PROSPECTUS
BPubAdminHons/MPA
Hons/Masters (Public and Development Management)

STATEMENT

The School of Public Leadership is committed to community-relevant, internationally and nationally competitive, academic and professional teaching, research and provision of services in the fields of planning, public policy analysis, public management, development and environmental management, aimed at the promotion of sustainable development in a participative and fair manner.

To this end, the teaching, research, consulting and community work programmes of the School are designed to foster professional excellence, social entrepreneurship, reflective leadership, effective management, and the competencies needed to work within complex, multi-disciplinary, networked and diverse operating environments.

OUR ACADEMIC PROGRAMMES

Undergraduate Modules in Public and Development Management
Postgraduate Programmes in Public and Development Management
Postgraduate Programmes in Sustainable Development Planning and Management
Postgraduate Programme in Environmental Management

YOUR OPPORTUNITY ...

To broaden your horizons and enhance your creativity as a professional manager and leader. If you are considering a fulfilling career in government or the development sector, our courses are designed for you.   We emphasise social entrepreneurship in our teaching and work. You can make a difference to the world – your world – by combining your vision and your actions in the best possible way.

We equip you with the skills and knowledge to do just that.

Profile of a prospective BPubAdminHons/MPA student

- is computer literate OR is willing to become computer literate with academic staff support within a short space of time
- has access to email and internet and is adept at using it frequently
- is keen on making use of the latest technology to facilitate their studies
- can manage his/her time as to meet the academic requirements of the programme, notwithstanding work and/or personal commitments
- is willing to make personal sacrifices in order to cope with the high academic demands and standards of the programme

UNIVERSITEIT STELLENBOSCH UNIVERSITY

SCHOOL OF PUBLIC LEADERSHIP • SKOOL VIR PUBLIEKE LEIERSKAP

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PO Box/Posbus 610, Bellville, 7530, RSA   Tel: +27 (0) 21 918 4122 / Fax/Faks: +27 (0) 21 918 4123 / www.spl.sun.ac.za

BPubAdminHons PROGRAMME

Logistical arrangements

Although the course load of the programme is that of a full-time Honours degree (120 credits), the programme is structured in a unique manner as to accommodate students who are also working full-time. Working students should realise that it will be tough balancing work and study commitments. However, by applying good planning and time management, it is possible to finish the BPubAdminHons within one year alongside working.

All students must attend the compulsory contact session in the beginning of the academic year and in June, either in Bellville (Cape Town) OR in Tshwane. Inability to attend (for whatever reason) will mean the student cannot continue with the programme. The duration is 11 days in February **AND** 5 days in June, with the computer literacy test written before the start of the first session. The purpose of the compulsory contact sessions is to introduce students to the lecturers of the respective modules of the programme and to prepare students academically for the MS Teams sessions which are to follow.

Where students are unable to attend the live MS Teams sessions, recordings of those classes will be loaded on the Sunlearn platform.

"During the Covid-19 lockdown period, In relation to face – face activities/in-house training, the University implements the Covid -19 regulations of National government, by reducing the number of students in class by 50%, ensuring there is a 1.5 m space between students, provide sanitizers at the venue, encourages the wearing of masks in class and continues sanitising and cleaning the venues. Taking these precautions assists the University to maximise the safety of learning and student support".

Students must make provision to attend classes for about 28 hours during the course of the year and in addition must make provision to write exams on 10 other days during the year.

Admission Requirements

For the BHons degree, any bachelor's degree with an acceptable study record (60% average) and a minimum of three years appropriate work experience.

Application and selection

Applications for the 2023 intake close on 15 November 2022. A complete application package must reach the student applications department of the University, before the closing date. Applications are screened by the selection committee as they are received and successful candidates are informed accordingly. Due to the limited number of places available on the programme, it is advisable to apply as soon as possible. The criteria for selection include: first and foremost academic excellence; subsequent further training and work experience. Subsequent further training and/or work experience do not override the academic admission requirements.

Programme Content

Level 7 (HEQF 2007) – Admission Modules (for students who do not have the necessary academic background in Public Administration; every application is considered individually for possible exemption from any of these modules)

- Computer Skills
- Orientation to Public Management
- Orientation to Development
- Orientation to Public Policy
- Orientation to Research Methodology and Writing Skills
- Administrative Law

Level 8 (HEQF 2007) (120 credits) – Lectured Modules:

- Sustainable Development
- Information and Communication Technology for Management
- Leadership and Change Management
- Public Policy Management
- People Management
- Financial Management and Cost Accounting
- Project Management
- Organisational Design
- Research Assignment
- Economic Governance
- Political Governance OR Local Governance (elective)

Medium of Instruction

English; class interaction, written assignments and examinations may be in Afrikaans if preferred by the student.

Assessment of the Admission Modules

Students who do not have a Level 7 or equivalent qualification in Public Administration or Public Management must pass six self-study Admission Modules before they will be admitted to the Honours Programme. Examination of the six self-study Admission Modules, for which study material is provided on Sunlearn, is written before the first compulsory contact session. Examination results will be available before the contact session and will have the following consequences:

0-49%: admission to the programme is cancelled and student can no longer continue with the contact session and/or programme.

50%: student can continue with the contact session and programme. Successful completion (minimum 50%) however remains a condition for graduation. **In the case of Computer Skills, the student has the alternative to do the International Computer Drivers Licence (ICDL) at a recognised and accredited ICDL provider.**

50%+: student passed the Admission Modules and can continue with the contact session and programme.

Assessment of the BPubAdminHons modules

All lectured modules are followed and completed by means of a written examination – three to four modules may be completed per term leading to a total of ten lectured modules. A final mark of 50% is required to pass a module and a final mark of 75% to pass with distinction (cum laude). Accordingly, an average final mark of 50% is required to pass the programme and an average final mark of 75% to pass the programme with distinction (cum laude).

Further admission to the MPA

If a student wishes to continue with the MPA, his/her Research Assignment must be completed with a final mark of at least 65% and the other Honours level modules with an average of at least 60%. It is therefore not sufficient to pass Honours level modules with a mediocre average (50%-59%) and special attention must be given to the Research Assignment. You must complete your research proposal during the compulsory contact week in January/February or May and orally defend it to an academic panel. The proposal must be accepted in order for you to continue with the programme.

MODULE CONTENT FOR THE BCommHons, BPubAdminHons DEGREES IN PUBLIC AND DEVELOPMENT MANAGEMENT

Financial Management and Cost Accounting (9 credits)
One of the most critical lacks of skills mentioned in public service delivery and development concerns the ability of line managers to apply financial innovation for the improvement of such delivery and development. This module therefore focuses firstly on the specific context determined by the demands of custodianship and stewardship, legislation and economic realities; secondly on strategic financial alliances; and thirdly on cost accounting competencies for strategic and optimal utilisation of resources. The outcomes of the module are knowledge of the specific context, understanding of the necessity of strategic alliances in service delivery and the competency to appropriately apply cost accounting techniques.

Information and Communication Technology for Management (9 credits)
Data and information is abundantly available, however the ability to process it and communicate appropriately to all the stakeholders remain a special management challenge. The use of computer technology to realise this and the management of interaction between information and communication technology specialists and users have become indispensable. This module therefore focuses on information and communication technology systems, management systems and organisational applications in public service delivery and development as well as the management of data and knowledge, security and risk. The outcomes of this module are an understanding of the specific context of public information and communication technology management and the ability to apply the knowledge and technology in a work situation.

Leadership and Change Management (9 credits)
Management in any environment, but especially in a service delivery and development context, depends intensely on leadership with an applicable philosophical foundation. Apart from leadership, the present day strong emphasis on societal and institutional reform demands that managers be equipped with skills for the dynamic exercise of change management even in traditionally routine service delivery situations. This module therefore focuses firstly on management philosophy and leadership and secondly on the knowledge areas of project management offering techniques for change management. The outcomes for this module are proven knowledge and an understanding of management philosophy and leadership and the ability to apply suitable leadership approaches and change management techniques in specific circumstances.

People Management (9 credits)
The interests of the broad public remain the most important reason for the existence of a public sector while at the same time people are the most valuable resource for service delivery and development. This module therefore focuses on applicable people management for service delivery and development by the application of techniques to ensure a strategic intention in a specific work situation. Contemporary international and local determinants and approaches are emphasised and an experience-focused learning approach is followed to expose students to applicable processes, techniques and skills. The outcomes of this module comprise an understanding of the specific people management context and the ability to apply appropriate people management techniques in specific work environments.

Project Management (9 credits)

Project management takes place within specific community contexts and demands the application of management techniques and abilities, which will result in specific desired results and outcomes. This module therefore focuses on the context applicable use of conceptualisations and planning techniques of project management for strengthening public service delivery and development. The outcomes are knowledge of and the ability to utilise the mentioned applications suitably.

Organisational Design (9 credits)

The module objectives are to equip students with the knowledge, insight, skills and attitudes to enable them to take the lead in: the assessment of organisational effectiveness, the analysis and description of organisation structures, the identification of the determinants of structure as well as the expected impact of the different determinants, the choice and design of an organisation's structure and the management of organisational culture.

Economic Governance (9 credits)

The construct, *governance*, is defined in different ways and aspects of good governance are present in all modules of this programme. For the purpose of this module, a macro approach is followed where governance is seen as a way of exercising power in the management of a country's economic and social resources. It includes demarcating behavioural norms to ensure that a government delivers to a community what it undertook to and also demarcating the role of government in the economy. The focus in this module is therefore on the economic factors determining the exercise of power/authority for service delivery and development. The outcomes of this module are knowledge of the economical factors that define governance and an understanding of its influence on service delivery in a specific work situation.

Political Governance (9 credits) (elective)

This module has three central aims. The first aim it to develop students' understanding of democratic government institutions. In particular, there will be a focus on the functions of government institutions and the debates around the role of these institutions in a governing process of a democratic political system. The second aim is to heighten students' ability to identify different types of relationships that can exist between different governing institutions and the implications of these relationships for governing processes. Thirdly, this module aims to provide students with analytical tools, which they can use to critically assess whether a government system is geared toward strengthening and sustaining democracy.

Local Governance (9 credits) (elective)

This module is aimed at officials and managers working with or within the local government sphere. The module aims to equip students with knowledge and competence to manage cooperative governance and intergovernmental relations, local government legislation, policies and regulations and Local Economic Development for sustained local growth and development.

Public Policy Management (9 credits)

For the purpose of this module we define public policy management as the creation, assessment and communication of policy-relevant information by means of a systematic first level of analysis and, where more in-depth multidisciplinary expert analysis is required, ensuring appropriate expert analysis and integration of information from various experts towards understanding and improving policies as well as informing planning, organising, leading and control processes. The objective of this module is to provide a comprehensive overview of the scope of policy management as well as a thorough explanation of the policy analytical procedures, namely problem structuring; forecasting; recommending; monitoring and evaluating as well as the application of a selection of techniques relevant for these procedures. Given the political dynamics involved, the module also includes the use of policy information for improvement of current policies or informs future policy decisions.

Sustainable Development (9 credits)

Sustainable development comprises, where possible, purposeful integration of social, economic and ecological goals within a specific local, national or even global setting and the compromises necessary when these are not possible. The focus in this module is therefore on strategies and techniques to facilitate sustainable development processes and the outcomes include the knowledge to determine social, economic and ecological needs and the ability to apply the strategies and techniques of sustainable development.

Research Assignment (30 credits)

It is necessary for each student to integrate and apply the knowledge and skills acquired from the theory meaningfully so that he/she can derive the greatest advantage from them in a specific work situation. The research assignment is written on a topic decided on in consultation with the research coordinator. It is possible that a particular research assignment may be submitted for publication in an academic journal. The paper must comply with all the requirements of an academic paper (refer to Departmental "Guidelines for Writing Academic Papers/Assignments"). The paper should contain a theoretical analysis of issues relating to the particular placement, including reform related issues, a case study of the practicalities relating to the placement, and international comparisons of the placement. Learning points, conclusions and recommendations should also be provided.

Practice Placement Programme (only for students coming directly from main campus with Public and Development Management at 3rd year level)

The Practice Placement Programme initiative of the School serves the objective of exposing full time honours students - who typically have little or no public and development management practical experience - to the practice of public and development management. Participation in this programme provides an opportunity to full-time students to fulfil the requirements for the *Research Assignment* module of the honours programme.

MPA PROGRAMME

Logistical arrangements

Students must attend a compulsory contact session in Cape Town during the first semester. The 100% thesis students will attend the Applied Research Methodology and Writing Skills contact session in January. The 50% thesis students will attend the contact session for both the electives and the Applied Research Methodology and Writing Skills session during May, but may as alternative, attend the January contact session for Applied Research Methodology and Writing Skills and then only the taught modules during the May session. Students may request to attend the alternative contact session with prior approval from the academic programme head, bearing in mind that the electives are only presented during the May contact session. Logistical arrangements with regards to classes/satellite transmissions will be communicated individually to successful candidates.

Admission Requirements for MPA

• BHons in Public Administration or a PGDip in the same Classification of Educational Subject Matter (CESM) category.

Further requirements
• You must complete your research proposal during the compulsory contact week in January/February or May and defend it orally to an academic panel. The proposal must be accepted in order for you to continue with the programme.

Selection

The total number of students admitted per year depends on the joint available space in the MCom (Public and Development Management), MA (Public and Development Management) and M (Public Administration) programmes as well as available supervision capacity in the School of Public Leadership.

The academic quality of the research proposal or research report will be assessed in terms of the demonstrated academic research and writing ability, familiarity with contemporary literature in the field, relevance of the research objectives, design and methods and the potential academic merit of the study.

Application procedure and closing date
Contact the School of Public Leadership directly at the details under "Enquiries" below to find out about the application process and closing date.

Duration, offering type and starting date of programme
Duration: One year, full-time; two years, part-time; with block sessions and interactive telematics education for the Coursework and Thesis option
Starting date: Normally late January or early February.

Programme structure

There are two options in the programme:

• *Coursework and Thesis option* (Public and Development Management 889):

For this option, you must follow three 30-credit elective modules and an appropriate, advanced course in research methodology and academic writing skills. In addition, you must complete a 90-credit thesis with guidance from an academic study leader.

The coursework component is presented by means of block sessions and interactive telematics education:

- Block sessions entail that you must attend lectures in blocks of one to two weeks at a time in January and in May at the Bellville Park campus. Further writing workshops may also be scheduled during the course of the year to give you time for dedicated writing.
- For the interactive telematics presentations, you must attend two full days in the first semester and two full days in the second semester at an electronic study centre closer to where you live. You must also independently watch the provided video recordings and engage with study material.
- For the remaining time, you will study at home and do assignments that must be submitted electronically.
- Exams are written in Bellville or in Tshwane.

• *Full Thesis option* (Public and Development Management 879):

Programme content

The programme provides for two options:
Option 1:   Full Research Thesis (180 credits; only if a final mark of 65% was obtained for the Honours Degree) and Applied Research Methodology and Writing Skills.

OR

Option 2:   Course work (3 modules; 90 credits), Thesis (90 credits) and Applied Research Methodology and Writing Skills.

Optional modules for Option 2: (each module requires a minimum of 10 registered students for the module to be presented)**:**

- Integrated Public Management (30 credits)
- Integrated Community-based Development (30 credits)
- Integrated Public Policy Management and Analysis (30 credits)
- Municipal Management and Development (only if the Local Governance module has been successfully completed at Honours level) (30 credits)
- Monitoring and Evaluation (30 credits)
- Public Management Law (30 credits)
- Advanced Project Management (30 credits)
- Anti-Corruption (30 credits)
- Comparative and Contemporary Public Management Innovation Studies (30 credits)

Capita Selecta (Any other applicable module such as a sector-specific specialisation), such as:

- Capita Selecta - Public Sector Risk Management (30 credits)
- Capita Selecta - Integrated Political and Economic Governance for Sustained and Sustainable Growth and Development (30 credits)

(Optional module replaceable by a module completed at a foreign university as part of an official exchange agreement and in consultation with the Director)

Medium of instruction

English; class interaction, written assignments, the research assignment / thesis and examinations may be in Afrikaans if preferred by the student.

Assessment

Assignments and written examinations will be required for the various modules. The completed Masters' thesis (180 or 90 credits) must be examined by an internal and an external examiner. A final mark of 50% is required to pass both the elective modules and the thesis. Accordingly, an average final mark of 50% is required to pass the programme and an average final mark of 75% to pass with distinction (cum laude).

MODULE CONTENT FOR THE MComm AND THE MASTER OF PUBLIC ADMINISTRATION

Thesis supported by Applied Research Methodology and Writing Skills (180 credits or 90 credits depending on the option chosen)
Public Management and Development comprises the application of knowledge generated and communicated by applicable social scientific research. This module therefore focuses on the one hand on the conceptual bases, sources, processes and techniques concerning this research and on the other hand on the writing of research reports. The outcomes of this module comprise the mastering of both the methodology and writing skills as well as knowledge of the ethical considerations involved, but this module has the research thesis as tangible product. All students will be expected to attend a research laboratory at the Bellville Park Campus during which a research proposal will be drafted and presented to a panel of experts at a research proposal colloquium.

Public Management Law (30 credits)
Any modern society functions within an extensive legal framework consisting of private law, mercantile law and public law based on legislation, case law and common law. This framework has as purpose the maintenance of order and

justice within the society to ensure peace, development and prosperity for all. The focus in this module is on legal principles and has as outcome the enabling of the public manager to master and manage the most important legal aspects with which he/she is confronted on the various levels of his/her daily work as well as the mastering and application of the rules concerning the interpretation of statutes.

Advanced Programme and Project Management (30 credits)
This module is aimed at exploring with participants how to use programme and project management applications together with other tools and practice guidelines in uncertain and dynamic settings in order to enhance their ability to deal with the challenges of their work. These work-related challenges can be regarded as complex operational and tactical management, whereby challenging strategic objectives as defined by the executive are translated into appropriate institutional delivery frameworks. The overarching objective is to equip participants with selected programme and project management applications and skills in such a manner that they can apply it to a real and complex work situation, and understand the benefit, and have the ability to utilise the applications in the interest of their particular beneficiaries and society as a whole towards achievement of immediate outputs and to support sustainable outcomes. Depending on the level of lockdown, a hybrid mode of teaching will be followed. If permissible, there will be face-to-face sessions at Bellville Park Campus, supplemented by a series of interactive MSTeams-based sessions spread between March and August to allow for learning moving incrementally from theme to theme.

Integrated Public Management (30 credits)
Integrated public service delivery implies that the public experience the services they use as "seamless", i.e. free of the duplication and confusing fragmentation typical of many organisations involved in public service delivery. This expectation poses an immense management challenge given the extent of services and the numerous entities responsible for specific functions. This module therefore focuses on the organisational determinants that can enhance integrated service delivery. Included are individual and group behaviour, leadership and organisational culture. The outcomes comprise knowledge about these determinants as well as the skill to enhance integrated public management by means of organisation development, strategic management and leadership development.

Monitoring and Evaluation (30 credits)
This module focus monitoring and evaluation as strategic functions that support public sector managers to maximise development results through improved planning, implementation and control of policies, programmes and projects. It improves decisions and accountability for immediate challenges such as delivering services or improving the lives and livelihoods of citizens, medium term challenges like the public fiscal crises or capacitating state institutions, and longer term challenges like averting global warming and other threats to our existence. Public sector managers need to develop and institutionalise monitoring and evaluation systems that collect of data against predefined indicators to track progress against planned targets, further supported by specialised, context-specific evaluations that answer outcome and impact questions that reflect on the overall performance of public sector programmes. M&E evidence should inform financial, strategic and operation decisions enable accountable management and support critical thinking to adapt, innovate and learn.

Integrated Community-based Development (30 credits)
Integrated development comprises a bottom-up process starting at community level. This module therefore focuses on the context-sensitive application of development theory and strategy first on micro level and then broadening out to provincial/regional and national level. Outcomes for the module comprise the mastering of the processes and skills required for development needs assessment, community participation, community development, partnership analysis and integration of the development initiatives of all responsible and voluntary institutions and organisations.

Integrated Public Policy Management and Analysis (30 credits)

The information revolution impacts dramatically on the nature of management and for the first time effective integration of the different aspects of management is possible. This development has particularly positive implications for better policy processes, decisions, outputs and outcomes in the public sector. In this module attention is given to the systematic application of various policy support technologies for maximising results. There is a specific focus on the utilisation of technological aids for better problem identification, option comparison and policy evaluation. The outcomes of this module comprise the mastering of applicable techniques and computer applications.

Municipal Management and Development (30 credits)

This module is aimed at local government officials and managers responsible for implementing the principles of developmental local government. The module maintains both a theoretical approach to the systems for implementing developmental local government and a practical perspective through comparative case study analyses. The module specifically focuses on developmental local governance principles, integrated development planning, performance management systems and municipal finance and accounting as systems for effective developmental government.

Comparative and Contemporary Public Management Innovation Studies (30 credits)

This module aims to provide participants with the opportunity to study practices of public management innovation by way of international comparative studies or particular case studies. The intended outcome is an understanding of how space is created for service delivery innovation in public sector organisations while adhering to all the regulatory and bureaucratic requirements that typically constrain innovation. The module provides opportunity to identify these factors that may stimulate or stifle innovation and the characteristics of the public innovators. The requirements of this module are fulfilled by means of participation in an international summer school or international lecturer or student exchange programme as well as adherence to the assessment requirements set for these.

Anti-Corruption (30 credits)

Corruption has become a wide-spread problem in society and has reached dangerously high levels within government institutions. This module is therefore designed to build anti-corruption capacity and expertise within government organisations by assisting public officials to better understand the nature and causes of corruption and to react to it through the most comprehensive approaches available. To this end the module includes teachings on the sociological and behavioural dimensions of corruption, the deeper nature of corruption within organisations, the anti-corruption legal framework, and the corruption combatting institutions. And at the practical level - how to implement and maintain an anti-corruption infrastructure which includes established best management and financial practices, the promotion of an ethics culture, and the application of strategic and practical anti-corruption Policy and Programmes – including prevention, detection, monitoring and investigation methods.

Capita Selecta (30 credits) Public Sector Risk Management

There has been a growing awareness of the contribution that effective Risk Management in the Public Sector can make to improving service delivery and meeting Government's Strategic Plans and related objectives. This module aims to provide participants with the opportunity to study practices of public risk management by way of ERM practices within the public Sector. The intended outcome is an understanding of how RM can be implemented and integrated within the public sector. The module provides opportunity to identify and apply RM and how to manage RM. The module includes practical exercises that are relevant and the public sector and focus on the RM processes, managing the processes in a manner that adds value to the organisation. The model's content is aligned with the Learning Curriculum developed by National Treasury for Chief Risk Officers and Risk officers and will assist those participants wishing to use the added advantage that RM brings towards achieving objectives.

Capita Selecta (30 credits): Integrated Political and Economic Governance for Sustained and Sustainable Growth and Development (IPEG) comprises three parts/modules:

1) **Development Contexts: Yesterday, Today and Morrow**; 2) **Development Strategies: Orthodox Highways and Heterodox Pathways**; and 3) **Development Redux: Rebellion and Revolution**. The **first part** is an introduction to mainstream and alternative theories of and approaches to development. It analyses the complex relationship/s between ideology, money and social power; and elaborates the impact and influence of these relationships on politics, economics, policy reform, and state construction/statecraft. The **second part** introduces participants to the tools, techniques and technologies undergirding alternative growth and development strategies (for example, India, China, Brazil, Vietnam, Botswana, Russia, Mauritius, Costa Rica, Cuba, Singapore, Japan, South Africa etc.), and how these countries integrate/d political and economic governance in progressive (un-neoliberal) reconstruction and transformation formats/schemas (that is, 'getting the politics right (wrong), to get the prices wrong (right)). The key aim of this part is to surface the limits, limitations and threats to promoting, sustaining and maintaining pro-poor economic growth and distributional strategies/regimes. The **third part** zones in on the dynamics and technologies of globalisation/global capitalism; international governance; changes in the nature and substance of democracy; and, most importantly, the reasons and motor forces of the revolutions and rebellions witnessed and playing themselves across the world. In sum, IPEG is a new and cutting-edge course, drawing on diverse literatures, including public and development administration, economic history, political science, geography, policy reform and governance. It is multi-disciplinary; and taps the knowledge, expertise and experiences of academics, development activists in community-based sectors and non-governmental organisations, government officials and politicians. Individuals from these diverse sectors will host and present classes to enrich the learning and teaching experience.

COURSE FEES

This fee structure is **applicable to South African citizens only**. Fees for international students must be confirmed with the International Office of the University: Ms Carmien Snyman: cns@sun.ac.za. Full payment is due at registration (Namibian students included).

Online Application fee:	**R100**
BPubAdminHons tuition fee total 1st yr:	**±R73 309.00*** incl. laptop with e-books / hard copy books (excl. travelling and accommodation you may incur)
2nd yr +:	tuition fees per module registered for
MPA (50% thesis) tuition fee total 1st yr:	**±R63 075.00*** incl. books (excl. travelling and accommodation you may incur)
MPA (100% thesis) tuition fee total 1st yr:	**±R48 736.00*** incl. books (excl. travelling and accommodation you may incur)
Registration fee:	**R11 759.00 for BPubAdminHons and R11 759.00 for MPA (Namibian students pay the full amount for the Programme at registration)** The registration fee is a minimum payment towards the total tuition fee. It is therefore not an additional payment besides the amounts mentioned above.

Balance of tuition fees: 75% of the total balance by the first week of May and the outstanding amount by the last week in September.

Students may arrange to pay by debit order with Mr Sean Davidse, seand@sun.ac.za, tel. 021 808 3530

Fees should be deposited into a student's student account:
Standard Bank
Current Account Number 063 16 32 25
Branch Code 05 06 10
Reference: your student number

*The University, as represented by the duly authorised decision-making body, reserves the right to amend all fees payable to the University. As a result, the above quoted fees may change by the time that registration takes place in January 2023. The School of Public Leadership and the staff associated with the management of this programme cannot be held accountable if for any reason the above quoted fees are changed by a duly authorised University decision-making body. Final fees will only be available in November 2022.

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FINANCIAL AID

For any bursary enquiries, please follow the steps below:

- www.sun.ac.za
- Hover over students
- Click on Post Graduate Funding

Students with a fair family income (approximately R80 000 per annum before any deductions) can contact **Fundi**. Fundi is a private organisation that offers study loans, and as a result of a contract concluded between Fundi and the University, prospective students can obtain a study loan at a reasonable rate of interest. The contact telephone number is 021 460 3888 (Cape Town) / 021 882 8150 (Stellenbosch).

PLANNING YOUR PERSONAL SCHEDULE FOR THE MONTHS AHEAD

To avoid confusion, you can expect the following order of events when applying for the BPubAdminHons:

1. Lodge a complete online application before 15 November 2022, please contact Client Services (info@sun.ac.za / 021-808 9111) to assist you.

   Follow steps to apply online:

   - Go to webpage**: www.sun.ac.za**
   - Hover on student and click on Prospective students
   - Hover on Apply and click on apply
   - **Faculty is Economic and Management Sciences.**
   - **Programme Type: Honours Programmes** (see below) and choose B in Public Admin Hons, etc.
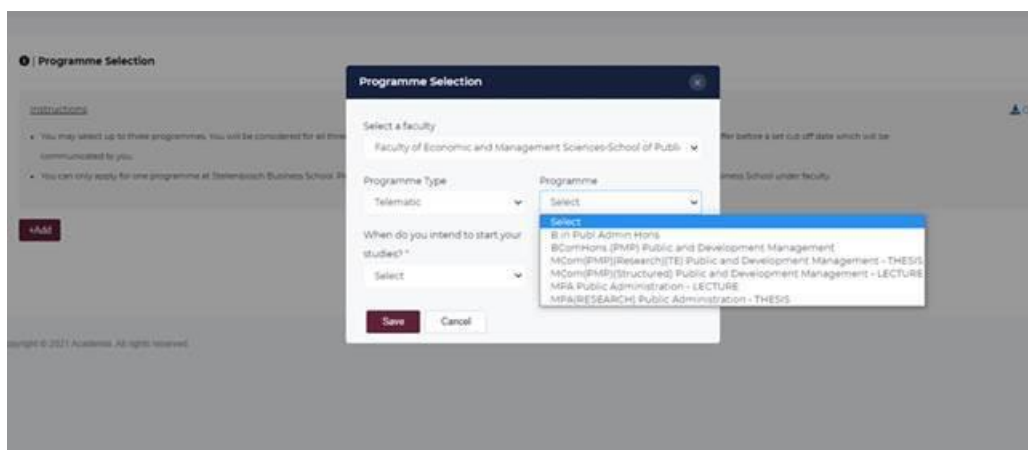
2. You will be informed of the outcome via email.

3. If admitted, you will receive further information about:
- The conditions of your admission, for instance which Admission Modules you must pass before the contact session in order to secure an unconditional admission.
- Postal registration form, which you must complete and return together with your proof of payment of the registration fee (R11 759.00) to Lydia Meyer on 15 December 2022. **Namibian students pay the full amount for the programme at registration.**

4. When we receive your postal registration form, we will send you your "BPubAdminHons Time Tables for 2023 and give you access to Sunlearn for the Admission Modules you must pass.

5. You MUST attend one telematic lecture at a telematic venue on 23 January 2023 (09:00-17:00) covering the Admission Modules in preparation of the upcoming examination. Telematic venues are available in: Tygerberg, George, Stellenbosch, Worcester, East London, Port Elizabeth, Bloemfontein, Randburg, Pretoria, Durban, Nelspruit, Middelburg, Klerksdorp, Mafikeng, Polokwane, Kimberley, Upington and Windhoek. Exact locations are updated at www.sun.ac.za/ite.

6. You MUST write the Admissions Exam on 30 January 2023 at any of the exam venues which will be communicated to you. These venues are in the same cities as the above-mentioned telematic venues.

7. You **MUST** attend the Computer Skills course during the year on the dates communicated.

8. You MUST attend the 11 days compulsory contact session (either in Bellville or Tshwane).
   Bellville: 13 - 24 February 2023 (11 days) **AND** 05 - 09 June 2023 (5 days)
   Tshwane: 20 February – 03 March 2023 (11 days) **AND** 05 - 09 June 2023 (5 days)

   At the contact session you can expect the following:
   - A welcome function and prize giving for top achievers from the previous year
   - Receive a laptop (for students applying for the first time for the 2023 intake) with e-books, hard copy books issued only where e-books are not available
   - Receive your official student card
   - Be registered for university computer, network and Sunlearn use
   - Introductory lectures on all the modules

9. After you received all your module information at the contact session, you must diarise and set a personal work schedule for 2023, so that your assignments are handed in on time and you are prepared for exams

10. Attend MS Teams sessions scheduled for each module.

11. Hand in assignments and write examinations as per prescribed schedule.

12. Graduation by December 2023 or March / April 2024 if you have been sticking to your personal work schedule!

CONTACT DETAILS

The School of Public Leadership's offices for the BPubAdminHons and MPA programme are situated at Stellenbosch University's Bellville Park Campus in Cape Town. Most lecturers in the programme have their offices at the Bellville Park Campus. The campus offers students all facilities conducive to a productive postgraduate learning environment: library and all associated services such as photocopying facilities and breakaway rooms for private study or group work. Feel free to arrange a campus visit or discuss your application with Lydia Meyer.

Please note: No student may contact the lecturers regarding non-academic matters!
Please consult your Course Administrator first.

Lydia Meyer
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APPLICATION PROCEDURE

Follow steps to apply online:

- Go to webpage**: www.sun.ac.za**
- Hover on student and click on Prospective students
- Hover on Apply and click on apply
- **Faculty is Economic and Management Sciences.**
- **Programme Type: Telematic Education** (see below) and choose B in Public Admin Hons, etc.

Information to remember:

- Programme: HonsB in Publ Admin, MPA

- All applicants receive a student number and password via email or sms (text message). This is not an indication that you have been accepted for the Honours of Master's Programmes, it only means that you applied to the University.
- If you had applied online, you need to upload proof of payment of application fees (not applicable to international students), **certificates and a signed agreement** on to the University's webpage.
- All the relevant documents mentioned below need to be submitted to the University, otherwise your application will be considered incomplete or late.
- It is also your responsibility to follow up with the University Client Services (0218089111 / info@sun.ac.za) to confirm that your application is on the system and that all supporting documents have been received.

DEPARTMENTAL APPLICATION

The Programme Administrator will email a departmental application form to you if you have been accepted to the programme. There may be a substantial time lapse between the University application submission and contact by the Programme Administrator – most often this is due to the university applications being incomplete.

Please ensure that you include all the documents listed below in your application package, as this will ensure speedy processing and results:

- [ ] Online Application (completed as explained above)
- [ ] Departmental Form: School of Public Leadership (SPL)
- [ ] Certified copies of ALL diploma(s) / degree certificate(s) / short course(s)
- [ ] Certified copies of ALL academic records for ALL the qualifications
- [ ] R100 application fee: include a copy of the deposit slip
- [ ] Grade 12 certificate
- [ ] CV

Deposits of R100.00 can be made to:

University of Stellenbosch

STANDARD BANK

Branch Code: 05 06 10

Cheque Account: 063 16 32 25

Reference: Student number

*   **Include a copy of the deposit slip in your application package.**

Closing date for applications: 15 November 2022