University of Pretoria Yearbook 2017

BAdminHons Public Administration and Management (07241113)

Duration of study	1 year
Total credits	160
Contact	Dr SB Koma u04365003@tuks.co.za +27 (0)124202138

Admission requirements

A relevant Bachelor's degree with Public Administration on 1st, 2nd and 3rd year level passed with an average of at least 65%.

Additional requirements

1. **Registration for a second field of study**

With reference to General Regulation G.6, 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 Such a concession may be withdrawn by the Dean/Deans if the student does not perform satisfactorily.

2. **Acknowledgement of modules**

a. Subject to the stipulations of G.22.1, G.23.2 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.
b. 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

In calculating marks, General Regulation G12.2 applies.
Subject to the provisions of General Regulation G.26, a head of a department determines, in consultation with the Dean

- when the honours examinations in his/her department will take place, provided that:

i. honours examinations which do not take place before the end of the academic year, must take place no later than 18 January of the following year, and all examination results must be submitted to the Student Administration by 25 January; and

ii. honours examinations which do not take place before the end of the first semester, may take place no later than 15 July, and all examination results must be submitted to the Student Administration on or before 18 July.

- 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;
- supplementary examinations (if granted) cover the same subject matter as was the case for the examinations;
- NB: For the purpose of this provision, the phrase "not sit for an examination more than twice in the same subject" as it appears in General Regulation G.18.2, implies that a candidate may not be admitted to an examination in a module, including a supplementary examination, more than three times.
- the manner in which research reports are prepared and examined in his department.

NB: Full details are published in each department's postgraduate information brochure, which is available from the head of department concerned. The minimum pass mark for a research report is 50%. The provisions regarding pass requirements for dissertations contained in General Regulation G.12.2 apply mutatis mutandis to research reports.

Subject to the provisions of General Regulation G.12.2.1.3, the subminimum required in subdivisions of modules is published in the study guides, which is available from the head of department concerned.

Curriculum: Final year

Minimum credits: 120

Core modules

Public administration and management theory 700 (AET 700)

Module credits	20.00
Prerequisites	No prerequisites.
Contact time	1 lecture per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
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
Prerequisites	No prerequisites.
Contact time	1 lecture per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
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
Prerequisites	No prerequisites.
Contact time	1 lecture per week, 1 web-based period per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
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
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
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
Prerequisites	No prerequisites.
Contact time	1 lecture per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
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

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.