

BACHELOR OF ADMINISTRATION (Part Time - 1018)

D.10 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.10.1 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.10.2 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.11 SELECTION

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

D.12 DURATION

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

D.13 CURRICULUM

D.13.1 Level 1

Module Name	Alpha Code	Cred
1st Year of Enrolment		
Core Modules		
Academic Literacy for Commerce 131	ALC131	15
Introduction to Information Systems 132	IFS132	15
South African Politics and Government 132	GOV132	15

Select 1 module from the following 2 options

Quantitative Literacy for Commerce 141	QLC141	15
Quantitative Skills for Commerce 131	QSC131	15
	Sub-total	60

2nd Year of Enrolment**Core Modules**

Intro to Political Studies and International Relations 131	POL131	15
Intro to Public and Local Government Administration and Management 131	PUA131	15

Electives (Select 2 modules)

Financial Accounting 141	FIA141	15
Economics 133	ECO133	15
Introduction to Psychology in the Workplace 132	IPS132	15
Principles of Business Management 132	MAN132	15
Statistics 141 OR	STA141	15
Business Statistics 131	BUS131	15
	Sub-total	60

D.13.2 Level 2**Compulsory 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 module will be offered each year)**

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

Electives (Select 1 group)**Each group will be offered twice in a 3-year cycle.****Group 1 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 2 Information Systems (Select all)

Business Analysis 231	IFS231	20
Service Delivery Management 233	IFS233	20

Group 3 Management (Select all)

Marketing 231	MAN231	10
Operations Management 233	MAN233	10
Business Finance 234	MAN234	10
Finance & Analytical Techniques 235	MAN235	10
	Sub-total	120

D.13.3 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
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Africa & International Relations & International Political Economy 334	POL334	30
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Group 2 Industrial Psychology (Select all)

Organisational Behaviour 331	IPS331	15
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Research Methodology 333	IPS333	15
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Consumer Behaviour 335	IPS335	15
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Training Management 337	IPS337	15
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Group 3 Information Systems (Select all)

Information Systems Strategy 361	IFS361	30
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Architecture & Infrastructure 362	IFS362	30
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Group 4 Management

Compulsory

Strategic Management 304	MAN304	15
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Research and Communication for Business 314	MAN314	15
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Electives (Select 2 modules)

Employee Management 324	MAN324	15
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Project Management 325	MAN325	15
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Financial Management 312	MAN312	15
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Sub-total		120
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TOTAL		360
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D.14 ASSESSMENT

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

D.15. PROMOTION RULES

D.15.1 Unless Senate decides otherwise and subject to Rule A.3.2.3 or otherwise provided in Faculty rules.

D.15.1.1 A student is required to pass at least 30 credits in the 1st year of registration and 60 credits per annum thereafter.

D.15.1.2 After two years of study, a student must have passed 90 credits including Academic Literacy for Commerce (ALC131/132) and Quantitative Literacy Skills (QLC141/142) or Quantitative Skills for Commerce (QSC131/132) in order to promote to level 2.

D.15.1.3 After three years of enrolment a student must have passed all 1st level modules.

D.15.1.4 After 4 years of study a student must have passed 210 credits to promote to level 3.

D.15.1.5 After five years of enrolment a student must have passed all 2nd level modules.

D.15.1.6 After seven years of enrolment completed the degree once 360 credits are obtained and all the requirements for the degree are met.

- D.15.1.7** A student shall register for no more than 60 credits per annum in the 1st 2 years of registration and 90 credits per annum thereafter.
- D.15.1.8** 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.15.1.9** The latest rules applicable to the degree will be applied when further admission was refused or when a student has interrupted his/her studies.

D.16 ADVANCE REGISTRATION

After Hours students will be allowed to register in advance, provided they meet the prerequisites and co-requisites of the intended modules and provided that modules are offered after-hours in a particular academic year.

D.17 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.17.1** Part-time students may register for no more than 90 credits in any year or 50 more credits in a single semester.
- D.17.2** Each student should register for a minimum of 60 credits per annum in order to complete in the maximum period allowed;
- D.17.3** Students transferring from full-time studies are required to follow the curriculum offered during evening classes.

D.17.4 Transferring to the BCom Degree:

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

- D.17.4.1** Passed at least 105 credits (including QSC131/132) in the first year of enrolment full-time or in two years part-time enrolment
- D.17.4.2** To register for Business Statistics 132 AND all remaining BCom modules in consultation with the curriculum advisor.

D.17.5 Major Subjects

Unless the Senate determines otherwise:

- D.17.5.1** Each curriculum shall have a minimum of 60 third year level credits in Public Administration or Political Studies and
- D.17.5.2** A minimum of 60 third year level credits from one of the following:
- Industrial Psychology
 - Political Studies and/or Public Administration
 - Management
 - Information Systems

- D.17.5.3** Each curriculum must include at least two second year majors and one other second year level subject.

D.17.5.4 No student shall be allowed to enrol for a module if this contravenes departmental prerequisite rules.

D.17.5.5 To register for Quantitative Skills for Commerce (QSC)131/132 the following is required:

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

D.17.5.6 To register for Economics (ECO133/134) a pass in Quantitative Skills for Commerce (QSC131/132) is required.

D.17.5.7 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.