TEXTBOOKS INCLUDED

YOU ARE HERE

LIGHT UP TOMORROW

2019 PROSPECTUS

media house
BOSTON

BAC

ACCRREDITED INDEPENDENT HIGHER EDUCATION INSTITUTION
YOUR TOMORROW IS CREATED BY WHAT YOU DO TODAY
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Look who’s been to Boston!</td>
<td>5</td>
</tr>
<tr>
<td>Office Bearers</td>
<td>6</td>
</tr>
<tr>
<td>Cool Campus Life</td>
<td>7</td>
</tr>
<tr>
<td>Degree</td>
<td>8 - 11</td>
</tr>
<tr>
<td>Bachelor of Business Administration in Media Operations Management</td>
<td></td>
</tr>
<tr>
<td>4 years, full-time</td>
<td></td>
</tr>
<tr>
<td>5-6 years, part-time option in the evenings and on Saturdays, Sandton campus only</td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>13 - 22</td>
</tr>
<tr>
<td>Diploma in Media Practices</td>
<td></td>
</tr>
<tr>
<td>3 years, full-time</td>
<td></td>
</tr>
<tr>
<td>5 years, part-time option in the evenings and on Saturdays, Sandton campus only</td>
<td></td>
</tr>
<tr>
<td>Short Learning Access Programme</td>
<td>23 - 24</td>
</tr>
<tr>
<td>Media Studies Gateway Short Learning Access Programme</td>
<td></td>
</tr>
<tr>
<td>6 months, full-time. Part-time option in the evenings and on Saturday, Sandton campus only</td>
<td></td>
</tr>
<tr>
<td>Short Courses</td>
<td>26 - 28</td>
</tr>
<tr>
<td>2-3 months, full-time. Part-time option in the evenings and on Saturday, Sandton campus only</td>
<td></td>
</tr>
<tr>
<td>Quick Facts</td>
<td>30</td>
</tr>
</tbody>
</table>
DEGREE, DIPLOMA OR SHORT COURSES?

We believe that today’s creative minds are tomorrow’s problem solvers. With a host of short courses, a Diploma in Media Practices and a BBA Degree in Media Operations Management you can specialise in the vibrant worlds of TV, Radio, Marketing, Journalism, PR, Graphic Design, Animation and Advertising. Back yourself and Light Up Tomorrow.

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

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

Alexia de Souza
Publicist

Gerald Tholo
Sound Engineer

Masechaba Makumba
Artist Manager

Wim du Plessis
Camera Operator

Kebuileng Mosala
Production Co-ordinator

Raquel Correia
Client Co-ordinator
**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 - Mike Thoms, BA, BA (Hons), MPhil (Higher Education); Academic Head & Branch Manager (Sandton) - Carike Verbooy BA, BA (Hons), MA; Registrar - Lizel Badenhorst, BCom; Branch Manager (Pretoria) - Taryn Steenkamp; Branch Manager (Durban) - Brett Langton BSc, BSc (Hons)
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. **COME AND JOIN THE VIBE!**

**COOL CAMPUS LIFE**

**TURN PASSION INTO PROFIT**
DEGREE

01

TOMORROW’S NEWS STARTS WITH YOU
A UNIQUE DEGREE PROGRAMME ON THE NATIONAL QUALIFICATIONS FRAMEWORK AVAILABLE AT THE SANDTON (JOHANNESBURG) CAMPUS.

Boston Media House is the only tertiary institution in South Africa to offer this unique qualification. If your dream career is in media management or you’re already working in media, a Bachelor of Business Administration in Media Operations Management will equip you with the knowledge, skills and competencies expected of professionals in management positions in the media environment. Hey, someone has to control and manage the talent and make sure the brand is profitable! Why not you?

QUALIFICATION

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

THE BBA IN MEDIA OPERATIONS MANAGEMENT WILL PUT YOU ON ANY ONE OF THE FOLLOWING CAREER TRACKS:

- Radio Station Management
- Television or Video Production Company Management
- Record Company Management
- Print Media Management
- Media Management in Advertising, Marketing, Digital Marketing and Direct Marketing
- Media Operations Analyst
- Market Analyst
- Business Analyst & Strategic Planner
- Public Administration Management
- Public Relations Manager
- Technology Media Management
- Digital Production Company Management
- General Media Management

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.

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 page 34.

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 eight (8) semesters over a period of four (4) years, and the maximum duration is eight (8) years.

*Candidates having attained the age of 23 before or during the first year of registration with a Senior Certificate with a minimum of 40% in at least four higher grade subjects or 50% in at least four standard grade subjects.
QUALIFICATION STRUCTURE*
*Boston Media House reserves the right to adjust the qualification structure in the interests of improved programme outcomes.

01
YEARS

- Business Management 1
- Industrial Psychology 1
- Advertising 1
- Marketing 1
- Journalism 1
- Public Relations 1
- Professional Skills 1
- Academic Literacy 1
- Computer Literacy 0
  (MS Windows, MS Word, MS Excel)

02
YEARS

- Business Management 2
- Financial Management 1
- Brand Management 1
- Economics 1
- Entrepreneurship 2
- Computer Literacy 0 (MS PowerPoint)

Choose one (1) of the following four (4) electives:
- Advertising 2
- Marketing 2
- Journalism 2
- Public Relations 2
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 3.
STAY CONNECTED MORE QUALIFICATIONS COMING SOON

BA in Broadcast Journalism

and

Diploma in Radio & Television Production
START TELLING YOUR STORY TODAY
WE’LL GET YOU STARTED WITH A GREAT CHOICE OF EXCITING DIPLOMA COURSES

Advertising executive, creative director, graphic designer or animator? DJ, radio presenter, journalist or marketing strategist? Whichever media career you have in your sights, Boston Media House offers you a flexible qualification structure that includes a broad range of career choices, to launch you into the dynamic world of media.

QUALIFICATION

SAQA ID 83166, NQF (HEQSF) Level 6, Minimum Subject Credits 362, plus 5 Due Performance (DP) Credits at NQF Level 4.

EXCITING AND STIMULATING, THE DIPLOMA IN MEDIA PRACTICES EQUIPS YOU FOR A RANGE OF EXCITING MEDIA CAREER OPPORTUNITIES:

- Radio or Television Presenter / Broadcaster
- News Reader or Editor
- Radio or Television Producer
- Sound Engineer
- Advertising or Sales Executive
- Promotions Coordinator
- Marketing and Promotions Practitioner
- Video Production Practitioner
- Public Relations Practitioner
- Journalist
- Animation Producer or Animator
- Graphic Designer
- Record Company Recruiter and Administrator
- Programme Administrator

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 requirement 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 page 34.

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.
QUALIFICATION STRUCTURE

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

01

MEDIA ELECTIVE SPECIALISATION

All subjects are compulsory

- Academic Literacy 1
- Advertising 1
- Marketing 1 or Photography 1*
- Television 1
- Radio 1
- Journalism 1
- Public Relations 1
- Professional Skills 1
- Computer Skills 0
  (MS Windows, MS Word, MS Excel)

*Photography 1 only available at the Sandton branch

01

GRAPHIC DESIGN ELECTIVE SPECIALISATION

All subjects are compulsory

- Academic Literacy 1
- Advertising 1
- Television 1
- Graphic Design Practice 1
- Graphic Design Process 1
- Professional Skills 1
- Computer Skills 0
  (MS Windows, MS Word, MS Excel)

01

ANIMATION ELECTIVE SPECIALISATION

All subjects are compulsory

- Academic Literacy 1
- Television 1
- Animation 1
- Art/Drawing 1
- Professional Skills 1
- Computer Skills 0
  (MS Windows, MS Word, MS Excel)

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 SPECIALISATION

All subjects are compulsory

- Media Skills 3
- Digital Media Convergence 2
- Media Law 2
- Computer Skills 0 (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

*Photography 2 only available at the Sandton branch.

YEAR 2

GRAPHIC DESIGN ELECTIVE SPECIALISATION

All subjects are compulsory

- Media Skills 3
- Digital Media Convergence 2
- Advertising 2
- Graphic Design Practice 2
- Graphic Design Process 2
- Computer Skills 0 (MS PowerPoint)

ANIMATION ELECTIVE SPECIALISATION

All subjects are compulsory

- Media Skills 3
- Digital Media Convergence 2
- Animation 2
- Art/Drawing 2
- Sound Engineering 1
- Computer Skills 0 (MS PowerPoint)
CHOOSE 1 OF THE FOLLOWING SPECIALISATIONS

*All the subjects within each specialisation are compulsory*

### YEAR 3

#### ADVERTISING
**ELECTIVE SPECIALISATION:**
- Advertising 3
- Media Planning 3
- Brand Management 3
- Integrated Marketing Communications 3
- Creativity 3
- Finance in Media 3
- Entrepreneurship 3
- Professional Skills 2

#### GRAPHIC DESIGN
**ELECTIVE SPECIALISATION:**
- Graphic Design Process 3
- Graphic Design Practice 3
- Advertising 3 (core module only)
- Entrepreneurship 3
- Professional Skills 2

#### ANIMATION
**ELECTIVE SPECIALISATION:**
- Animation 3
- Art/Drawing 3
- Entrepreneurship 3
- Sound Engineering 2
- Professional Skills 2

#### JOURNALISM
**ELECTIVE SPECIALISATION:**
- Journalism 3
- Internet Journalism 3
- Sub-Editing 3
- Photojournalism 3
- Finance in Media 3
- Entrepreneurship 3
- Professional Skills 2

---

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

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

PUBLIC RELATIONS ELECTIVE SPECIALISATION:

- Public Relations 3
- Media Planning 3
- Brand Management 3
- Creativity 3
- Finance in Media 3
- Entrepreneurship 3
- Professional Skills 2

RADIO ELECTIVE SPECIALISATION:

- Radio 3
- Sound Engineering 2
- Finance in Media 3
- Entrepreneurship 3
- Professional Skills 2

TELEVISION ELECTIVE SPECIALISATION:

- Television 3
- Sound Engineering 2
- Finance in Media 3
- Entrepreneurship 3
- Professional Skills 2

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

Ever wondered just how much advertising influences your decision whenever you make a purchase? Ever wondered how advertising slogans become part of everyday conversation?

If these sorts of questions intrigue you then you’ve come to the right place. The Advertising specialisation takes a hands-on approach to advertising theory and practice.

Explore conceptual creative thinking; develop advertising proposals and briefs; construct integrated marketing communication programmes; conduct competitor brand analysis and develop differentiation strategies.

Pure Strategy

Mind Over Matter
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 in journalism. 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.
MARKETING ELECTIVE SPECIALISATION

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!

PUBLIC RELATIONS ELECTIVE SPECIALISATION

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.

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.
03

SHORT LEARNING ACCESS PROGRAMME

MOVE YOUR CREATIVITY IN THE RIGHT DIRECTION
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.

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.

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

*Students may not be admitted to the Boston Media House Bachelor of Business Administration in Media Operations Management degree programme through this short learning access programme.
BE THE VOICE OF YOUR FUTURE
04

SHORT COURSES

CHANNEL YOUR TALENT INTO YOUR TOMORROW
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.

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 with 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.

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!
RADIO PRESENTING & 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 by Dalet™ and ProTools™ 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 ‘aspirational’ 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 2019 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)

COMBINED VALUE OF THE CAREER COMPASS & FINANCIAL INDEPENDENCE SHORT COURSES
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Wellness</td>
<td>31</td>
</tr>
<tr>
<td>Academic Progression</td>
<td></td>
</tr>
<tr>
<td>Code Of Conduct</td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
</tr>
<tr>
<td>Complaints &amp; Grievances</td>
<td>32</td>
</tr>
<tr>
<td>Facilities</td>
<td>33</td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>Credit Accumulation &amp; Transfer (CAT)</td>
<td></td>
</tr>
<tr>
<td>Foreign Applicants</td>
<td>34</td>
</tr>
<tr>
<td>Mode Of Delivery</td>
<td></td>
</tr>
<tr>
<td>How Many Subjects Can I Take Each Semester?</td>
<td></td>
</tr>
<tr>
<td>Language Of Teaching And Learning</td>
<td></td>
</tr>
<tr>
<td>Public Holidays &amp; Religious/Cultural Holidays</td>
<td></td>
</tr>
<tr>
<td>Refund Policy</td>
<td>35</td>
</tr>
<tr>
<td>Registration Contract</td>
<td></td>
</tr>
<tr>
<td>RPL Applicants</td>
<td></td>
</tr>
<tr>
<td>Semesters, Terms &amp; Hours Of Operation</td>
<td>36</td>
</tr>
<tr>
<td>Student Support Services, Academic Assistance &amp; Development</td>
<td></td>
</tr>
<tr>
<td>What Do I Do If I Am Accepted?</td>
<td></td>
</tr>
<tr>
<td>When Can I Apply And How Much Are The Application Fees?</td>
<td></td>
</tr>
<tr>
<td>Where Do I Complete My Assessments?</td>
<td></td>
</tr>
<tr>
<td>Will Teaching Materials Be Provided To Me?</td>
<td></td>
</tr>
<tr>
<td>Who Will Provide Me With Academic And Tuition Support?</td>
<td>37</td>
</tr>
<tr>
<td>Institutional Information, Registered Learning Programmes &amp; Sites Of Delivery</td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td></td>
</tr>
<tr>
<td>Senior Management</td>
<td></td>
</tr>
<tr>
<td>Partnership Agreement</td>
<td></td>
</tr>
</tbody>
</table>
HEALTH & WELLNESS
DEPARTMENT OF EDUCATION REGULATION 24u

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.bmhstudentwellness.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.

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.

Students need an overall mark of fifty percent (50%) to pass a subject.

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 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).

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.
GENERAL INFO

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.

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.

FEES

DEPARTMENT OF EDUCATION REGULATION 24n

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

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 - see relevant section in the ‘Application for Admission Form’ or online.

Where applicable, application may also be made for credit transfer between Boston qualifications or for credit accumulation within a Boston qualification.
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 or Diploma study from the South African Matriculation Board. The Board can be contacted on +27-010-591-4401/2 or applications@USAF.ac.za

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.

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.

HOW MANY SUBJECTS CAN I TAKE EACH SEMESTER?

The minimum enrolment 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) subject credits per semester.

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.

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

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

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

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 ordinary operating hours of the institution are as follows:

- Monday to Thursday 08h00 to 16h30
- Friday 08h00 to 15h30
- Saturday 08h00 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.

**Semester 1**
- Term 1: 11 February - 29 March
- Term 2: 08 April - 12 June

**Semester 2**
- Term 1: 08 July - 23 August
- Term 2: 02 September - 06 November
GENERAL INFO

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.

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 for the BBA in Media Operations Management for Semester 1 is 15h00 on Friday 8th February 2019**.

The closing date for registrations for the BBA in Media Operations Management for Semester 2 is 15h00 on Friday 5th July 2019**.

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.

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.
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.

INSTITUTIONAL INFORMATION, REGISTERED LEARNING PROGRAMME & SITES OF DELIVERY

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

ABOUT THE INSTITUTION

Boston Media House (Pty) Ltd
Reg. No. 2002/026252/07 (Boston)
Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, Registration No.: 2008/HE07/007, until 31 December 2023.

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).

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).

Both programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE).

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
Mike Thoms BA, BA (Hons), MPhil (Higher Education)

Registrar
Lizel Badenhorst BCom

Academic Head & Branch Manager (Sandton) - Carike Verbooy BA, BA (Hons), MA

Branch Manager (Pretoria) - Taryn Steenkamp

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

PARTNERSHIP AGREEMENTS

DEPARTMENT OF EDUCATION REGULATION 24r

The Institution has no formal partnership agreements and is not affiliated with any third party entities. Media industry relations are advocated to promote graduates’ successful integration into the world of work.

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.
BOSTON MEDIA HOUSE SITES

DEPARTMENT OF EDUCATION REGULATION 24b

SANDTON (HEAD OFFICE)
Tel: 011 883-0933 | Fax: 011 883-0934
137 11th Street, Parkmore
128 10th Street, Parkmore

PRETORIA
Tel: 012 343-1731
716 Francis Baard Street (formerly Schoeman Street), Arcadia

DURBAN
Tel: 031 301-7469
331 Anton Lembede Street, Durban

experienceit.mobi
your workplace experience

Download the Boston App

bostonmh.co.za


Boston Media House is accredited by the British Accreditation Council for Independent Further and Higher Education as an Independent Higher Education Institution.