

Study Materials and Media Guide

MPA — Master of Public Administration

Degree awarded	Master of Public Administration (MPA)
Program length	4 semesters
Credits	120 ECTS-equivalent credits
Language	English
Mode of study	Fully online, asynchronous study with scheduled tutorial consultations and policy workshops
Document	Catalogue of study materials

WHAT THIS DOCUMENT CONTAINS

- Reading lists, case packs, datasets, statutes and templates
- Slide dossiers with slide counts, formats and contents
- Video lecture series with duration, lecturer and topic
- Assessment structure and weighting across the program
- Thesis or capstone requirements with the milestone timeline

A professional master's degree for people who govern, regulate and administer public services, with a Middle West emphasis on health policy and regulatory practice.

1. Study materials

Material	Type	What it contains
Administrative Decision Model Bank	Template	Twelve annotated model decisions — licence, sanction, refusal, appeal — with review commentary.
Regulatory Inspection Case Pack	Case study	Five inspection files from opening to sanction, including the appeal outcomes.
Public Budget Workbook	Template	Programme budget model with performance indicators, variance sheet and audit trail.
Procurement and Transparency Statutes	Statute	Curated procurement, freedom-of-information and integrity provisions used across the program.
Public Administration Reading Plan	Reading	Chapter-level plan per course, split into mandatory and supplementary tiers.

All materials are released inside the study portal at the start of the relevant course window and remain available to enrolled students for the duration of the program.

2. Lecture presentations

Presentation	Slides	Format	Contents
Discretion and Its Limits	44	Annotated deck	How lawful discretion is exercised, recorded and reviewed, with decided cases.
Writing a Policy Memorandum	36	Workshop deck	From problem statement to recommendation in a format a minister will read.
The Budget Cycle End to End	58	Annotated deck	Preparation, appropriation, execution, reporting and audit, with a worked programme budget.
Running a Lawful Tender	50	Workshop deck	Procedure choice, criteria drafting, evaluation records and challenge handling.

3. Video lecture series

Orientation: Studying Public Administration Online

21 min · Programme Director

Portal, deliverable formats, consultation booking and capstone timeline.

Grounds of Review, Explained

47 min · Faculty of Public Administration

Legality, procedure, reasons and proportionality with worked examples.

Performance Budgeting Without Illusions

42 min · Faculty of Business

What indicators can and cannot control, and how targets get gamed.

Regulating Health Providers

39 min · Faculty of Medical Law

Licensing, inspection and sanctioning of clinics, laboratories and practitioners.

Capstone Projects That Get Adopted

31 min · Thesis Coordination

Choosing a problem the host organisation actually wants solved.

Lectures are streamed in the study portal with English subtitles and downloadable transcripts. Tutorial consultations are recorded and published within twenty-four hours.

4. Assessment structure

Component	Weight	Description
Professional documents	50-70%	Decisions, budgets, tender files and policy memoranda in the form the workplace uses.
Examinations	20-40%	Open-book case examinations in administrative and regulatory law.
Exercises and simulations	10-30%	Emergency exercise, bid challenge and oversight hearing simulations.
Capstone	30 credits	Applied study with recommendations and an oral defence.

5. Capstone thesis (30 credits)

The MPA capstone is an applied study of 15,000–18,000 words on a real problem in a public or public-interest organisation. It must end with recommendations that are lawful, costed and addressed to an identified decision maker.

Milestone timeline

- Semester 3: problem statement, host organisation agreement and protocol approval
- Weeks 1-4: document and stakeholder mapping
- Weeks 5-10: evidence collection and option development
- Weeks 11-16: full draft, supervisor feedback and legality check
- Weeks 17-18: submission, similarity check and oral defence

6. Tuition reference

Total tuition: USD 4,999 — Total tuition for the complete Master of Public Administration, including all study materials, tutorial consultations, examinations and the capstone defence.