

**DEPARTMENT OF PUBLIC MANAGEMENT
UNIVERSITY OF THE FREE STATE**

**Application for submission as postgraduate student in the Degree B.Admin.Hons / B.Pub.Hons /
M.Admin / M.Pub / M.P.A. or D.Admin / D.Pub.**

Thank you for your interest in our postgraduate programme. It is trusted that you will find all the information you need in this document. Kindly note that application for submission does not imply that a student has been accepted or registered.

HONOURS

The following honours degrees are offered in this Programme. The information is provided in respect of the degree, study code and minimum period of study:

- Honours Baccalaureus Administrationis (B.Admin.Hons); 06510; 1 years
- Honours Baccalaureus in Public Management (B.Pub.Hons); 06570; 1 years

Regulations

Unless otherwise stated the General Regulations regarding honour degrees apply in this Faculty.

Admission

For admission to an honours degree, Public Management or Municipal Management should have been taken up to three-year level. Permission to follow an honours degree in this Programme must be obtained from the Programme Director. This must be done prior to the learner's registration for that particular year. Application forms are available from the Programme Director.

MAGISTER

The following magister (master's) degrees are offered in this Programme. The information is provided in respect of the degree, study code and minimum period of study:

- Magister Administrations (M. Admin.); 06711; 1 year
- Magister in Public Management (M. Pub.); 06771; 1 year

Regulations

Unless otherwise stated the General Regulations regarding master's degrees apply in this Faculty.

Admission

For admission to the degree Magister in Public Administration, a learner should at least be in possession of a bachelor's and honours degree and satisfactory academic record which in the judgement of the Departmental Chairperson and Programme Director is deemed to be sufficient. Permission to register for a master's degree must be obtained from the Programme Director prior to registration.

M.P.A

The following magister is offered in this Programme. The information is provided in respect of the degree, study code and minimum period of study:

- Magister in Public Administration (M. P.A.); 06722; 2 years

Regulations

Unless otherwise stated the General Regulations regarding master's degrees apply in this Faculty.

Admission

For admission to the degree Magister in Public Administration, a learner should at least be in possession of a bachelor's degree, a satisfactory academic record and have acquired managerial experience on a senior level in the public sector and appropriate practical experience, which in the judgement of the Programme Director, is deemed to be sufficient. Application forms are available from the Programme Director.

DOCTORAL DEGREE

The following doctorates are offered in this Programme. The information is provided in respect of the degree, study code and minimum period of study:

- Doctor Administrationis (D.Admin.); 06910; 2 years
- Doctor in Public Management (D.Pub.); 06970; 2 years

Regulations

Unless otherwise specified, the General Regulations regarding doctor's degrees are applicable to this Programme.

Admission

Admission to a doctor's degree is subject to approval by that particular Departmental Chairperson and Programme Director in which the doctorate is envisaged. For admission to the degree Doctor in Public Administration / Management, a learner should at least be in possession of a master's degree and satisfactory academic record. Learners with an M.P.A. degree can, with the permission of the Departmental Chairperson and Programme Director, be granted admission to the Ph.D. degree.

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.
- 8) **On approval of the above-mentioned, M.Pub, M. Admin and Doctoral students need to submit a research proposal on the topic that you envisage to research (apply the principles stipulated in the research booklet) (2000 words). Do not register before your research proposal has been approved by both the Head of Department: Public Management and the Programme Director: Public Sector Management.**

PLEASE SEND YOUR COMPLETED APPLICATION PACKAGE TO THE DEPARTMENT OF PUBLIC MANAGEMENT (address below) before or on the 15th of October of each year. No applications will be accepted if all 6 documents are not included.

The Programme Director
Public Sector Management (IB 16)
University of the Free State
P.O. Box 339
Bloemfontein
9300
Room 248

or hand deliver to:
Flippie Groenewoud Building (Block E)
University of the Free State, Bloemfontein
Tel: 051 – 401 2435
Fax: 051 – 401 3947
E-mail: lpretorius.ekw@ufs.ac.za