



Dear Applicant

**Information: Master of Public Administration (MPA) (qualification code 6722)**

The MPA programme is an established career-oriented postgraduate programme aimed at high-level management in the public sector. It is intended for graduates who have not necessarily had an undergraduate background in public administration or management, but who have gained relevant career experience in the public sector or related areas and who want to strengthen their management abilities.

To be admitted to the MPA programme, you should have obtained at least 61%–65% for the proficiency test. You need to have at least five years' career experience in the public sector at a managerial level.

Prospective students must apply for admission in writing before 30 April/September prior to registration in the following year. Application forms are available at the Department Public Administration and Management or from the university's website ([www.ufs.ac.za](http://www.ufs.ac.za)). You can also obtain a quotation from the website. Permission to register for an MPA degree must be obtained from the head of the department prior to registration. Contact the university's information office at (051) 401 3000 for any further information you may require.

As a student in the MPA programme, you must be registered for a minimum of two years.

The MPA programme consists of six modules as well as a comprehensive mini-dissertation on an approved subject (186 credits):

- |                                                                |                                   |      |
|----------------------------------------------------------------|-----------------------------------|------|
| • Research methodology in public administration and management | EPAR7914 1 <sup>st</sup> semester | (16) |
| • Public policy management and service delivery                | EPAP7914 1 <sup>st</sup> semester | (16) |
| • Public financial administration and management               | EPAF7914 1 <sup>st</sup> semester | (16) |
| • Public human resource management                             | EPAH7914 2 <sup>nd</sup> semester | (16) |
| • Organisational analysis and inter-governmental relations     | EPAO7914 2 <sup>nd</sup> semester | (16) |
| • Project management for public managers                       | EPAP7924 2 <sup>nd</sup> semester | (16) |
| • Comprehensive mini-dissertation                              | EPAR6808 year module              | (90) |

Please use the checklist below to ensure that you include everything in your application pack. Post document to the Department of Public Administration and Management before 30 April/September of each year. **Your application will be rejected if all the documents listed below are not included.**

- 1) Motivation as to why you wish to be included in the MPA programmes (200 words)
- 2) Certified copy of your ID or passport
- 3) Certified copy of your academic study records, results or transcript
- 4) Certified copies of your academic certificates
- 5) Curriculum vitae
- 6) University application form (or a DV3 form if you are currently registered at the UFS)
- 7) Two letters of recommendation

Kind regards

**Dr LM du Plessis**  
**Head of Department: Public Administration and Management**



**Department of Public Administration  
& Management**

T: +27(0)51 401 2435  
F: +27(0)51 401 3947  
E: [nessac@ufs.ac.za](mailto:nessac@ufs.ac.za)

205 Nelson Mandela Drive  
Park West  
Bloemfontein 9301  
South Africa

PO Box 339  
Bloemfontein 9300  
South Africa  
[www.ufs.ac.za](http://www.ufs.ac.za)



UNIVERSITY OF THE FREE STATE  
UNIVERSITEIT VAN DIE VRYSTAAT  
YUNIVESITHI YA FREISTATA



## Procedures and requirements for registering and completing a master's mini-dissertation

Students wishing to complete an MPA degree must follow the procedure set out below:

- 1) The applicant must submit his/her academic record as part of an application to the relevant department and, on the basis of the academic record, obtain permission from the head of the relevant department to proceed with the process.
- 2) The relevant department may also require the applicant to write a language proficiency test, the results of which will be used, together with the student's academic record, to gain permission from the head of the department to proceed with the process.
- 3) Within three months of the registration, the student should submit a research proposal to the relevant departmental committee dealing with master's research proposals and should do a presentation on the proposal to the committee. The three months can be extended by another three months if the student has to resubmit his/her proposal (see below for more detail on resubmission). Note that three (+ three) months is the maximum time allowed.
- 4) Submission, resubmission and approval of research proposals by the departmental master's committee should occur within the first three (+ three) months of the registration. If after the three (+ three) month period no research proposal is approved, the student cannot continue with a master's degree. (Of course, heads of departments can use their discretion to allow continuation if sufficient grounds exist for doing so.)
- 5) The departmental master's committee should then consider approval of the proposal. Once approval is granted, the student will be allowed to continue with his/her study. If approval is not granted, the student can be given a date, within three months, on which to resubmit the proposal. Thus, the research proposal should be finalised and approved within the first six months of registration.
- 6) Following approval by the departmental committee, the title, the supervisor(s) and the assessors must be submitted for approval at the first upcoming meeting of the faculty's research committee. The internal supervisor should do the title registration and the registration of the supervisor(s) and assessors simultaneously.
- 7) In addition to approval of the research proposal at the departmental master's committee, the student may also be required to obtain ethical clearing at the relevant University ethical committee.
- 8) The University distinguishes between full-time and part-time students. The times allocated for part-time studies are double that of full-time studies.
- 9) Students should re-register annually until completion of the master's degree.
- 10) The degree must be completed within the period prescribed by university regulations.



**Department of Public Administration  
& Management**

T: +27(0)51 401 2435  
F: +27(0)51 401 3947  
E: [nessac@ufs.ac.za](mailto:nessac@ufs.ac.za)

205 Nelson Mandela Drive  
Park West  
Bloemfontein 9301  
South Africa

PO Box 339  
Bloemfontein 9300  
South Africa  
[www.ufs.ac.za](http://www.ufs.ac.za)



UNIVERSITY OF THE FREE STATE  
UNIVERSITEIT VAN DIE VRYSTAAT  
YUNIVESITHI YA FREISTATA