



Dear Applicant

INFORMATION: POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (degree code: 65400)

The PGDip (Public Administration) is a specialised programme aimed at a career in the public sector, trade unions and non-governmental organisations. It is structured around public administration and management, with relevant ancillary modules.

Unless otherwise specified, the general regulations regarding PGDip programmes are applicable.

For admission to the PGDip programme, you should have a formal qualification at NQF level 7. You must also have obtained at least an average of 66% for your degree and have passed a language proficiency test with at least 56%–59% (level 3).

Prospective students must apply in writing for admission to the programme before 30 April/ 30 September prior to registration in the following semester/year. Application forms are available from the Department of Public Administration and Management or on the university's website. Permission to register for a PGDip programme must be obtained from the Head of the Department prior to registration. Please visit the university's website (www.ufs.ac.za) to download a quotation, using the degree code 65400, and to download an application form and submit it with your other application documents. For any further information, please phone (051) 401 3000.

Students in the PGDip programme must be registered for a minimum of one year.

The PGDip programme consists of 120 credits and the following six modules:

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| • Municipal management | EMMA5815 1 st semester |
| • Public policy and service delivery | EPAP5815 1 st semester |
| • Public financial administration and management | EPAF5815 1 st semester |
| • Executive public management | EMMA5825 2 nd semester |
| • Organisational analysis and intergovernmental relations | EPAO5825 2 nd semester |
| • Public human resource management | EPAH5825 2 nd semester |

Please use the checklist below to ensure that you include everything with your application pack. Send all original documents to the Department of Public Administration and Management before 30 April/ 30 September of each year.

Your application will be rejected if all the documents listed below are not included.

- 1) Certified copy of your ID or passport
- 2) Certified copy of your academic study records, results or transcript
- 3) Certified copies of your academic certificates
- 4) Curriculum vitae
- 5) University application form (or DV3 form if you are currently registered at the UFS)
- 6) Two letters of recommendation

Regards

DR LM DU PLESSIS
HEAD OF DEPARTMENT: PUBLIC ADMINISTRATION AND MANAGEMENT

