



# University of Pretoria Yearbook 2023

## MPA (Coursework) (07251153)

**Department** School of Public Management and Administration

**Minimum duration of study** 1 year

**Total credits** 180

**NQF level** 09

### Admission requirements

1. Relevant bachelor's degree
2. A cumulative weighted average of at least 60% for the bachelor's degree
3. 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 provision 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 40% is required to qualify for the examination (See General Academic Regulations regulations in this regard).
- A student may, on the recommendation of the Departmental Postgraduate Committee, be admitted to a re-examination/supplementary examination in a module, in cases where:
  - a. a final mark of between 40% and 49% has been obtained; or
  - b. a final mark has been obtained, but the required subminimum of 40% in the examination section of the



module has not been obtained.

- Credit is obtained for each module in which a final mark of at least 50% has been achieved.
- A re-examination/supplementary examination is only allowed in a maximum of two modules.
- 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. Refer to General Academic Regulation G32.2.3.
- Supplementary examinations cover the same subject matter as was the case for the examinations.
- Should a student fail NME 801 the student will not be allowed to continue with PAD 899. Failure in NME 801 in two consecutive years will result in termination of studies.

## Research information

### Mini-dissertations, curricula and modules

Refer to General Academic Regulation G38.

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 Director: SPMA.
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.

## General information

### ***University of Pretoria Programme Qualification Mix (PQM) verification project***

*The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.*



## 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)

<b>Module credits</b>	20.00
<b>NQF Level</b>	09
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	1 contact week per year
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	School of Public Management and Administration
<b>Period of presentation</b>	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)

<b>Module credits</b>	20.00
<b>NQF Level</b>	09
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	1 contact week per year
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	School of Public Management and Administration
<b>Period of presentation</b>	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

**NQF Level** 09

**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** 10.00

**NQF Level** 09

**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

**NQF Level** 09

**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

**NQF Level** 09

**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

**NQF Level** 09

**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

**NQF Level** 09

**Prerequisites** No prerequisites.



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<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	School of Public Management and Administration
<b>Period of presentation</b>	Year

### Module content

To be registered simultaneously with the course work modules.

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### Regulations and rules

The regulations and rules for the degrees published here are subject to change and may be amended after the publication of this information.

The [General Academic Regulations \(G Regulations\)](#) and [General Student Rules](#) apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations.

### University of Pretoria Programme Qualification Mix (PQM) verification project

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