

BACHELOR OF ADMINISTRATION (Full Time - 1011)

D.1 ADMISSION

Unless Senate decides otherwise, candidates will be required to meet the following criteria to be enrolled for the degree: **Bachelor of Administration - BAdmin**

D.1.1 Admission requirements for applicants who matriculated from 2008

- (a) The National Senior Certificate for Bachelor's Degree study with 4 designated subjects at a rating of 4, plus a score of no less than 30 points calculated according to the University's approved points system, as well as the following specific subject requirements:
- Level 4 (50-59%) in English (home or 1st additional language)
 - Level 3 (40-49%) in Another language (home or 1st additional language)
 - Level 3 (40-49%) in Mathematics or
 - Level 5 (60-69%) in Mathematics Literacy
- (b) A qualification or level of competence which the Senate of the University has deemed to be equivalent to the requirements stipulated in (a) above.

D.1.2 Admission requirements for applicants who matriculated before 2008

- (a) No person shall be admitted as a candidate for the BAdmin degree unless he/she has obtained the Matriculation Certificate or an Exemption certificate thereof with an aggregate of at least a D (50%).

OR

- (b) A qualification or level of competence which the Senate of the University has deemed to be equivalent to the requirements stipulated in (a) above.

D.2 SELECTION

As only a limited number of students can be admitted to the programme, applicants will be subject to a selection procedure.

D.3 DURATION

Unless Senate decides otherwise the duration of the programme shall extend over three years of full-time study.

D.4 CURRICULUM

D.4.1 Level 1

Module Name	Alpha Code	Cred
Core Modules		
Intro to Political Studies and International Relations 131	POL131	15
Intro to Public and Local Government Administration and Management 131	PUA131	15
South African Politics and Government 132	GOV132	15
Academic Literacy for Commerce 131/132	ALC131/132	15
Introduction to Information Systems 132/131	IFS132/131	15

Select 1 module from the following 2 options

Quantitative Literacy for Commerce 141/142	QLC141/142	15
Quantitative Skills for Commerce 131/132	QSC131/132	15

Electives: Either select two (2) modules from group 1 OR**Group 2 and another module from Group 1****Group 1**

Financial Accounting 141/143	FIA141/143	15
Introduction to Psychology in the Workplace 131/132	IPS131/132	15
Principles of Business Management 131/132	MAN131/132	15
Statistics 142 or	STA142	15
Business Statistics 132	BUS132	15

Group 2 (Select both modules)

Introduction to Microeconomics 151	ECO151	10
Introduction to Macroeconomics 152	ECO152	10

Sub-total 120-125**D.4.2 Level 2****Core Modules****Public Administration**

Public Policy and Research 231	PUA231	20
Comparative Public Administration & Governance 232	PUA232	20

Political Studies

Political Thought and Africa 235	POL235	20
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Select 1 of the following modules: (at least one will be offered each year)

International Political Dynamics 232	POL232	20
South Africa in Comparative Political Context 231	POL231	20

Electives (Select 1 Group)**Group 1 Economics (Select all)**

Microeconomics 231	ECO231	10
Macroeconomics 232	ECO232	10
Econometrics 242 (Required for admission to ECO Honours)	ECO242	10
Intermediate Mathematical Economics 235	ECO235	10

Group 2 Industrial Psychology (Select all)

Career Psychology 231	IPS231	10
Psychometrics 232	IPS232	10
Human Resource Management 233	IPS233	10
Labour Relations 234	IPS234	10

Group 3 Information Systems (Select all)

Business Analysis 221	IFS231	20
Service Delivery Management 233	IFS233	20

Group 4 Management (Select all)

Marketing 231	MAN231	10
Operations Management 233	MAN233	10
Business Finance 234	MAN234	10
Financial and Analytical Techniques 235	MAN235	10

Group 5 SME Management (Select all)

Entrepreneurship – Starting A Small Business 201	MAN201	10
Finance for Small and Medium Enterprises 231	MAN206	10
Marketing 231	MAN231	10
Operations Management 233	MAN233	10

Sub-total 120

D.4.3 Level 3

Compulsory

Public Administration

Public Finance Management 331	PUA331	30
Public Sector Human Resource Management 332	PUA332	30

Electives: Select 1 Group

Group 1 Political Studies

Compulsory

Research Methodology in Political Studies 332	POL332	30
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Electives: Select 1 module (At least 1 module will be offered each year)

Political Theory 331	POL331	30
Africa & International Relations & International Political Economy 334	POL334	30

Group 2 Economics

Compulsory

Microeconomics 331	ECO331	15
Macroeconomics 332	ECO332	15

Electives

Select 1 Sub-Group

Group 2.1

Econometrics 311 (Required for admission to ECO Honours)	ECO311	15
International Trade Economics 335	ECO335	15

Group 2.2 (Select 2 modules)

Public Sector Economics 334	ECO334	15
Development Economics 336	ECO336	15
Labour Economics 333 (not offered 2019)	ECO333	15

Group 3 Industrial Psychology (Select all)

Organizational Behaviour 331	IPS331	15
Research Methodology 333	IPS333	15
Consumer Behaviour 335	IPS335	15
Training Management 337	IPS337	15

Group 4 Information Systems (Select all)

Information Systems Strategy 361	IFS361	30
Architecture and Infrastructure 362	IFS362	30

Group 5 Finance (Select all)

Strategic Management 304	MAN304	15
Research and Communication for Business 314	MAN314	15
Financial and Analytical Techniques 305	MAN305	15
Financial Management 312	MAN312	15

Group 6 Management (Select all)

Strategic Management 304	MAN304	15
Research and Communication for Business 314	MAN314	15
Services Marketing 303	MAN303	15
Project Management 325	MAN325	15

Sub-total 120
TOTAL 360-365

D.5 ASSESSMENT

Assessment is governed by Rule A.5 as stipulated in the University Calendar: General Information Part 1.

D.6 PROMOTION RULES

Unless Senate decides otherwise and subject to Rule A.3.2.3 or otherwise provided in Faculty rules:

D.6.1 Level 1

- D.6.1.1** A student is required to pass at least 30 credits (to proceed) in the 1st year of registration and 90 credits per annum thereafter to be promoted.
- D.6.1.2** After one year of study, a student must have passed Academic Literacy for Commerce (ALC131/132) and Quantitative Literacy for Commerce (QLC141/142) or Quantitative Skills for Commerce (QSC131/132).
- D.6.1.3** A student shall be promoted to the 2nd year of study on obtaining at least 90 credits.
- D.6.1.4** After two years of study a student must have passed all 1st year level modules (120 credits) in order to promote.

D.6.2 Level 2

- D.6.2.1** A student shall be promoted to the 3rd year of study on obtaining at least 210 credits.
- D.6.2.2** After three years of study a student must have passed all 2nd year level modules in order to promote.

D.6.3 Level 3

- D.6.3.1** A student shall complete the degree once 360 credits are obtained and all the requirements for the degree are met.
- D.6.3.2** Final promotions are done according to the rules applicable to the degree at the date of first enrolment, provided that the student continues to promote.
- D.6.3.3** The latest rules applicable to the degree will be applied (the following year) when further admission was refused or when a student has interrupted his/her studies.

D.7 ADVANCE REGISTRATION

- D.7.1** A student who has not promoted to the 2nd year of study shall not be allowed to register for more than 100 credits for the year, including all the outstanding 1st year credits, provided all the prerequisites and co-requisites are met.
- D.7.2** A student who has not promoted to the 3rd year of study shall not be allowed to register for more than 100 credits for the year, including all the outstanding 1st year credits, provided all the prerequisites and co-requisites are met.

D.8 RENEWAL OF REGISTRATION

The renewal of registration will be governed by Rule A.3.2.3, as stipulated in the University Calendar: General Information Part 1 or otherwise provided in Faculty rules:

D.9 SPECIAL REQUIREMENTS FOR THE PROGRAMME

- D.9.1** No full-time student shall be allowed to enrol for more than 135 credits in any year of study;

D.9.2 The total credit value may only exceed 360 with the permission of Senate;

D.9.3 No student shall be allowed in any year of study to enrol for any combination of modules in which there are class and examination timetable clashes.

D.9.4 Transferring to the BCom Degree:

The following requirements are compulsory for students wishing to change from the BAdmin to the BCom Degree:

D.9.4.1 Passed at least 105 credits (including QSC131/132) in the first year of enrolment full-time or in two years part-time.

D.9.4.2 To register for Business Statistics 132 AND all remaining BCom modules in consultation with the curriculum advisor.

D.9.5 Major Subjects

Unless the Senate determines otherwise:

D.9.5.1 Each curriculum shall have a minimum of 60 third year level credits in Public Administration or Political Studies and

D.9.5.2 A minimum of 60 third year level credits from one of the following:

- Industrial Psychology
- Economics
- Political Studies and/or Public Administration
- Management or SME Management
- Information Systems

D.9.5.3 Each curriculum must include at least two second year majors and one other second year level subject.

D.9.6 No student shall be allowed to enrol for a module if this contravenes departmental prerequisite rules.

D.9.7 To register for Quantitative Skills for Commerce (QSC131/132) one of the following is required:

- Level 4 (50-59%) in Mathematics or
- HG (40%) in Mathematics or
- SG (50%) in Mathematics

D.9.8 ECO331, ECO332 and ECO311 are required for entry into Honours in Economics.

D.9.9 If a particular module (providing it is not a compulsory module) has less than 15 students registered at the start of the academic year, the department has the authority to cancel that module.

D.9.10 Students do not require a pass in Quantitative Skills for Commerce (QSC131/132) to register for MAN231, 233, 201, and 206.