

MPHIL LABOUR RELATIONS MANAGEMENT (LRM) PROGRAMME

(Research only – full dissertation)

(Programme code: 07255101)

APPLICATION FORM

2019

CLOSING DATE FOR DEPARTMENTAL APPLICATION IS 30 OCTOBER 2018

1. Before applying, refer to the UP General Regulations, Faculty Economic and Management Sciences (FEMS) regulations and Departmental admission requirements as published in the respective yearbooks all available online on the UP website.

2. Current registered UP students do not need to apply for re-admittance to the UP campus but need to indicate the intention to continue with the MPhil HRM programme. FEMS will forward your online application to the Department and will be included in the selection process together with the Departmental application form.

3. UP alumni and other prospective applicants: Apply on-line for admittance to the University of Pretoria (UP) via the UP website. You will receive a UP reference number.

4. After receiving the official UP reference number, complete the Departmental application form and **email with all the supporting documentation** in **ONE ATTACHMENT** to christa.smit@up.ac.za.

Application form with the supporting documentation may be submitted in hard copy to Department Human Resource Management, Economic and Management Sciences Building, Level 3. Mark clearly: For attention Postgraduate Administration Office.

5. Your application will not be considered without the UP reference number.

6. Applicants outside South Africa or abroad should comply with all UP entry requirements before starting the application process. Familiarise yourself with South African visa requirements and study permits too. Access the webpages of the UP international office for more information about the UP application process and closing dates for application: http://www.up.ac.za/international-students

**7. Include the following documents with your Departmental application form all in ONE ATTACHMENT**

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

8.2 Copy of Identity document/ passport

8.3 Comprehensive Curriculum Vitae

8. Applicants should adhere to all the requirements for selection before the selection panel convenes in November. Applicants NOT complying with all stated prerequisites will NOT be considered for selection.

9. Information about study fees and bursaries are available on the UP website: <http://www.up.ac.za/fees-and-funding>

10. **APPLICATIONS WILL NOT BE CONSIDERED IF BOTH APPLICATION FORMS (THE UP ONLINE APPLICATION + DEPARTMENTAL APPLICATION FORM) WITH ALL REQUIRED DOCUMENTATION ARE NOT SUBMITTED.**

11. Current undergraduate students from other universities should submit their final academic transcripts soon after receiving the results in November/December.

12. The outcome of your application will be communicated in December on the UP application portal (Track your application/Application status) by Faculty Economic and Management Sciences (FEMS) Postgraduate Administration and not by the Department Human Resource Management.

E-mail The application form with the supporting documentation in **ONE ATTACHMENT** to christa.smit@up.ac.za

OR

submit in hard copy to the Department Human Resource Management, Economic and Management Sciences Building, Level 3, Entrance 2 clearly marked 2019 MPhil HRM application, for attention Christa Smit.

**DEPARTMENT HUMAN RESOURCE MANAGEMENT**

**MPHIL LABOUR RELATIONS MANAGEMENT**

**APPLICATION FORM**

**2019**

|  |  |
| --- | --- |
| **UP REFERENCE NUMBER** |  |

**BIOGRAPHICAL DATA**

|  |  |
| --- | --- |
| TITLE |  |
| INITIALS |  |
| SURNAME |  |
| MAIDEN NAME |  |
| NAME |  |
| MOBILE NUMBER |  |
| TELEPHONE NUMBER (WORK) |  |
| E-MAIL ADDRESS |  |
| IDENTITY / PASSPORT NUMBER |  |
| AGE |  |
| NATIONALITY |  |
| POSTAL ADDRESS |  |
|  | POSTAL CODE |  |
| PHYSICAL ADDRESS |  |
|  | POSTAL CODE |  |

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| --- |
| **LANGUAGE PROFICIENCY** |
| LANGUAGE | SPEAK(🗸) | WRITE(🗸) | READ(🗸) | UNDERSTAND(🗸) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**HAVE YOU PREVIOUSLY APPLIED FOR ADMITTANCE TO THIS PROGRAMME?**

|  |  |
| --- | --- |
| Yes (🗸) |  |
| No (🗸) |  |

**ACADEMIC QUALIFICATIONS**

**NB: Attach all academic transcripts and explanation of grades**

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| **UNDERGRADUATE: DEGREE 1** |
| NAME OF THE DEGREE |  |
| TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **UNDERGRADUATE: DEGREE 2** |
| NAME OF THE DEGREE |  |
| TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **POSTGRADUATE DEGREE 1** |
| NAME OF THE DEGREE |  |
| AT WHICH TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

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| **POSTGRADUATE DEGREE 2** |
| NAME OF THE DEGREE |  |
| AT WHICH TERTIARY INSTITUTION |  |
| STUDENT NUMBER |  |
| YEAR OF FIRST REGISTRATION |  |
| YEAR OF COMPLETION |  |

**WORK EXPERIENCE**

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| **CURRENT EMPLOYER** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE EMAIL |  |

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| --- |
| **PREVIOUS EMPLOYER** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE EMAIL |  |

|  |
| --- |
| **PREVIOUS EMPLOYER** |
| NAME OF THE EMPLOYER |  |
| JOB DESCRIPTION |  |
| PERIOD |  |
| NAME OF REFERENCE  |  |
| REFERENCE TELEPHONE NUMBER |  |
| REFERENCE EMAIL |  |

**MOTIVATE YOUR INTEREST IN THE MPHIL LABOUR RELATIONS MANAGEMENT PROGRAMME**

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**PLEASE INDICATE TO THE DEPARTMENTAL SELECTION COMMITTEE YOUR SPECIFIC INTEREST IN THE FIELD OF LABOUR RELATIONS MANAGEMENT BY ANSWERING THE FOLLOWING:**

1. Provide a topic for the study

2. Formulate a research question to fit the topic

3. Describe the research methodology you would follow to answer the research question

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| **1. TOPIC** |
|  |
| **2. RESEARCH QUESTION** |
|  |
| **3. RESEARCH METHODOLOGY** |
|  |

**PLEASE PROVIDE THE NAMES OF REFERENCES (NOT FAMILY MEMBERS) OTHER THAN**

**EMPLOYER REFERENCES**

|  |  |  |
| --- | --- | --- |
| 1 | NAME |  |
| RELATIONSHIP |  |
| TELEPHONE NUMBER |  |
| EMAIL-ADDRESS |  |

|  |  |  |
| --- | --- | --- |
| 2 | NAME |  |
| RELATIONSHIP |  |
| TELEPHONE NUMBER |  |
| EMAIL-ADDRESS |  |

|  |  |  |
| --- | --- | --- |
| 3 | NAME |  |
| RELATIONSHIP |  |
| TELEPHONE NUMBER |  |
| EMAIL-ADDRESS |  |

I declare the information in the application form as just and correct. I accept the final outcome of the selection process

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Signature

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Date

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**OR**

submit in **hard copy** to the Department Human Resource Management, Economic and Management Sciences Building, Level 3, Entrance 2 **clearly marked 2019 MPhil HRM application, for attention Christa Smit**