University of Pretoria Yearbook 2020

MPA (Coursework) (07251153)

Minimum duration of study	1 year
Total credits	180
NQF level	09
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Admission requirements

- A completed bachelor's degree (e.g BTech, BSos, BEd) or equivalent with an average of at least 60%.
- Administrative and managerial experience, preferably in the public sector, as deemed adequate and appropriate by the Departmental Postgraduate Selection Committee.

Additional requirements

1. A candidate may be refused admission to a master's degree by the Director of the School of Public Management and Administration if he/she does not comply with the standard of competence in the subject as determined by the department – with the proviso that a candidate who does not comply with the required level of competence, may be admitted, provided that he/she completes additional study assignments and/or examinations.
2. The number of students will be determined in line with the growth strategy of the University of Pretoria as approved by the Executive.

Other programme-specific information

Seven prescribed modules as well as a mini-dissertation must be completed. The programme must be completed within two years after the first registration for the degree. The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

Examinations and pass requirements

- A semester mark of at least 45% is required to qualify for the examination.
- A subminimum of 45% is required in the examination in each of the modules.
- Credit is obtained for each module in which a final mark of at least 50% has been achieved.
- Only one supplementary examination in a maximum of two modules is permitted.
- A candidate may not present himself/herself for an examination in the same module more than twice, except with the approval of the Dean, on the recommendation of the Director of the School of Public Management and Administration. In the context of this regulation the phrase "may not sit an examination more than twice in the same module" as it appears in General Regulation G.32(b).2, implies that a candidate may not sit for an

examination in a module, including one supplementary examination, more than three times.
- Supplementary examinations cover the same subject matter as was the case for the examinations.

Research information

Mini-dissertations, curricula and modules

1. The degree programme requires that a mini-dissertation must be submitted for examination.
2. Information on modules, credits and syllabi is available, on request, from the relevant head of department.
3. The mini-dissertation must be submitted to the MPA Administrator Coordinator for examination after permission is granted by the supervisor.

Submission of mini-dissertation

The mini-dissertation is submitted to the MPA Administrator Coordinator, as per Research flow Diagram approved by the SPMA Research Committee.
For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the mini-dissertation, printed on good quality paper and of good letter quality, to the MPA Administrator Coordinator. Permission to submit the dissertation in unbound form may be obtained from the supervisor concerned.
In addition to the copies already mentioned, each successful student must submit a final bound paper copy as well as an electronic copy of the approved dissertation to the MPA Administrator Coordinator in the format specified by the SPMA Postgraduate Committee.

Curriculum: Final year

Minimum credits: 180

This degree is offered over a maximum of two years. All coursework modules to be completed in Year 1 of registration and the mini-dissertation to be registered in Year 2 of study. Degree must be completed within two years.

Core modules

Financial resource management 800 (FHB 800)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1 or Semester 2

Module content

- Concepts, aims and principles of public finance
- Governments and the distribution of income
- Role players in financial resource management
- Budgeting, budgeting techniques and systems
- Financial performance measurement
- Tariff settings and viability techniques
- Internal control and accounting
- Policy documents relating to financial management
- Logistical and asset management
- Tendering tenders and contracts
- Monitoring and auditing
- Financial accountability

Human resource management 801 (HPB 801)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 2

Module content

- Institutions and functionaries involved in public human resource management
- Basic values and directives governing public human resource management.
- Strategic human resource management
- Developing a performance culture
- Talent management,
- People development
- Creating and maintaining a learning culture
- Role players and their functions
- Employee relationship management
- Issues in people resource management
- Labour relations management
- Ethics and Accountability

Research methodology 801 (NME 801)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1 or Semester 2

Module content

- Research design
- Conceptualisation and measurement
- Operationalisation
- The logic of sampling
- Surveys

Research proposal to be submitted during year one and a supervisor will be allocated. Candidate to identify one of the specified areas (energy, water, sanitation or roads and transport) to conduct the research within a managerial and administrative context.

Public policy analysis and problem solving 800 (OXA 800)

Module credits	15.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1 or Semester 2

Module content

- Key concepts in public policy formulation and implementation
- Participants (role players) in policy formulation
- Key concepts in public policy analysis and implementation
- Ethics and policy analysis
- Approaches to policy analysis (A typology) Models for policy analysis
- Policy analysis as a process: A general overview
- Policy analysis as a process: Identifying problems and determining objectives for research
- Policy analysis as a process: Cost effectiveness, alternative options and determination of cost Forecasting and policy analysis
- Methods and techniques in policy analysis: An overview Acceptance and implementations of policy proposals Monitoring and evaluation of policy outcomes
- Pitfalls and limitations of policy analysis
- Design sectoral specific policies to achieve policy objectives
- Direct and control the implementation of sectoral specific policy and limitations of policy analysis
- Problem solving and techniques

Public administration and management theories: selected topics 801 (PAD 801)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1 or Semester 2

Module content

- Development of Public Administration as a practice
- Relationship between Public Administration and other dimensions
- Administrative activities
- Functional activities
- Auxiliary functions
- Sector governance and utility regulations

Strategic capability and leadership 803 (PAD 803)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1

Module content
Leadership theories
Leadership styles in the public sector
Ethical leadership
Regulatory framework in the public sector
Communication
Decision-making
Team roles
Planning and objective writing
Performance information in the public sector
Management processes
Project and change management
Leadership challenges in the public sector

Programme and project management 804 (PAD 804)

Module credits	10.00
Prerequisites	No prerequisites.
Contact time	1 contact week per year
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Semester 1 or Semester 2

Module content

Fundamentals, aims and concepts of programme and project management
Legislative and policy framework
Programme and project governance
Programme and project lifecycles
Programme and project methodology
Business process reengineering
Management of systems in public organisations
Strategic and operational management
Monitoring and evaluation and programme performance management
Budget programmes
Programme and project applications

Mini-dissertation: Public administration 899 (PAD 899)

Module credits	60.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Year

Module content
To be registered simultaneously with the course work modules.

The information published here is subject to change and may be amended after the publication of this information. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.