



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) Human Resource Management and Labour Relations
Course Code: 07240146

Information brochure
2019

Last Revision: June 2018
© Copyright reserved

Introduction

The BCom Honours Human Resource Management and Labour Relations programme is a one year qualification programme to enable our students to gain contemporary insight to the practical application of human resources. 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 organizational psychology.

Admission requirements

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

Applicants should have obtained a minimum average mark of 65% for BDO 319, 329, 371, 373 and Labour Relations 320 or equivalent if the qualification has been obtained at another University.

Admission Requirements

- BCom degree in Human Resource Management or Labour Relations or equivalent
- Completed Labour Relations and Business Law (or equivalent) as a module(s) on undergraduate level
- An average of at least 65% for Industrial Psychology, Human Resource Management and Labour Relations on 3rd year level, and
- Obtained an average of 65% for Research on undergraduate level.

Additional Requirements

1. Registration for a second field of study

With reference to General Regulation G.6, a student who has already completed a bachelor of honours degree at this or another university, may, with the permission of the Dean, register for another degree, subject to the regulations applicable to the field of study in question and to any other stipulations the Dean may prescribe on the condition that there shall be no overlap in the course content of the first degree and the second degree. Such a concession may be withdrawn by the Dean/Deans if the student does not perform satisfactorily.

2. Acknowledgement of modules

- 2.1 Subject to the stipulations of G.22.1, G.23.2 and the Joint Statute, a Dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honours study is undertaken for

the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this university.

- 2.2 If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the Dean may not acknowledge any modules that form part of the degree already conferred.
3. 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 for postgraduate studies.
4. Applicants who have obtained other qualifications than an accredited BCom I-O psychology 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) as well as information/application forms/pre-requisites for this programme, you may contact Mr Ignatious Dire (ignatious.dire@up.ac.za) at the Faculty Economic and Management Sciences.**
5. Notwithstanding the above requirements, the applicants may be compelled to repeat one or more of the above-mentioned courses, or to pass an entrance examination when the following conditions prevail:
 - The course content of the applicant's pre-graduate 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.
6. Applicants should adhere to all the requirements for selection before the selection panel convenes in November.

Curriculum of the BCom (Hons) Human Resource Management and Labour Relations

Programme will consist of eight (8) modules from which:

- three modules are full year modules,
- three modules will be presented in the first semester, and
- two modules will be presented in the second semester.

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
HRM 700	Research report	30.00

HRM 701	Research methodology	12.00
HRM 702	Human resource management and labour relations practicum	15.00
HRM 703	Personnel and career psychology	12.00
HRM 704	Employee health and safety	12.00
HRM 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 HRM 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 HRM 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.

Module code HRM 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	HRM 703
Module name	Personnel and Career Psychology
Module content	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.
Module code	HRM 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	HRM 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

The syllabus is presented in a schedule of 6 x 1½ hour lectures per week. The duration of each lecture is 1½ hours.

Lectures are presented on Mondays, Tuesdays and Wednesday evenings from 18:00 to 21:00 on the Hatfield Campus of the University of Pretoria

Lectures start at the end of January and the programme extends **over one academic year only**.

Assessment

Examination of modules takes place in May/June and in October/November by means of assignments and/or written papers of three or more hours each.

Timetable and Study Guides

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

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.

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. **Attendance of all lectures is compulsory.**

Use of the library

Training is provided for the effective use of the library and students are encouraged to maximally utilise the library.

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: <http://www.up.ac.za/fees-and-funding>.

Information regarding programme costs, please visit <http://www.up.ac.za/fees-and-funding>.

Procedure of application

A limited number of students are allowed on the course because of limited resources. Therefore, applicants are selected by a DHRM Postgraduate Committee.

Prospective students from other Universities, as well as UP students who have interrupted their studies for a year or more, have to complete **two application forms**:

- A UP on-line application for admission to postgraduate studies at UP (do this online on the UP website); and
- A departmental application form for selection to the BCom Honours programme.

The completed DHRM application form must reach the DHRM not later than **30 October 2018**. Read the front page of the Departmental Application form for all the application detail.

Applicants will be informed in writing of selection results by the FEMS. Applicants have to make sure that an applicable e-mail address is provided on the application form.

The first phase of selection is reviewing the application documentations submitted. Depending on the amount of applicants, a second phase will be implemented where a candidate is invited to attend a selection day.

Enquiries

All accredited BCom Human Resource Management/Labour Relations programme enquiries must be addressed to:

Mrs Christa Smit (christa.smit@up.ac.za)
Postgraduate Administration
Department Human Resource Management
