BAdminHons *Public Administration and Management* (07241113)

Department	School of Public Management and Administration
Minimum duration of study	1 year
Total credits	120
NQF level	08
Contact	Prof LP Malan lianne.malan@up.ac.za +27 (0)124202063

Admission requirements

1. Relevant bachelor's degree
2. Weighted average of at least 65% for Public Administration at final-year level

Additional requirements

Registration for a second field of study

With reference to General Academic Regulation G23, a student who has already completed a bachelor of honours degree at this or another university, may, with the permission of the Dean, register for another degree, subject to the regulations applicable to the field of study in question and to any other stipulations the Dean may prescribe on the condition that there shall be no overlap in the course content of the first degree and the second degree. Such a concession may be withdrawn by the dean/deans if the student does not perform satisfactorily.

Recognition of modules

1. Subject to the stipulations of General Academic Regulation G23 and the Joint Statute, a dean may acknowledge modules passed at another tertiary institution or at this university in a department other than that in which the honours study is undertaken for the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this university.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the Dean may not acknowledge any modules that form part of the degree already conferred.

Examinations and pass requirements

Subject to the provisions of General Academic Regulation G26, a head of department determines, in consultation with the Dean when the honours examinations in his/her department will take place, provided that:

- honours examinations which do not take place before the end of the academic year must take place before the

closing date of the special exam period in the beginning of the following academic year, and all examination results must be submitted to Student Administration before the closing date of submission of marks; and

- honours examinations which do not take place before the end of the first semester may take place no later than the closing date of the exam period, and all examination results must be submitted to Student Administration on or before the closing date of submission of marks.

The head of the department determines:

- whether a candidate will be admitted to a supplementary examination, provided that a supplementary examination is granted, only once in a maximum of two prescribed semester modules or once in one year module.
- the manner in which research reports are prepared and examined in his/her department.

Supplementary examinations (if granted) cover the same subject matter as was the case for the examinations. A student may not enrol for the same module more than once, unless the dean has approved a second enrolment based on an application supported by a valid reason or motivation. Also refer to General Academic Regulation G18.3.

NB: Full details are published in each department's postgraduate information brochure, which is available from the relevant head of department. The minimum pass mark for a research report is 50%.

Subject to the provisions of G26, the subminimum required in subdivisions of modules is published in the study guides, which are available from the relevant head of department.

Curriculum: Final year

Minimum credits: 120

Core modules

Public administration and management theory 700 (AET 700)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1

Module content

- The nature, origins and scope of Public Administration
- Sub-fields of Public Administration
- Relationship between Public Administration and other disciplines
- Theoretical discourse in Public Administration
- Politics-administration interface
- Application of Public Administration
- The nature, concepts and techniques of Public Management
- New Public Management doctrine
- Issues in public management
- Strategic management
- Measurement of efficiency and effectiveness in public organisations

Policy and organisational studies 700 (BLN 700)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 2

Module content

- Concepts and theories of public policy
- Law making and policy making
- Policy implementation
- Policy actors and role players
- Models for policy analysis
- Policy evaluation
- Policy dynamics and change
- Policy innovation
- Policy termination
- Theories and approaches to organisation studies
- Organisational systems and the creation of work units
- Delegation and communication
- Organisational behaviour
- Organisational development and change

Financial administration and management 700 (FIA 700)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1

Module content

- Concepts and aims of public finance
- Fiscal policy and monetary policy
- Legislative framework for public finance
- Role players in public finance
- Budgeting, budgeting techniques and systems
- Financial reporting
- Procurement and supply chain management
- Contract management
- Internal controls and accounting

Research methodology 702 (NME 702)

Module credits	40.00
NQF Level	08
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration

Period of presentation	Year

Module content

- Qualitative research
- Quantitative research
- Reseach design in Public Administration
- A three worlds perspective on research
- Surveys and interview data collection technique
- Sampling and sampling design
- Ethical issues in social research
- Data analysis in qualitative research
- Data analysis in quantitative research
- Preparation and submission of research proposal

Public human capital administration and management 700 (PAS 700)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 2

Module content

- Strategic human capital administration and management practices
- Legislative framework for public human capital administration and managment
- Human capital planning and procurement (employment equity)
- Recruitment, selection and placement practices
- Change management for human capital maintenance
- Career and talent management for staff retention in the public service
- Performance management
- Mentoring and coaching
- Conflict management
- Ethical conduct in the public service
- Labour relations and employee assistance in the public service

General Academic Regulations and Student Rules
The General Academic Regulations (G Regulations) and General Student Rules apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or

basis for an exception to any of the aforementioned regulations. The G Regulations are updated annually and may be amended after the publication of this information.

Regulations, degree requirements and information
The faculty regulations, information on and requirements for the degrees published here are subject to change and may be amended after the publication of this information.

University of Pretoria Programme Qualification Mix (PQM) verification project
The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQSF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.