplinary procedures and requests/suggestions can immediately be processed as complaints or grievances as per the procedures set out under this section.

Your complaints and grievances must be lodged with the Head of the Institution (as a representative of the management of the Institution) and may also be lodged with the Registrar of the Department of Higher Education for purposes of notification, if you so wish. You must, in the first instance, categorise your complaint in relation to the following institutional categories:

- a) Quality of teaching and learning
- b) Quality of facilities
- c) Quality of general service delivery
- d) Assessment judgments/outcomes (Only after the internal adjudication of an academic appeal against an assessment outcome)
- e) Disciplinary sanctions (Only after the internal procedures for minor or major disciplinary offences have been completed)
- f) Refusal to write examinations
- g) Certification
- h) Refunds
- i) Fees
- j) Closure of the institution without informing learners
- k) Unfair business practices
- l) Contravention of the Bill of Rights as promulgated in the Constitution of the Republic of South Africa
- m) Other.

Set out your complaint or grievance in a straightforward written narrative supported by any evidence that has a direct bearing on the complaint or grievance. After an investigation of the complaint or grievance, the institution will respond in writing, addressing the specifics of your complaint or grievance and any evidence that has a direct bearing on the complaint or grievance.

In the event that the learner (the complainant) and the management of the Institution are unable to reach a mutually acceptable resolution, then the Institution will submit to the Registrar of the Department of Higher Education:

- a) A copy of the original letter of complaint
- b) A copy of the Institution’s written response to the complaint
- c) A report citing the reasons for the non-resolution of the grievance or complaint and details of further action(s), if any, contemplated or undertaken by the learner or the institution.

The Registrar of the Department of Higher Education may, at her discretion and depending on the circumstances of the complaint, refer the institution to the consumer protector or to any other organisation or agency for further advice and investigation.

You should also be aware that if a dispute cannot be resolved by mechanisms internal to the Institution (e.g. arbitration) or by the consumer protector or another organisation (if the matter is so referred by the Registrar of the Department of Higher Education) your ordinary legal rights in the South African legal system remain unaffected by any of these processes.
**FACILITIES**

Boston Media House has lecture rooms, technical laboratories, a student information centre and a library. The library offers assistance and facilities to students for research as well as limited guidance in academic writing and academic literacy.

**FEES**

*DEPARTMENT OF EDUCATION REGULATION 24n*

Fees and charges including refunds in the case of deferral, cancellation or withdrawal are set out in the Student Information and Rulebook as well as the Registration Contract. Additionally, our registration counsellors are available for assistance if required.

**FINANCIAL AID**

*DEPARTMENT OF EDUCATION REGULATION 24o*

Boston Media House understands that funding a higher education qualification can be challenging to many students and their families. We therefore provide a range of fee payment options to ensure that you realise your dreams of a media career. Please consult with a student registration counsellor to discuss the fee payment plan that suits you best.

A limited number of bursaries are also made available by the Institution through various channels. Again, our student registration counsellor can offer you advice on any bursaries that are available. Bursary opportunities awarded by the Institution usually require the student to have completed the first year of study so that there is a clear academic and behaviour track record upon which to base our bursary decisions.

The option is also available to approach credible lending financial institutions. As an accredited and registered Private Higher Education Institution, Boston students may make an application for a student loan at any of South Africa’s retail banks.

**FOREIGN APPLICANTS**

Foreign students who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Bachelor’s degree from the South African Matriculation Board. The Board can be contacted on +27-010-591-4401/2 or applications@USAF.ac.za

For Diploma studies, students who have qualifications from foreign higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) which can be contacted on +27-(0)12 431-5070 or visit http://www.saqa.org.za/.

Foreign applicants are required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification.

**HEALTH & WELLNESS**

*DEPARTMENT OF EDUCATION REGULATION 24u*

Boston Media House has implemented guidelines and procedures for safety and security according to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Every effort is made to avoid any incident or tragedy on campus and to ensure the continued health and safety of both staff and students.

Boston Media House aims to produce well-rounded graduates, we support our student’s academic growth and achievements and also care about their personal well-being and development. Boston Media House offers all registered students free psycho-social counselling. The Boston Media House Student Wellness Blog (www.bmhfstudentwellness.wordpress.com) posts great tips and advice on how to make your time as a student at Boston Media House a productive and healthy experience.
**GENERAL INFO**

**HOW MANY SUBJECTS CAN I TAKE EACH SEMESTER?**

Minimum is one (1) subject per semester; this will ensure students remain academically active. The maximum number of subjects you can take in any one semester is dependent on the number of credits per subject. It is not recommended for students to take in excess of seventy (70) credits per semester. For the number of credits per subject see curriculum above.

- The lectures for Semester 1 commence on the 10th of February 2020.
- The lectures for Semester 2 commence on the 6th of July 2020.

**INSTITUTIONAL INFORMATION, REGISTERED LEARNING PROGRAMMES & SITES OF DELIVERY**

**DEPARTMENT OF EDUCATION REGULATION 24a,c,e,f,g,l**

**ABOUT THE INSTITUTION**


The following programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE):

1. Bachelor of Business Administration in Media Operations Management (SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 491 plus 5 Due Performance (DP) Credits at NQF Level 4). Site of delivery: Sandton.

2. Bachelor of Arts in Broadcast Journalism (SAQA ID 111434, NQF (HEQSF) Level 7, Minimum Subject Credits 395. Site of delivery: Sandton.

3. Bachelor of Business Administration in Media Operations Management (SAQA ID 90664, NQF (HEQSF) Level 8, Minimum Subject Credits 498 plus 5 Due Performance (DP) Credits at NQF Level 4). Site of delivery: Sandton. Returning students only.

4. Diploma in Media Practices (SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 374, plus 5 Due Performance (DP) Credits at NQF Level 4). Sites of delivery: Sandton, Pretoria and Durban.

5. Diploma in Radio and Television Production (SAQA ID 111133, NQF (HEQSF) Level 6, Minimum Subject Credits 394, plus 5 Due Performance (DP) Credits at NQF Level 4. Site of Delivery: Sandton.

6. Diploma in Media Practices (SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 362, plus 5 Due Performance (DP) Credits at NQF Level 4). Sites of delivery: Sandton, Pretoria and Durban. Returning students only.
LANGUAGE OF TEACHING AND LEARNING
DEPARTMENT OF EDUCATION REGULATION 24i

English is the language of communication, instruction and assessment at Boston Media House. Notwithstanding the Institution’s appreciation of the rich value of multiculturalism in South Africa and its impact on educational language policy, the Institution has selected a single language in terms of its language policy since it would be impracticable to select more than one language, given the small size of the Institution.

MODE OF DELIVERY
DEPARTMENT OF EDUCATION REGULATION 24j

Contact learning, which is a mode of delivery characterised by face-to-face lectures with additional independent learning taking place in completing reading, projects and preparations for assessments.

PARTNERSHIP AGREEMENT
DEPARTMENT OF EDUCATION REGULATION 24r

Boston City Campus & Business College
Boston City Campus & Business College (Pty) Ltd Reg. No. 1996/013220/07

Boston City Campus & Business College (Pty) Ltd Reg. No. 1996/013220/07

All offerings that are not accredited by a Quality Council (QC) or its delegated bodies are non-credit bearing and are quality assured by the Academic Committee of Boston Media House (Pty) Ltd Reg. No. 2002/026252/07. These include Short Courses.
Boston’s Joint Head Offices in Orange Grove, Johannesburg and Stellenbosch, and all Support Centres including Boston Media House campuses are accredited by the South African Board of People Practices (SABPP), No. 62115C119BC, a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO), for the qualification:

- Higher Certificate in Marketing
- H.Cert. (Marketing)
- SAQA ID 21086, NQF (OQSF) Level 5, minimum Credits 160

This curriculum is accredited with various specialisations including:
- (Specialisation Radio Production)
- (Specialisation Radio Journalism)

### PUBLIC HOLIDAYS & RELIGIOUS/CULTURAL HOLIDAYS

OTHER THAN ORDINARY SOUTH AFRICAN PUBLIC HOLIDAYS

The institution respectfully acknowledges all other religious and cultural holidays but only grants officially sanctioned South African cultural/religious holidays as public holidays.

### REFUND POLICY

DEPARTMENT OF EDUCATION REGULATION 24n

Once the Registration Contract has been signed, the account payer becomes liable for the full academic fees for the twelve (12) month period of the registration. Refunds may be requested by making the request in writing and supported by an explanation of the circumstances leading to the request for a refund. The Institution considers refund requests on a case-by-case basis and it is at the absolute and sole discretion of the management of Boston Media House to agree to a refund.

### REGISTRATION CONTRACT

DEPARTMENT OF EDUCATION REGULATION 24s

When you register at the beginning of each academic year, a Registration Contract (i.e. the enrolment contract) must be completed in full and must be signed by the student, their legal guardian (if necessary), the account payer, and the person providing financial surety for those paying the tuition fees over a period of months. The Registration Contract is a legally binding document and is restricted to a twelve (12) month cycle (at a time). Should a student wish to de-register within the twelve (12) month period, they may do so however no refund or cancellation of the tuition fees – whether paid or not – will be made or agreed to respectively.

### RPL APPLICANTS

DEPARTMENT OF EDUCATION REGULATION 24h

Boston admits a small number of students through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Office of the Registrar.
SEMESTERS, TERMS & HOURS OF OPERATION

The office operating hours of the institution are as follows:

**MONDAY TO THURSDAY**  08H15 TO 17H00
**FRIDAY**  08H15 TO 15H30
**SATURDAY**  08H15 TO 13H00

The institution reserves the right to schedule academic and non-academic activities on weekends and in the evenings if so required.

The Institution operates for a minimum of 30 academic weeks each year, divided into two semesters of two terms each.

**TERM DATES ARE PUBLISHED UNDER THE ACADEMIC CALENDAR SECTION IN THE STUDENT INFORMATION AND RULEBOOK.**

STUDENT SUPPORT SERVICES, ACADEMIC ASSISTANCE & DEVELOPMENT

DEPARTMENT OF EDUCATION REGULATION 24p

Boston Media House has appointed qualified and experienced lecturers and support staff to provide suitable support to learners. Student support services typically include career counselling, academic counselling, academic progression counselling, remedial academic interventions & psycho-social referrals. Students can contact counsellors and lecturers during their consultation times at the branch where they are registered.

SENIOR MANAGEMENT

Head of Institution and Academic Head
Dr. H.J Botha B.B.A., M.Com., Ph.D

Registrar
Lizel Badenhorst BCom

Academic Coordinator and Branch Manager (Sandton)
Carike Verbooy BA, BA (Hons), MA

Branch Manager (Pretoria)
Taryn Steenkamp

Branch Manager (Durban)
Brett Langton BSc, BSc (Hons)

WHAT DO I DO IF I AM ACCEPTED?

When you are accepted you will be required to register. In order to register you will need to complete the ‘Registration Contract’ and pay the registration fee and first instalment or deposit. Once you have paid and completed the Registration Contract you can return the contract and proof of payment to the branch where you wish to register.

**THE CLOSING DATE FOR REGISTRATIONS IS ON FRIDAY 7TH FEBRUARY 2020.**

**THE CLOSING DATE FOR REGISTRATIONS FOR SEMESTER 2 IS ON FRIDAY 3RD JULY 2020.**
GENERAL INFO

WHEN CAN I APPLY AND HOW MUCH ARE THE APPLICATION FEES?

Applications are open all year round.

THERE ARE NO APPLICATION FEES PAYABLE.

WHERE DO I COMPLETE MY ASSESSMENTS?

All students must complete their assessments at the branch where they are registered.

WHO WILL PROVIDE ME WITH ACADEMIC AND TUITION SUPPORT?

Boston Media House has appointed qualified and experienced lecturers to deliver and assess the learning. Students can contact lecturers during their consultation times at the branch where they are registered for academic assistance.

WILL TEACHING MATERIALS BE PROVIDED TO ME?

Boston will provide all prescribed textbooks, course outlines and timetables for each subject. Therefore there will be no requirement to purchase any additional prescribed materials for all of the compulsory subjects. Personal stationery however must be provided by the student.

DISCLAIMER

This Prospectus was accurate at the time of publication. Boston Media House (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, programme updates, market requirements and other reasons.

Please note that meeting any of the admission requirements does not necessarily guarantee entry into a qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee.
ABOUT THE INSTITUTION

BRITISH ACCREDITATION COUNCIL (BAC) ACCREDITATION
Boston Media House is accredited by the British Accreditation Council for Independent Further and Higher Education as an Independent Higher Education Institution.