

Tutorial letter 201/1/2018

PUBLIC FINANCIAL ADMINISTRATION AND MANAGEMENT

PUB3705

Semester 1

**Department of Public Administration and
Management**

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

COMMENTS ON ASSIGNMENTS AND EXAMINATION

Dear Student

1. INTRODUCTION

Congratulations on your perseverance with your studies. We know that the majority of you have already commenced with your preparation for the examination.

The purpose of this tutorial letter is to -

- Provide feedback on the compulsory assignments 01 and 02 that you submitted during the course of the academic semester.
- Give an indication of the format of the examination paper together with advice on how to approach the examination and to prepare for it.

2. ASSIGNMENTS

Two compulsory assignments, a multiple-choice (MCQ) and an essay assignment, were asked. Below is feedback on these assignments you submitted for marking.

2.1 ASSIGNMENT 01 - COMPULSORY (MCQ)

Please see the table below for the correct answers.

QUESTION NUMBER	CORRECT ANSWER
1	4
2	1
3	2
4	3
5	3
6	4
7	1
8	3
9	2
10	1
11	2
12	3
13	1
14	2
15	4
16	4
17	3
18	2
19	2
20	1

2.2 ASSIGNMENT 02 – COMPULSORY (ESSAY)

The topic of the assignment is:

The budget cycle is divided into various phases. Discuss the four phases of the budget cycle in the context of the South African Public Sector. Whilst discussing these phases, customize your discussion to a public institution of your choice. This public institution may be a local municipality, provincial government department, national government department or any other institution that is constituted in terms of the Constitution of the Republic of South Africa (1996). **[100]**

Students were expected to customise their discussion to a public institution of their choice. This public institution may be a local municipality, provincial government department, national government department or any other institution that is constituted in terms of the Constitution of the Republic of South Africa (1996). The focus should have been on discussing the four phases of the budget cycle, namely preparation phase, approval phase, execution phase and the control phase. The literature and examples should be relevant to the South African Public Service context. The budget cycle is discussed in your prescribed book pages 85-88 and pages 270-275. This assignment should have been conducted in line with the technical requirements for assignments as outlined in the PASALLP document.

Your essay assignment had to comply with the guidelines for the essay-type assignment provided which read as follows:

- **Compulsory assignment 02 is a typed essay-type assignment.** The Department of Public Administration and Management places a lot of emphasis upon integrity and ethical conduct in the writing of essay-type assignments. An understanding of the importance of responsibility and professionalism in this regard is part of what a university education provides. It is important that students know how secondary material should be used, and what the scholarly method of presenting and acknowledging references is. If you copy information out of a book or an article or from a web site without acknowledging the source and pass it off as your own, that constitutes plagiarism. Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given a mark of 0%.
- **The technical requirements for the assignment were the following:**

Read the Tutorial letter PASALLP/301 for guidance on the technical requirements for assignments before writing this assignment. If your assignments do not adhere to these requirements, it will be evaluated but no mark will be awarded. Note that the length of the assignment answer should be restricted to a maximum of 10 typed pages (1½ spacing, Arial font and font size 12) including the title page, table of contents and reference list. Consult at least ten (10) literature sources.

3. EXAMINATION

A few guidelines regarding the 2018 examination appear in the following paragraphs.

3.1 Format of the examination paper

The examination session is two hours long. Be careful how you use your time in answering the examination questions. As a basic principle, divide your time by the number of questions, and decide on the allocation of time according to the level of difficulty of the questions.

THERE WILL BE FOUR (4) COMPULSORY ESSAY - TYPE QUESTIONS ASKED OF WHICH YOU MUST ANSWER ALL FOUR (4). Each question will count 25 marks, BUT may be subdivided, e.g. 15 marks & 10 marks = 25.

The examination in this module will take place during May/June 2018 (semester 1) and Oct/Nov 2018 (semester 2).

Please bear in mind that some of the questions will not be asked exactly in the same way as it appears at the end of each theme/study unit. Furthermore, to assist you in identifying the questions, the headings in the study guide were used in the formulation of the questions wherever possible. Owing to time limitations in the examination, only sections of certain questions could be asked, while in other instances questions may be combined. For this reason some questions may consist of more than one section. Questions will be asked from all the themes, although not necessarily from each study unit. **For your convenience, the Official Study Material folder on myUnisa contains copies of previous examination papers so that you may get an idea of the format of the examination.**

3.2 Preparing for the examination

Basically, you should review the study guide and all relevant activities and assignments. The prescribed book serves as background information and a source for the activities in the study guide. Most of the activities require reading parts of the prescribed book.

There is concern that some students have not yet started on those activities that were not necessarily part of the assignments. Activities are part and parcel of the work that you should be doing throughout the semester. They are important because they facilitate your understanding of the module. It is therefore very important that you ensure that you understand the different themes and understand the so-called "big picture" of the various study units.

When a student understands various themes while preparing for the exam, it is a good indicator of an ability to achieve a passing mark. Nevertheless, feel free to phone or write to the lecturer to discuss any problems. The lecturer, however, cannot provide the exam question or hints as to the nature of the exam questions. You should study all information in the PUB3705 study guide. Doing so will maximise your potential to achieve a passing mark.

The Examinations Department will inform you of the examination date and venue in due course.

If you fail the May/June 2018 examination and qualify for a supplementary examination, it will be written in Oct/Nov 2018. You will be notified by post, if you qualify for a supplementary examination. Alternatively you can also contact the Examinations Department via email and the email at Exams@unisa.ac.za.

3.3 Previous examination paper

Previous examination papers are available on the myUnisa website under Official Study Material for your information. This examination papers will give you an idea of the kind of questions that can be expected in the examination.

NB! REMEMBER THAT FOR EXAMINATION PURPOSES YOU HAVE TO STUDY THE POSSIBLE EXAM QUESTIONS WHICH YOU WILL FIND AT THE END OF THE VARIOUS THEMES THROUGHOUT THE STUDY GUIDE.

THE EXAM QUESTIONS WERE TAKEN FROM THESE QUESTIONS!

PLEASE REFER TO ANNEXURE A: KEYS AND CLUES FOR ANSWERING POSSIBLE EXAM QUESTIONS IN THE STUDY GUIDE. THE ANSWERS ARE IN THE PRESCRIBED BOOK.

THE FOLLOWING POSSIBLE EXAM QUESTIONS MAY BE STUDIED FOR THE EXAM:

- **QUESTIONS 2, 5, 6, 7, 8, 11, 13, 19, 25, 29, 31, 36, 37, 38, 41, AND 43.**

Finally, we would like to wish you all the best for the examination!

Responsible lecturer

PROF GM FERREIRA
ferregm@unisa.ac.za
(012) 429 6618

Admin support

Ms N NKWALI
Nkwalmn@unisa.ac.za
(012) 429 8478