



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe  
Lefapha la Disaense tša Ekonomi le Taolo

## Department of Human Resource Management

BCom Honours Industrial Psychology (IP)

Course code: 07240147

Information brochure for  
**2024**

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## Introduction

The BCom Honours Industrial Psychology (IP) degree is a **one-year programme** offered at the Department of Human Resource Management (DHRM) to enable students to gain a contemporary insight into the practical application of psychology in the workplace. Students will develop important skills to apply fundamental practices in psychometrics, psychological assessment, counselling, the wellbeing of employees and personnel-, career-, and organisational psychology.

## Admission information

Subject to the provisions of the University of Pretoria (UP) General Regulations, the Faculty Economic and Management Sciences (FEMS) Postgraduate Yearbook and subject to rules and regulations of the Department of Human Resource Management (D-HRM) a candidate can be admitted to BCom Honours studies only if she/he has an appropriate BCom Industrial Psychology (IP) undergraduate degree and complies with all other UP, FEMS and DHRM rules and regulations and admission requirements.

The number of applicants admitted to the programme is limited.

## Admission requirements

- A **BCom degree in Industrial-Organisational Psychology 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 Industrial Psychology modules on 3<sup>rd</sup> year level: BDO 319, BDO 329, BDO 372 (Psychometrics), and BDO 373 (Research Methodology) or equivalent modules if the qualification has been obtained at another University (NQF level 7)
- At least 65% average or above for a Research Methodology module on 2<sup>nd</sup> or 3<sup>rd</sup>-year level
- Successfully completed Psychometrics as a module(s) on the undergraduate level.

## 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 being admitted to the Faculty of Economics and Management Sciences (EMS) for postgraduate studies.
2. Applicants who have obtained **other qualifications than an accredited BCom IP** 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 IP programme. **For any enquiries about the Commerce Special Undergraduate programme (bridging to BCom) and information/application forms/pre-requisites for this bridging programme, you may contact Mrs Alta Erasmus (alta.erasmus@up.ac.za) at the Faculty of Economic and Management Sciences, Postgraduate Admission Office.**

Applicants other than a **BCom undergraduate degree (non-BCom holders)** might apply for the bridging programme if they obtained an **average of 65% or above for the undergraduate degree**. By successfully completing the following MINIMUM number of

modules on the undergraduate level (non-degree purposes (NDP)) as part of the Faculty of Economic and Management Sciences (FEMS) Commerce Special Undergraduate BRIDGING programme, BCom status to apply for the honours programme could be granted and students may be considered during the selection process. Completing the bridging programme does NOT mean automatic entrance into the honours programme.

A minimum average of 65% must 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/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 bridging modules to complete before applying for the **BCom Honours Industrial Psychology** 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 (Psychometrics) (the average all BDO level 300 modules above 65%)
***Business Management (OBS)	OBS114; OBS124		
***Statistics (STK)	STK110 or **(STK113 and STK123)		
***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.

\*\*\*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 applicants 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 Industrial Psychology 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 Selection Committee (PGC) concerned may set additional admission requirements.
5. Specific departments have specific requirements for admission.
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.

## The curriculum of the BCom Honours Industrial Psychology (IP)

The content of the course contains the following:

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>MODULE CREDITS</b>
IPS 700	Research report	30.00
IPS 701	Psychometrics and assessment	15.00
IPS 702	Industrial counselling	12.00
IPS 703	Industrial psychology practicum	15.00
HRC 701	Research methodology	12.00
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

<b>Module code</b>	IPS 700
<b>Module name</b>	Research Report
<b>Module content</b>	This module requires the student to demonstrate their ability to conduct independent research by conducting research on a topic in the Industrial Psychology field and submit a research report.

<b>Module code</b>	IPS 701
<b>Module name</b>	Psychometrics and Assessment
<b>Module content</b>	Know and apply all ethical and legal aspects, theories of assessment and report writing guidelines pertaining to psychological measurement.

<b>Module code</b>	IPS 702
<b>Module name</b>	Industrial Counselling
<b>Module content</b>	The overall purpose of this module is to equip the student with the necessary knowledge and skills to act as an Industrial Counsellor in the workplace. Students should know, understand and apply the various psychological theories of counselling, helping counselling models and the core micro-counselling skills in a counselling situation.

<b>Module code</b>	IPS 703
<b>Module name</b>	Industrial Psychology Practicum
<b>Module content</b>	Compile a portfolio concerning practicums pertaining to psychological assessment and industrial counselling, as well as organisational, personnel and career psychology.

<b>Module code</b>	HRC 701
<b>Module name</b>	Research Methodology
<b>Module content</b>	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.

<b>Module code</b>	HRC 703
<b>Module name</b>	Personnel and Career Psychology
<b>Module content</b>	To understand and develop insight regarding personnel psychology, career dynamics, career development and the framework in which career management and personnel psychology can be pursued

<b>Module code</b>	HRC 704
<b>Module name</b>	Employee Health and Safety
<b>Module content</b>	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. 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.

<b>Module code</b>	HRC 705
<b>Module name</b>	Organisational Psychology and Diversity Management
<b>Module content</b>	Know and apply theories about 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 the phasing in of historically disadvantaged employees to retain and generate organisational effectiveness. The student should apply knowledge about the nature and future changes that could impact 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. All contact sessions are compulsory. Face-to-face contact sessions will be on the Hatfield campus, and online contact sessions. Face-to-face contact sessions are presented in 5 "block" weekends per semester, where all the face-to-face contact sessions will be on the Fridays and Saturdays of the respective weekends on campus. 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 8h00-16h30 pm (There are 3 lecture sessions on a Friday with each session lasting 2.5 hours).
- Five Saturdays in the first semester from 8h00-13h30 pm (There are 2 lecture sessions on a Saturday, each lasting 2.5 hours).
- Five Fridays in the second semester from 8h00-16h30 pm (There are 3 lecture sessions on a Friday, each lasting 2.5 hours).
- Five Saturdays in the second semester from 8h00-13h30 pm (There are 2 lecture sessions on a Saturday, each lasting 2.5 hours).

**The online classes will be scheduled as follows:**

- 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 teaching mode (online or physical contact sessions), all class attendance is compulsory.** Upon acceptance into the program, a calendar outlining the class schedules will be made available in December.

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 available to students when lectures commence.

### Prescribed books

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 module readings 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. Students are scheduled according to a programme to prepare and present the study themes as provided by the lecturers. **Students will also be expected to engage in group work. Attendance of all lectures is compulsory.**

### Fees and Funding available

Several University, NRF and private study bursaries and loans are available to postgraduate students with academic merit.

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

Information regarding programme fees can also be viewed on the link above.

### Application procedure

The Department of Human Resource Management 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. **To ease this process, it is advised that prospective students apply as early as possible, as provisional/conditional selection takes place before**

**final acceptance into the programme.** The selection committee will aim to have a provisional list of students selected for the programme by the end of November. 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 promptly 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](mailto: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 HRM, **Postgraduate Administration Office via email**

[dhrm.hons@up.ac.za](mailto:dhrm.hons@up.ac.za)

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