

**2019**

**Application form**

**MCom Human Resource Management (HRM) (COURSE WORK)**

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INSTRUCTIONS TO APPLICANTS

1. Please provide all the information requested on this form and ensure that it is correct. All information will be verified.

2. Attach the following documents to your Departmental application form

2.1 Full academic record/transcripts with results (add explanation of grading system/grading codes of the respective tertiary institutions where you completed your previous degrees)

2.2 Copy of Identity document/ passport

2.3 Comprehensive Curriculum Vitae

2.4 SAQA confirmation of degrees obtained

3. Applicants living outside South Africa or abroad should comply with all entry requirements before starting the application process. Familiarise yourself with South African visa requirements and study permits. Access the webpages of the University of Pretoria international office for more information about the application process and closing dates for application (link to the webpage for international students)

4. The completed departmental application form and supporting documents can be submitted in hard copy to christa.smit@up.ac.za or scan (all documents combined as one scanned document) and mailed to christa.smit@up.ac.za

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| DEPARTMENT HUMAN RESOURCE MANAGEMENT  UNIVERSITY OF PRETORIA  APPLICATION FORM  MCOM HUMAN RESOURCE MANAGEMENT (HRM) (COURSE WORK)  2019  CLOSING DATE FOR DEPARTMENTAL APPLICATION IS 30 October 2018 | | | | | |
| Current registration at a University? | | Yes | | No | |
| Name of the University | |  | | | |
| Student number | |  | | | |
| Alumnus of which university? | |  | | | |
| First time applicant for this degree? | | Yes | | No | |
| Application reference number | |  | | | |
| **1. BIOGRAPHICAL INFORMATION** | | | | | |
| Title |  | | | | |
| Name and Surname |  | | | | |
| Date of birth |  | | | | |
| ID/Passport number |  | | | | |
| Population group |  | | | | |
| Nationality |  | | | | |
| Specify any disability |  | | | | |
| Physical address |  | | | | |
| Postal address |  | | | | |
| Mobile number |  | | | | |
| E-address |  | | | | |
| Home language |  | | | | |
| Language proficiency  Name the languages below | Speak | | Read | | Write |
| 1. |  | |  | |  |
| 2. |  | |  | |  |
| 3. |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| **2. ACADEMIC HISTORY**  \* Include academic transcripts of degrees and explanation of symbols | | |
| 2.1 | Highest academic degree obtained to date | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.2 | Other degrees obtained | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.3 | Other degrees obtained | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.4 | Other qualifications obtained | |
| Name of the qualification |  |
| Institution |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |

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| **3. WORK EXPERIENCE** | |
| Current job | |
| Job title |  |
| Company |  |
| Duration/period |  |
| Main responsibility/ies |  |
| **Reference to contact at the company** | |
| Title, name and surname |  |
| Designation |  |
| Mobile number |  |
| E-address |  |
| Previous job 1 | |
| Job title |  |
| Company |  |
| Duration/period |  |
| Main responsibility/ies |  |
| **Reference to contact at the company** | |
| Title, name and surname |  |
| Designation |  |
| Mobile number |  |
| E-address |  |
| Previous job 2 |  |
| Job title |  |
| Company |  |
| Duration/period |  |
| Main job responsibility/ies |  |
| **Reference to contact at the company** | |
| Title, name and surname |  |
| Designation |  |
| Mobile number |  |
| E-address |  |
| Other work experience/s the selection committee should take note of. Tell the selection committee about it. | |
|  | |

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| --- | --- |
| **4. PROFESSIONAL REGISTRATION OR MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**  \*Please indicate registration at any professional work-related association/society | |
|  | |
| **5. MOTIVATE YOUR INTEREST IN THE MASTER’S DEGREE PROGRAMME** | |
|  | |
| **6. RESEARCH INTEREST FOR A MASTER’S DEGREE PROGRAMME** | |
| 6.1 Indicate three (3) HRM/LR research topics of interest to you (Indicate with 🗸) | |
| * Diversity Management |  |
| * Employee relations |  |
| * Employee wellness |  |
| * HR Metrics |  |
| * Labour Relations |  |
| * Leadership |  |
| * Talent Management |  |
| * Other |  |
| 6.2 Formulate a title for a research topic of interest in any one (1) of the three areas you have indicated above | |
|  | |
| 6.3 Formulate a research question to fit the topic | |
|  | |
| 6.4 Describe the research methodology you would follow to answer the research question (qualitative, quantitative or mixed method). Motivate your answer | |
|  | |

|  |  |
| --- | --- |
| **7. ANY OTHER COMMENT/INFORMATION YOU WOULD LIKE TO BRING TO THE ATTENTION OF THE SELECTION COMMITTEE** | |
|  | |
| * I declare that the information in this application form is correct * I accept the final outcome of the selection process | |
| **Name in print** |  |
| **Signature** |  |
| **Date** |  |

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| CHECKLIST | | |
| Did you attach the following documents in support of your application? | | Indicate with 🗸 |
| 1. | Did you complete all the sections of the application form? |  |
| 2. | Did you include certified copies of all your academic transcripts? |  |
| 3. | Did you include an explanation of symbols and grades? |  |
| 4. | Did you include all contact details for work references? |  |
| 5. | Curriculum vitae? |  |
| 6. | SAQA certificate? |  |
| 7. | Copy of identification document? |  |
| 8. | Did you sign/e-sign the application form? |  |

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Email the completed application form with all the supporting documentation in ONE ATTACHMENT to christa.smit@up.ac.za NOT LATER than 30 October 2018.