

The School of Public Management and Administration

PhD programmes in PUBLIC ADMINISTRATION AND MANAGEMENT SCIENCES OR PUBLIC POLICY

What does the PhD Public Administration and Management programme look like?

The PhD **Public Administration and Management** degree forms part of the combined PhD Management Sciences Learning Programme which consists of a minimum of two years and a maximum of 3 years.

The first year in the Management Sciences Programme is a structured programme consisting of a minimum 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 a research focus area of the School of Public Management and Administration (SPMA) and approved by the Postgraduate Committee of the Faculty of Economic and Management Sciences.

What does the PhD Public Policy programme look like?

In the first year of study of the Public Policy PhD Programme, focused programme seminars will be offered via online and weekly face-to-face sessions using a hybrid mode depending on Covid 19 regulations.

During the second and third year of studies, students will focus on writing their PhD theses. It is expected that students will complete their degree in three years.

Which options can students apply for to get into the PhD programme?

PhD Public Administration and Management (programme code 07267113)

PhD Public Policy under the (programme code 07267114)

Any other PhD of your choice

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

No, there is no midyear intake for the programme. The School takes in students for the PhD cohort at the beginning of each academic year (applications for 2022 close at the end of September).

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 PhD admission requirements.

<https://www.up.ac.za/yearbooks/2022/programmes/view/07267113>

Additionally, candidates must possess 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 April to 30 September for the following academic year. No late applications will be allowed. The **application process** is as follows:

- 1.1 Complete the application documents online before the closing date of the 30 September.
- 1.2 The application should consist of the following:
- 1.3 Online application via the following link: <https://www.up.ac.za/online-application>
- 1.4 Relevant application fee must be paid at the university cashier or via electronic funds transfer (EFT).
- 1.5 Certified copies of official academic transcripts.
- 1.6 Certified copies of all qualifications obtained.
- 1.7 Full Curriculum Vitae.

Part 2: SPMA application procedure

The following documents need to be submitted by 30 September to the Postgraduate Coordinator of the School of Public Management and Administration, Mrs Odile Steyn, at odile.steyn@up.ac.za or 012 420 4198. These documents are used to shortlist applicants:

- 2.1 Departmental application form link [Click here](#)
- 2.2 Curriculum Vitae
- 2.3 Academic transcripts
- 2.4 Copies of all qualifications obtained
- 2.5 Writing sample
- 2.6 Identity Document

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

No, there is no automatic admission into the PhD programme however, 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 that forms part of the selection criteria.

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 received and processed the applications, Faculty Administration will communicate the outcome of your application to you.
- Shortlisting of candidates will take place during October. The successful shortlisted candidates will then be informed by the School of Public Management and Administration Postgraduate Coordinator/Administrator. See below for procedures that will be followed if you are shortlisted for the programme.

- Depending on supervisory capacity a maximum total of 12 students will be enrolled for both programmes. We will not enrol more than 12 students in both Programmes combined.

What procedure will take place if I have been shortlisted?

- Depending on the circumstances, you might be required to complete 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 or online on a date to be communicated.
- The final stage of the selection will be an interview with the SPMA selection panel which will be either in person or via digital technology.
- All applicable dates will be communicated via the SPMA website. These dates can be found at: <https://www.up.ac.za/school-of-public-management-and-administration/article/42650/postgraduate>

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. It should be noted that SAQA communicates to the Higher Education Institution where the applicant obtained the qualification. They will also send a follow up request for? It is recommended that the applicant follows up within a reasonable period of time with the home institution and SAQA regarding the progress. Unfortunately, neither the University or the SPMA can follow up on behalf of the applicant as SAQA is an independent body.

How are the fees structured?

Application fee: Consult Student Affairs at 012 420 3111 or visit the website at <https://www.up.ac.za/student-fees/article/2735935/postgraduate-tuition-fees-per-faculty>

What is the policy for termination of registration?

Should a candidate fail to maintain satisfactory academic progress in any of the years of his/her period of study, the supervisor may, in consultation with Faculty Administration provide the candidate with 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 G45) <https://www.up.ac.za/yearbooks/2022/rules/document/general-academic-regulations-and-student-rules-2022>

Who are the important role-players?

PhD Programme Leader

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