

VICTORIA UNIVERSITY COLLEGE.

Diploma in Public Administration (D.P.A.).

I. The Diploma in Public Administration shall be granted to candidates who, having passed in the pre-requisite subjects, follow the prescribed course at Victoria University College, attending the lectures, passing the examinations, and fulfilling the other conditions hereinafter prescribed.

II. No candidate for the Diploma shall begin the course until—

(i) He has passed the examinations of the University of New Zealand in the following subjects:—

(1) Economics I: As for B.A. Degree.

(2) Political Science I: As for B.A. Degree.

(3) Constitutional Law: As for LL.B. Degree.

(4) and (5): Any two of the following subjects for the B.A. Degree: English I, History I, Philosophy I, Anthropology.

(ii) He has been accepted as a student of the course.

III. There shall be two examinations: The Preliminary Examination and the Final Examination. The Preliminary Examination may be taken at the end of the first year, and the Final Examination not earlier than the end of the second year.

IV. No candidate shall sit for subjects of the Final Examination until he has passed in the subjects of the Preliminary Examination: Provided that a candidate who has passed in all the subjects of the Preliminary Examination except one may be allowed to present himself for examination in this subject together with the subjects of the Final Examination.

V. A candidate who fails in a subject must attend the course of lectures in that subject again before presenting himself for examination, unless for special reasons he is exempted from such attendance.

VI. The subjects for the Preliminary Examination shall be—

(1) *Political Institutions of New Zealand* (One Paper).—Electoral system; parties; Cabinet; Legislature; executive Departments; judiciary; local government.

(2) *Comparative Political Institutions I* (One Paper).—Democratic political institutions; Federal and unitary States; methods of representation; party systems; separation of powers; executive and legislative organization; judiciary.

(3) *Comparative Political Institutions II* (One Paper).—Non-democratic political institutions; party system; dictatorship; propaganda; Soviet, Fascist, and Nazi institutions.

(4) *Social and Economic History of England from about the Middle of the Eighteenth Century* (One Paper).

(5) *Social and Economic History of New Zealand* (One Paper).—Growth of population; urban and rural settlement; transport; primary and secondary production; marketing and tariff policy; economic activities of the State; industrial control; banking and public finance, with special reference to the period from 1890 onwards.

(6) *Public Economics* (One Paper).—The economic and social service functions of the State; Government and local-body operation and control of industrial and commercial enterprise and banking; planning and public rationalization, with special reference to New Zealand conditions.

(7) *Public Finance* (One Paper).—Problems relating to public expenditure and revenue, public assets and liabilities, and taxation.

VII. The subjects for the Final Examination shall be—

(1) *Public Administration* (Two Papers).

(a) Theory of management; personnel, finance, and other functions of general administration; research; line activities; overhead administrative organization; internal departmental organization.

(b) Audit and other forms of control over administrative agencies; semi-independent public corporations; delegated legislation; public relations and advisory committees.

(2) *Public Administration in New Zealand* (Two Papers).—Problems of administrative functions and organization in New Zealand.

(3) *Administrative Law* (One Paper).—Powers of administrative officers; judicial remedies for administrative actions; liability of administrative officers; quasi-judicial functions of administrative Departments.

(4) One of the following subjects:—

(i) *Local Government* (One Paper).—Types of local authorities; areas of local government; local-body finance; internal organization of local authorities; relation of local to central government.

(ii) *International Organization* (One Paper).—Diplomatic and consular services; international conference and administrative unions; international legislation; League of Nations; International Labour Office; Permanent Court of International Justice.

(iii) *Statistics* (One Paper).—Sources of social and economic statistics; the collection, tabulation, and reduction of data; averages and measurements of dispersion; accuracy and estimation of limits of error; statistical interpretation and fallacies, with special reference to the official statistics of New Zealand.

(iv) *Industrial Psychology* (One Paper).—A study of the human element in relation to different occupations, with special reference to the following—Methods of selecting and training personnel: Interviews and tests. Methods of obtaining and maintaining efficiency: Working-conditions, fatigue, incentives; causation and prevention of accidents. Promotion of morale: Co-operation, contentment, boredom, monotony, grievances, the problem worker; the wider problems of industrial relations and organization.

VIII. The Diploma shall not be awarded to any person until either—

(i) He has, after passing the Final Examination, completed to the satisfaction of the Special Committee two years of administrative work; or

(ii) He has given evidence to the satisfaction of the Committee that he has had sufficient experience in administrative work.

IX. The fee for the Diploma shall be one guinea.

X. A candidate who, after passing the Final Examination, presents a thesis dealing with some aspect or problem of public administration approved by the Professor in Charge of the Department shall, if the thesis be deemed of sufficient merit, be awarded Honours and have his Diploma endorsed accordingly.

XI. A candidate who begins his course in 1940 or 1941 may be exempted from passing in some or all of the pre-requisite subjects.

Officers selected to take the course this year may be exempted from the pre-requisites required by the College.

It is desired that applicants should have passed a University degree or a professional examination. Applicants should give full particulars of their status in this respect, together with the pass marks in the various subjects taken. In the case of a degree the class obtained in College terms should also be stated.

EXTRACT FROM NEW ZEALAND GAZETTE.

Sale of Unclaimed Property.

Police Department,
Wellington, 14th January, 1941.

It is hereby notified that unclaimed property in the hands of the police at the various police-stations will, if not claimed before Saturday, the 22nd February, 1941, be sold thereafter by public auction.

Particulars as to the time and place of sale may be obtained from the Superintendent or Inspector of Police in charge of the district.

D. J. CUMMINGS, Commissioner of Police.

(See New Zealand Gazette, 1941, page 94.)