



Dear Applicant

Information: Magister in Public Administration (M.P.A.) study code 6722

Unless otherwise stated the general regulations regarding magister degrees apply in this Faculty. The M.P.A. degree is an established career-oriented postgraduate qualification 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 M.P.A. degree a student had to obtain at least an average of 65% for his/her bachelor's degree and have to pass a language proficiency test. The student needs to have at least five years career experience in the public sector on a managerial level of Assistant Director and higher.

Prospective students must apply in writing for admission to the degree before 1 September prior to registration in the following year. Application forms are available at the Department Public Administration and Management. Permission to register for a M.P.A. degree must be obtained from the Head of the Department prior to registration. Please contact the University's information office at 051-401 3000 to obtain the university's application form and submit it with your application documents.

A student for the M.P.A. degree must be registered for a minimum of two years.

The M.P.A. degree consists of six modules plus a comprehensive dissertation on an approved subject. To be able to continue with the dissertation in the second year of study, the student must gain a mark of 65% for the EPAR91409 (research methodology) module.

The programme consists of the following core modules in the first year:

Module	Semester 1	Semester 2	Credits
Research Methodology in Public Administration and Management (Advanced)	E P A R 9 1 4 0 9		16
Public Policy Management & Service Delivery	E P A P 9 1 4 0 9		16
Public Financial Administration and Management	E P A F 9 1 4 0 9		16
Public Human Resource Management		E P A H 9 2 4 0	16
Organisational Analysis & Inter-Governmental Relations		E P A O 9 2 4 0	16

In the second year of study the student should do a comprehensive dissertation.

Module	Semester 1	Semester 2	Credits
Comprehensive Dissertation	E P A M 9 2 0 0 9	E P A M 9 2 0 0 9	90

The subject for the comprehensive dissertation must be chosen in conjunction with the study leader. The comprehensive dissertation must be completed within two years after successful completion of the written examinations, failing which students will only be granted re-admission for a following year if proof can be provided that satisfactory progress is being made with the dissertation.





SUBMISSION DOCUMENTS

Please use this checklist to ensure that you include everything with your application pack.

- 1) Motivation on why you wished to be included in the post graduate programme (200 words).
- 2) Certified copy of your ID or Passport.
- 3) Certified copy of your academic study records/results/transcript.
- 4) Certified copy of your academic certificates.
- 5) Curriculum vitae.
- 6) University application form or a DV3 form if the applicant is currently registered at the UFS.
- 7) Two recommendation letters.

SEND YOUR COMPLETED APPLICATION PACKAGE TO THE DEPARTMENT OF PUBLIC ADMINISTRATION AND MANAGEMENT (address below) before or on the **1st of September** of each year. **No applications will be accepted if all the above documents are not included.**

The Head of Department
Department of Public Administration and Management (IB 16)
University of the Free State
P.O. Box 339
Bloemfontein
9300
Room 248

or hand delivers to:

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Tel: 051 – 401 2435
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Please do not hesitate to contact me should you need any additional information.

Regards

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Prof. L. Lues

Head of Department: Department of Public Administration and Public Management



