



Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

Department of Human Resource Management

BCom Honours Human Resource Management and Labour Relations (HRM and LR)

Course Code: 07240146

Information brochure for
2024

Introduction

The Department of Human Resource Management (DHRM) offers the BCom Honours Human Resource Management and Labour Relations (HRM/LR) programme as a **one year programme**. The BCom HRM and Labour Relations Honours programme serves to enable our students to gain contemporary insight to the practical application of human resources in the work place.

Students will develop important skills in order to apply fundamental practices in collective bargaining and negotiation, dispute resolutions, personnel management, career management, wellbeing of employees and organisational psychology.

Admission information

Subject to the provisions of University of Pretoria (UP) General Regulations, the Faculty of Economic and Management Sciences (FEMS) Postgraduate Yearbook and rule and regulations of the Department of Human Resource Management (DHRM) a candidate is admitted to BCom Honours academic programme only if she/he is in possession of an appropriate BCom Human Resource Management or Labour Relations undergraduate degree and applies with all other UP, FEMS and DHRM regulations and admittance requirements.

The number of applicants admitted to the Honours programme is limited and the availability of the programme is dependent on the set capacity and student targets for a specific year.

Admission requirements

- A BCom Human Resource Management or Labour Relations (HRM/LR) degree or equivalent degree (NQF level 7) completed (or to be completed by end of the current academic year)
- At least 65% average or above for the Industrial Psychology and Human Resource Management and Labour Relations modules on 3rds year level. Applicants should have obtained a minimum combined average mark of at least 65% or above for BDO 319, BDO 329, BDO 373 (Research Methodology) and ABV 320 (Labour Relations) or equivalent modules if the qualification has been obtained at another University on NQF level 7
- At least 65% average or above for a Research Methodology module on 2nd or 3rd year level
- Successfully completed Labour Relations (or equivalent) as a module on 3rd year level (NQF level 7).

Additional admission information

1. Applicants should have passed Grade 12 Mathematics (SG=50%+, HG=40%) or another equal qualification in Mathematics, Statistics or Mathematical Statistics before they will be admitted to the Faculty Economics and Management Sciences for postgraduate studies.

2. Applicants who have obtained other qualifications than an accredited BCom HRM undergraduate degree, for example BSoc.Sc, BAdmin, BTech, BA, or **ANY** degree other than a BCom degree, will **not** be considered for selection for the BCom Honours HRM/LR programme. For any enquiries about the Commerce Special Undergraduate programme (bridging to BCom status) as well as information/application forms/pre-requisites for this bridging programme, you may contact Mrs Alta Erasmus (alta.erasmus@up.ac.za) at the Faculty Economic and Management Sciences, Postgraduate Admission Office.

Applicants with any other than a BCom undergraduate degree (non-BCom holders) may apply for the Commerce Special programme only if they obtained an **average of 65% or above for their respective undergraduate degree**. By successfully completing the following MINIMUM number of modules (see the table below) on undergraduate level (non-degree purposes (NDP)) as part of the Faculty of Economic and Management Sciences (FEMS) Commerce Special Undergraduate programme, BCom status to enter the Honours programme may be granted.

A minimum average of 65% needs to be obtained for all the Level 3-modules of the bridging programme. An academic average of at least 65% or above is a minimum requirement for application for the BCom Honours Human Resource Management and Labour Relations programme or the BCom Honours Industrial Psychology programme. Obtaining a minimum average of 65% does not guarantee automatic selection and admission to the Honours programme.

The minimum modules to successfully pass the Commerce Special Programme in order to apply for the **BCom Honours Human Resource Management and Labour Relations** programme are:

Module*	First year: Level 100	Second year: Level 200	Third year: Level 300
***Industrial and Organisational Psychology (BDO)	BDO121	Students before 2021: BDO221; BDO222; BDO223; BDO272 For 2024 admission: BDO214; BDO224; BDO272	BDO319; BDO329; BDO373 (Research) BDO372 (the average of all BDO level 300 modules above 65%)
***Business Management (OBS)	OBS114; OBS124		
***Statistics (STK)	STK110 and STK120 or **(STK113 and STK123) and STK 120		
***Economics (EKN)	EKN110; EKN120		
***Financial Accounting (FRK)	FRK111; FRK122		
Labour Law (LAR)			ABR311
Labour Relations (ABV)			ABV320

* Module descriptions are on the UP website on the general UP yearbooks page <https://www.up.ac.za/yearbooks/2023/EMS-faculty/UD-programmes/view/07130144>

** Students who did not obtain a level 5 or higher (i.e. 60% and higher) for **Mathematics** in the Grade 12 final examination, must register for and pass STK113 and STK123. Credit will be

granted for STK110 on grounds of passing STK113 and STK123, before being admitted to the STK120 module which needs to be passed with a minimum average of 50%.

***Modules on Level 100: BDO 121 and STK are compulsory. You may choose one module from the remaining Level 100 modules: OBS or EKN or FRK. However, we recommend OBS114 and OBS124.

A minimum average of 65% needs to be obtained for all the Level 3-modules of the Commerce Special programme. An academic average of at least 65% or above (for third year level modules) is a minimum requirement for application for the BCom Honours Human Resource Management/Labour Relations programme or the BCom Honours Industrial Psychology programme.

3. Notwithstanding the above requirements, the applicant may be required to repeat one or more of the above-mentioned modules, or to pass an entrance examination when the following conditions prevail:
 - The course content of the applicant's undergraduate course in HRM/LR differs from the course of the University of Pretoria.
 - If there is any doubt about the academic standard of the applicant's qualifications, irrespective of an average mark of 65% or higher.
4. The Head of the Department (HOD) and the Departmental Postgraduate Committee (PGC) concerned may set additional admission requirements.
5. Specific departments have specific requirements for admission to certain modules.
6. The number of students will be determined in line with the growth strategy of the University of Pretoria as approved by the Executive.
7. Allowance will be made for the diversity profile of students.
8. Applicants should adhere to all the requirements for selection **before** the selection panel convenes in November for the final round of selection.

Curriculum of the BCom Honours Human Resource Management and Labour Relations (HRM/LR)

The content of the course contains the following:

MODULE CODE	MODULE NAME	MODULE CREDITS
LAM 701	Collective Bargaining and Negotiation	15.00
LAM 702	Dispute Resolutions	12.00
HRC 700	Research Report	30.00
HRC 701	Research Methodology	12.00
HRC 702	Human Resource Management and Labour Relations practicum	15.00
HRC 703	Personnel and Career Psychology	12.00
HRC 704	Employee Health and Safety	12.00
HRC 705	Organisational Psychology and Diversity Management	12.00

Module descriptions:

Module code	LAM 701
Module name	Collective Bargaining and Negotiation
Module content	In this module students should know and understand national and international trends and developments pertaining to collective bargaining and negotiation. Students should describe the collective bargaining role players (including trade unions), and what is meant with organised labour. Pertaining to negotiation, know and apply relevant negotiation skills and how to obtain the optimal outcomes in a negotiation situation.

Module code	LAM 702
Module name	Dispute Resolutions
Module content	Students should know, understand and apply best practices pertaining to labour disputes, with particular focus on processes and relevant legislation.

Module code	HRC 700
Module name	Research Report
Module content	This module requires the student to demonstrate their ability to conduct independent research by conducting research on a topic in either the Human Resource Management or Labour Relations Management field and submit a research report.

Module code	HRC 701
Module name	Research Methodology

Module content	This module requires students to identify research problems/gaps, formulate a problem statement and literature study and develop research objectives/questions/hypotheses within the fields of Industrial Psychology, Human Resource Management and Labour Relations. Qualitative and quantitative methodologies will be learned and applied, and students need to apply knowledge in order to gather information (articles, books), referencing, data collection and data analyses.
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Module code	HRC 702
Module name	Human Resource Management and Labour Relations Practicum
Module content	Compile a portfolio concerning practicums pertaining to collective bargaining, and dispute resolutions, as well as organisational, personnel and career psychology.

Module code	HRC 703
Module name	Personnel and Career Psychology
Module content	To understand and develop insight regarding personnel psychology in the future world of work. The focus of this module is on HRM practices in the digital work sphere and on career development and the framework in which career management, and personnel psychology can be pursued in the future world of work.

Module code	HRC 704
Module name	Employee Health and Safety
Module content	Understand and apply the legal aspects of the Health and Safety Act 85 of 1993, and what is meant with 'health' and 'safety' in the work context. Have knowledge based on the content of an Employee Aid Programme (EAP) and how to deal with HIV/Aids, alcohol and drug dependence, psychological and physical health, traditional healers, and workplace psychopathology in the work context.

Module code	HRC 705
Module name	Organisational Psychology and Diversity Management
Module content	Know and apply theories pertaining to group dynamics, leadership and group functioning and how to utilise groups in decision-making, problem solving and reaching organisational objectives. Students must understand the paradigm shifts in the development of historically disadvantaged employees and phasing in of historically disadvantaged employees in the organisation to retain and generate organisational effectiveness. Student should apply knowledge pertaining to the nature and future changes that could impact on organisations, as well as the strategies that organisations can use to address these organisational changes.

Programme organisation

General

University of Pretoria is a residential campus and lectures for 2024 will adopt a hybrid approach (70% on campus contact sessions and 30% online contact sessions) and will be presented using face to face on campus contact sessions and online contact sessions. All contact sessions are compulsory. Face-to-face contact sessions are presented in 5 block weekends per semester, where all contact session will be on the Friday and Saturdays of the respective weekends. Online sessions will be scheduled during the course of the semester on Monday, Tuesday and Wednesday evenings from 18:00-21:00.

The block weekends will comprise of the following:

- Five Fridays in the first semester from 8h00-1 6h30 pm (There are 3 lecture sessions on a Friday with each session lasting 2.5 hours).
- Five Saturdays in the first semester from 8h00-1 3h30 pm (There are 2 lecture sessions on a Saturday with each session lasting 2.5 hours).
- Five Fridays in the second semester from 8h00-1 6h30 pm (There are 3 lecture sessions on a Friday with each session lasting 2.5 hours).
- Five Saturdays in the second semester from 8h00-1 3h30 pm (There are 2 lecture sessions on a Saturday with each session lasting 2.5 hours).

The online classes will be scheduled as followed:

- Weeknight evenings from 18:00-21:00 (Monday to Wednesday) as determined by the respective lecturers. Wherever possible, evening classes will not be scheduled in the week of the face to face block weekend.

Irrespective of mode of teaching (online or in-person contact sessions) all class attendance is compulsory.

Lectures commence in February 2024 and continue until the end of November and the programme extends **over one academic year only**. **Dates for the block weekends will be made available in December**

Assessment

Examination of modules takes place in May/June and in October/November by means of examination portfolios, examination assignments, written papers (3 or more hours) and/or oral presentations.

Timetable and Study Guides

A timetable and study guides will be made available to students when lectures commence.

Prescribed books and scientific articles

Students will be provided with a complete list of titles and authors of prescribed textbooks when they attend the first lecture of the respective modules. Most of the readings for the modules will be from scientific articles available online via the Library portal.

Format of lectures and student participation

A student oriented approach is followed and the lecturers function as facilitators during class discussions. In some of the modules students will prepare and present identified topics from a study theme to the class and lecturer. **Students will also be expected to engage in group work.**

Fees and Funding available

Several University, NRF and private study bursaries and loans are available to postgraduate students with academic merit, however the onus for the payment of fees still remains the responsibility of the student.

Information on bursaries and loans is available on the UP website/Fees and Funding: <https://www.up.ac.za/article/2749200/fees-and-funding>

The above link can be used for Information regarding programme costs.

Application procedure

The Department of Human Resource Management (HRM) aims to complete the selection process for the honours programme in a timely manner taking into consideration the deadline stipulated by the University application process. In order to ease this process, it is advised that prospective students **apply as early as possible, as provisional/conditional selection may take place before final acceptance into the programme.** The selection committee will aim to have a provisional list of students selected into the programme by early December. This selection is provisional, and applicants will be notified of final acceptance based on their official final academic records and marks.

Take note that selection into the honours programme is based on official academic marks. It is therefore the responsibility of applicants to ensure that all official academic records and marks are sent to the Department of HRM, as soon as they are available. It is also advisable to follow up with the department in a timely manner if you have not received any outcome of your application by end of January.

BEFORE starting with the application process, International applicants are referred to <https://www.up.ac.za/online-registration/article/2398818/international-students>. Note that the closing date for UP online application for **international applicants is 31 August 2023.**

Currently registered UP students need to apply via the UP Student Portal.

The application procedure for acceptance into the programme is as follows:

The closing date for the admission to the University of Pretoria is 31 August 2023 for international applicants and 30 September 2023 for South African applicants.

Step 1: UP ONLINE APPLICATION

Application for admittance to the University of Pretoria. Apply online for admission to the University of Pretoria at: <https://www.up.ac.za/online-application/article/2445192/apply-at-the-university-of-pretoria>

Step 2: After you have started Step 1, also complete our online [Departmental Application Form](#).

Step 3: ON CONDITIONAL ACCEPTANCE: SEND **FINAL OFFICIAL** ACADEMIC TRANSCRIPTS TO THE DEPARTMENT to dhrm.hons@up.ac.za

Please insert your UP student number or Online Application Reference Number in the subject line of your email, and attach the following documents in your email to the department.

We require the following:

- Full academic transcripts with results (It is very important that you add an explanation of the grading system/grading codes of the respective tertiary institutions where you completed your previous degrees, especially if the degree was obtained from a non-South African university)
- Comprehensive Curriculum Vitae
- Copy of identity document/passport
- SAQA verification of qualification if previous degree/(s) was/were obtained from non-South African universities.

Once a student has received provisional /conditional acceptance, they are required to send their official academic records to the department as soon as they are available and upload the results on the student portal which will then be used to finalise the selection process. **Take note, even if you are a current UP student, it is still expected that you email and upload your official results.** No student will be accepted into the programme without complete academic records indicating that the student did obtain the appropriate undergraduate degree as set out in the requirements.

NO LATE APPLICATIONS WILL BE ACCEPTED. NO SUBMISSION OF LATE ACADEMIC RECORDS WILL BE ACCEPTED FOR SELECTION ONCE THE SELECTION PROCESS HAS BEEN FINALISED. Students are advised to send and follow up with the department in a timely manner in this regard.

The FINAL outcome of your application will be communicated between November and January by the Faculty of Economic and Management Sciences on the UP Online Application Portal/Admission status. Please follow up with FEMS or the department in a timely manner in order to prevent disappointment.

Fees and Funding information are available on the UP website. Please access the link for more information about programme fees or available funding <https://www.up.ac.za/article/2749200/fees-and-funding>

Enquiries

For any enquiries, please contact the Department of HRM, **Postgraduate Administration Office** via email

dhrm.hons@up.ac.za

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