

# **PhD PUBLIC ADMINISTRATION AND MANAGEMENT**

## **What does the PhD Public Administration & Management programme look like?**

The PhD degree forms part of the combined Management Sciences Learning Programme which consists of a minimum of two years.

The first year is a structured programme consisting of 16 compulsory 2 day sessions (scheduled on a Friday and a Saturday).

In the second year, students are required to complete a thesis based on a topic that is in line with the research focus areas of the School of Public Management and Administration (SPMA) and approved by the Postgraduate Committee of the Faculty of Economic and Management Sciences.

## **Which options can students apply to get in to the PhD programme?**

First choice – PhD Public Administration and Management under programme code 07267113

Second choice – PhD Public Policy (07267113)

## **Is there a midyear intake of postgraduate students into the PhD programme?**

No. The School takes in students for the PhD cohort at the beginning of each academic year (applications close at the end July).

## **What are the prerequisites for admission to the degree?**

Interested candidates must consult the Doctorate Regulations of the University of Pretoria, Faculty of Economic and Management Sciences for the admission requirements. The following requirement is important:

- A suitable Master's degree with an academic record reflecting an average of 65%.

## **How do candidates apply for admission?**

The application process consists of 2 parts:

### **Part 1: Faculty**

The period for online applications is from 01 March to 31 July for the following academic year. No late applications will be allowed. The **application process** is as follows:

1. Complete the application documents online before the due date of the 31 July.
2. The application should consist of the following:
3. Online application via the following link: <http://www.up.ac.za/en/school-of-public-management-and-administration/article/42650/postgraduate>
4. Relevant application fee must be paid at the university cashier or via electronic funds transfer (EFT).
5. Certified copies of the official academic transcripts.
6. Certified copies of all qualifications obtained.
7. Full Curriculum Vitae.

### **Part 2: SPMA application procedure**

The following documents need to be submitted by 31 July to the Postgraduate Coordinator of the School of Public Management and Administration Mrs Odile Steyn at [odile.steyn@up.ac.za](mailto:odile.steyn@up.ac.za) or 012 420 4198. These documents are used to shortlist applicants:

- Departmental application form link [Click here](#)
- Curriculum Vitae

- Academic transcripts
- Copies of all qualifications obtained
- Writing sample
- Identity Document

#### **When will I know whether I have been admitted?**

- Student Administration is responsible for the handling of postgraduate study applications which takes about seven (7) working days from date of application.
- Acknowledgement letters are sent to applicants, via your email address, shortly after your application has been received.
- The applications are then sent to the SPMA for consideration.
- After the SPMA Selection Committee has processed the applications, Faculty Administration will communicate the outcome of your application to you.
- Shortlisting of candidates will take place during August. The successful candidates will then be informed by the School of Public Management and Administration Postgraduate Coordinator.
- Depending on supervisory capacity we will not enrol more than 10 students in the Programme.

#### **What selection assessments will take place if I have been shortlisted?**

- You will be required to do a psychometric test- this instrument tests verbal, numerical and abstract reasoning.
- You will be required to complete a set writing task which will assess your writing ability. This will be done on campus on the same day as the psychometric test will be held.
- The final stage of the selection will be an interview.
- The applicable dates will be communicated for the Management Sciences Learning Programme. These dates can be found at link: <https://www.up.ac.za/school-of-public-management-and-administration/article/42650/postgraduate>

#### **If I apply to the PhD programme and meet the requirements, will I automatically be admitted?**

No. The PhD admissions committee considers all applications equally and a variety of factors influence shortlisting such as supervisory capacity, research focus area and academic record. Shortlisted candidates are evaluated using the psychometric assessment, the writing task as well as a panel interview.

#### **I obtained my qualifications in a country outside of South Africa. Does this affect my application for the PhD programme?**

You are welcome to apply for the programme, however, you need to have your qualifications validated by SAQA – without SAQA validation <http://www.saqa.org.za/> your application will not be considered.

#### **How are the fees structured?**

**Application fee:** Consult Student Affairs at 012 420 3111 or visit the website at <http://www.up.ac.za/fees-and-funding>

### **What is the policy for deregistration or termination of registration?**

Should a candidate fail to maintain satisfactory academic progress in the second year of his/her period of study, the supervisor may, in consultation with Faculty Administration provide the candidate a warning letter indicating the seriousness of the matter. Should the candidate fail to rectify his/her progress and/or improve his/her performance, he or she will have his/her registration terminated by the Dean on the recommendation of the Postgraduate Committee (General Regulation G 4).

<https://www.up.ac.za/yearbooks/2019/rules-pdf>

### **Who are the important role-players?**

#### **PhD Programme Leader**

Professor N Holtzhausen

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#### **Postgraduate Coordinator of the SPMA**

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