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## What does the programme entail?

The Bachelor of Administration specialising in Public Administration programme is directed towards equipping students for a career in the public sector.

The degree provides in-depth knowledge of certain administrative and management practices in the South African and international public sectors. It focuses on the three spheres of government, namely the local, provincial and national levels.

Some of the key aspects studied are public financial and human resources management, international administration and management, policy and organisation studies, ethics, project management, intergovernmental relations and administrative justice.



## Structure of the programme

### Core modules (compulsory)

**Note:** All first-year students take the compulsory fundamental Academic information management modules and the module Academic literacy for EMS.

1st year	2nd year	Final year
<ul style="list-style-type: none"> <li>Public administration</li> <li>Politics</li> <li>Economics</li> <li>Public resource management</li> </ul>	<ul style="list-style-type: none"> <li>Public administration</li> <li>Political science <b>or</b> International relations</li> <li>Communication management</li> </ul>	<ul style="list-style-type: none"> <li>Public administration</li> <li>Political science <b>or</b> International relations</li> </ul>

### Elective modules

**Note:** Candidates who did not obtain at least a 4 (50–59%) in Mathematics in the final NSC/IEB examination, or did not pass Statistics (STK) 113 and 123 may not include Economics (EKN) 120, 234, 244, 310 and 320, and Statistics (STK) 110 and 120 in their curriculum. Refer to the online Yearbook at [www.up.ac.za/yearbooks/home](http://www.up.ac.za/yearbooks/home).

1st year	2nd year	Final year
<ul style="list-style-type: none"> <li>Industrial and organisational psychology <b>or</b> Economics</li> <li>Statistics</li> <li>French</li> <li>German</li> <li>Informatics</li> <li>Anthropology</li> <li>Criminology</li> <li>Sociology</li> </ul>	<ul style="list-style-type: none"> <li>Industrial and organisational psychology</li> <li>Economics</li> <li>Public law</li> <li>Public management</li> <li>Anthropology</li> <li>Criminology</li> <li>Sociology</li> </ul>	<ul style="list-style-type: none"> <li>Industrial and organisational psychology</li> <li>Economics</li> <li>Anthropology</li> <li>Criminology</li> <li>Sociology</li> </ul>



## Which companies employ our graduates?

Government departments, embassies, consulates, High Commissions, parastatals, non-governmental organisations, private sector companies that work extensively with government contracts.



## Who are the ideal candidates?

The ideal candidates should:

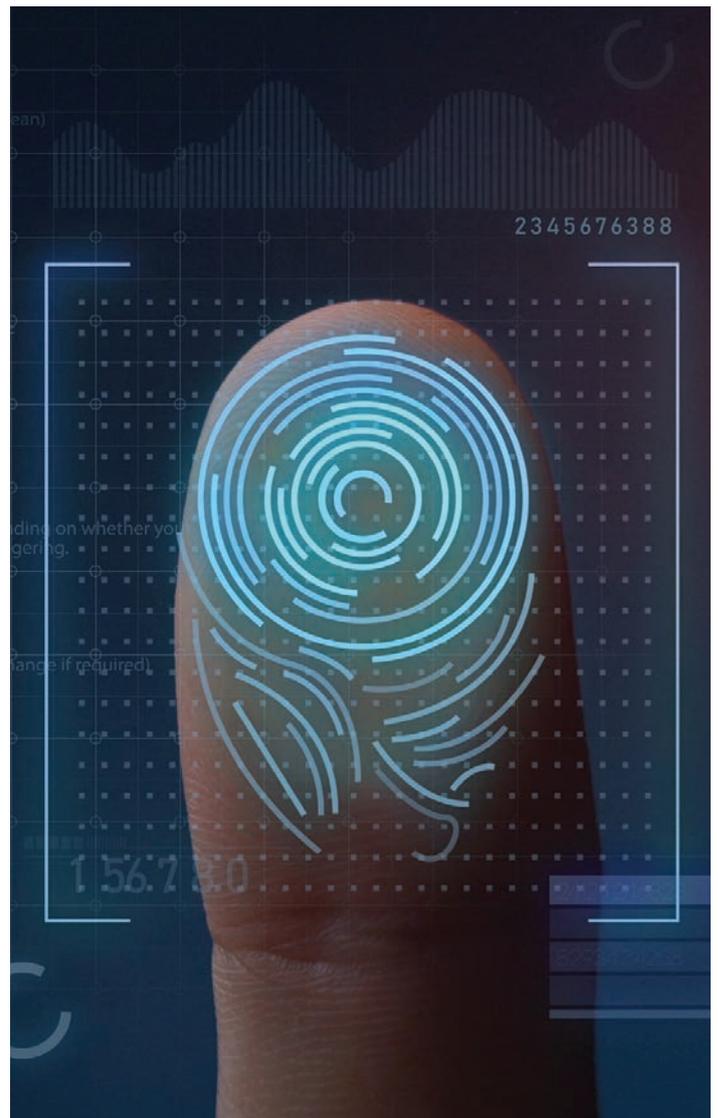
- Have the desire, commitment and dedication to serve their community, their city and/or their country
- Believe in and want to be part of the moral and legal obligation that the state has towards creating a better life for all



## What makes this programme unique?

The Bachelor of Administration degree is the only programme in the Faculty of EMS that combines public sector management with specialisations such as politics and international relations.

The programme exposes students to the management environment in both the public and private sectors. It enhances students' understanding of what it means to be good and responsible citizens.





# Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe  
Lefapha la Disaense tša Ekonomi le Taolo

# Bachelor of Administration specialising in Public Administration

(continued)



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State protocol officer

Parliamentary researcher

Project manager

Policy analyst

Public human resource manager

## Career opportunities

Official employed at embassies, consulates and High Commissions

Official working in the industrial or employee relations divisions in government departments

Official heading up the corporate divisions of government departments and agencies

Public sector consultant working with public sector contracts, empowering communities to access government services

Municipal manager or executive head of a government department or agency

Diplomat or part of the permanently employed diplomatic corps deployed nationally and internationally



‘As a high school student, I was unsure about which degree to pursue. During the COVID-19 lockdown, when political and social unrest dominated social media, I came across a quote that resonated with me: ‘Death is powerless against you if you leave a legacy of good behind. Death is powerless against you if you do your job.’ This quote inspired me to pursue a degree in government administration and public service, leading me to choose public management.

Although this degree involves studying extensive literature and legislation, which I enjoy reading, the most rewarding aspect in my experience is the opportunity for productive discourse during classes with lecturers and classmates. I have enjoyed learning about the different theories and models within the study of public administration and relating them to the current state of South Africa’s government. These discussions have provided me with a profound understanding of government administration that goes beyond surface-level observations.

With the knowledge I have gained in public management and international relations, I hope to become a respected professional, whether in the private or public sector, and to make proactive, long-lasting changes to improve the lives of future generations.’

**Thabang Masango** – Bachelor of Administration specialising in Public Administration

## Minimum admission requirements

Programmes	Minimum requirements for NSC/IEB for 2026		
	Achievement level		APS
	English Home Language or English First Additional Language	Mathematics	
<b>Bachelor of Administration specialising in Public Administration</b> [3 years]	5	Mathematics 3 or Mathematical Literacy 4	28

**Careers:** Diplomats, political analysts, managers in the public sector, local government and the private sector, non-governmental organisations, international organisations and embassies. Graduates are often employed in human resources sections and planning and general administrative divisions.

**Note:** Accounting at school is not a subject requirement for any of the Bachelor of Commerce and Bachelor of Administration programmes.

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UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## Faculty of Economic and Management Sciences

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## Minimum requirements for applicants with a school leaving certificate not issued by Umalusi (South Africa)



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Refer to the International undergraduate prospectus at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Admission Information or [click here](#) for more information.

- The closing date for applications for programmes in this faculty is 30 June.
- Meeting the minimum admission requirements does not guarantee admission into a programme.

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES Programmes	Minimum requirements for 2026									
	Compulsory subjects	GCSE #		HIGCSE NSSC HL	Achievement level				KOMBI ABITUR	KCSE
		The qualifications in the two columns below will be considered only for conditional admission. If final AS and/or A levels have been completed, these two columns will not apply. It can also not be used for final admission and/or registration.			AS Level	A Level	IB			
		CIE	UK		GCE CIE NSSC AS	GCE CIE CGCE UJACE WAEC ZGCE	IB SL	IB HL		
Bachelor of Commerce in Accounting Sciences	English Mathematics	C	4	3	C	E	4	3	60-69% 70-79%	B
Bachelor of Commerce specialising in Investment Management		B	6	2	B	D	5	4		B+
Bachelor of Commerce specialising in Econometrics										
Bachelor of Commerce specialising in Financial Management Sciences	English Mathematics									
Bachelor of Commerce specialising in Economics										
Bachelor of Commerce specialising in Law		C	4	3	C	E	4	3	60-69%	B
Bachelor of Commerce specialising in Statistics and Data Science		C	4	3	C	E	4	3	60-69%	B
Bachelor of Commerce specialising in Agribusiness Management										
Bachelor of Commerce specialising in Information Systems										
Bachelor of Commerce [3-year programme]	English Mathematics									
Bachelor of Commerce specialising in Business Management										
Bachelor of Commerce specialising in Supply Chain Management		C	4	3	C	E	4	3	60-69%	B
Bachelor of Commerce specialising in Marketing Management		D	3	3	D	E	2	2	50-59%	C+
Bachelor of Commerce specialising in Human Resource Management										
Bachelor of Administration specialising in Public Administration	English Mathematics	C E	4 2	3 4	C E	E E	4 2	3 2	60-69% 40-49%	B C
Bachelor of Commerce [4-year programme]	English Mathematics	D E	3 2	3 4	D E	E E	2 2	2 2	60-69% 40-49%	C+ C

# Only English with at least a C symbol on this level can be used for final admission.