

**DEPARTMENT HUMAN RESOURCE MANAGEMENT (DHRM)**

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

Programme code: 07240146

**Departmental Application form**

2021

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INSTRUCTIONS TO APPLICANTS

1. Closing date for online and departmental application for South African (SA) applicants is 30 September 2020.

2. Closing date for UP online and departmental application for non-SA applicants is 30 August 2020.

3. No late applications will be accepted.

4. Non-SA applicants are referred to <http://www.up.ac.za/international-cooperation-division> BEFORE starting with the application process. Applicants living outside South Africa or abroad should comply with all entry requirements before starting the application process. Familiarise yourself with SA visa requirements and study permits. Access the webpage of the University of Pretoria’s international office for more information about the application process and closing dates for application.

5. The application procedure consists of two (2) steps:

**\*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>

Current UP students apply via the UP Student Portal.

\*STEP 2: Departmental **application:**

Once you receive the UP reference number, complete the Departmental Application Form (attached). Forward all documents listed below as ONE attachment (all the required documents scanned as one document – not several documents in one attached folder. Name the attachment clearly) electronically to [christa.smit@up.ac.za](mailto:christa.smit@up.ac.za) before 30 September 2020 for SA and non-SA applicants.

6. Applicants should adhere with all the requirements for admission before the selection panel convenes. Complying with all requirements does not guarantee automatic admission to the programme.

7. Attach the following documents to your Departmental application form:

7.1 The completed Departmental application form for the 2021 BCom Honours Human Resource Management/Labour Relations (HRM/LR) programme

7.2 Full academic record/transcripts with results (add explanation of grading system/grading codes of the respective tertiary institutions where you completed your previous degrees if the degree was obtained from a non-South African university)

7.3 Comprehensive Curriculum Vitae

7.4 Copy of identity document/passport

7.5 SAQA verification of qualification if previous degree/(s) was/were obtained from non-SA universities

8. Submit the completed departmental application form and all requested documentation in ONE ATTACHMENT (all documents combined as one scanned document. Name the attachment clearly) electronically to the Postgraduate Administration Office of the Department Human Resource Management (email to christa.smit@up.ac.za).

9. The outcome of your application will be communicated during December by Faculty Economic and Management Sciences on the UP Online Application Portal/Admission status.

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Before starting with the departmental application process, please check if you comply with the requirements for admission to the BCom Honours Human Resource Management/Labour Relations (HRM/LR) programme

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| --- | --- | --- |
| **YOUR NAME AND SURNAME:** | | |
|  | Checklist items | Indicate ✓ or 🗶 |
| 1. | Are you currently enrolled for a **BCom Human Resource Management/Labour Relations (HRM/LR)** degree? (NQF level 7) |  |
| 2. | If you are currently registered for a BCom Human Resource Management/Labour Relations (HRM/LR) degree (NQF level 7) will you **comply with all the requirements of the degree by November 2020?** |  |
| 3. | Are you registered for, or did you already complete a **Labour Relations module (NQF level 7)** as part of an accredited BCom Human Resource Management/Labour Relations (HRM/LR) degree? |  |
| 4. | If you have completed your BCom Human Resource Management/Labour Relations (HRM/LR) degree (NQF level 7) already, did you obtain an **average of at least or above 65%** for the degree? |  |
| 5. | If you have completed your BCom Human Resource Management/Labour Relations (HRM/LR) degree already, did you obtain an **average of at least or above 65% for the Research module/s (NQF level 7)?** |  |
| 6. | Before you complete this Departmental application form: **did you complete the UP online application on the UP Online** **portal?** |  |
| 7. | **Did you receive an official UP reference number** after you have submitted your UP online application? |  |
| 8. | Did you submit **all the required documentation online with your UP Online application**? |  |
|  |  |  |
| If your answers to the questions above are all ✓, continue with your Departmental application. | | |

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

**BCom Honours Human Resource Management/Labour Relations (HRM/LR)**

**Programme code: 07240146**

Departmental Application form

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| **UP REFERENCE NUMBER:**   * Received after you have applied on the UP online application portal * Current UP students, add your student number |  |

1. APPLICANT BIOGRAPHICAL DATA

|  |  |
| --- | --- |
| Title |  |
| Name and Surname |  |
| Mobile phone number |  |
| E-address |  |
| ID/Passport number |  |
| Age |  |
| Nationality |  |
| Population group |  |
| Physical address |  |
| Postal address |  |
| Specify any disability |  |
| Home language |  |

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**FOR OFFICE USE**

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| --- | --- | --- | --- |
| Documentation provided: | | | |
|  | | | Comment: |
| UP online application form | |  |  |
| DHRM application form | |  |  |
| Academic transcripts | |  |  |
| Explanation of symbols/grades (non SA degrees) | |  |  |
| ID/Passport | |  |  |
| CV | |  |  |
| SAQA certificate (non SA degrees) | |  |  |
|  | |  |  |
| Academic information: | | | |
| BCom HRM/LR degree completed/current | |  | |
| University | |  | |
| Year | |  | |
| Academic average for 3rd year >65% | |  | |
| 3rd year research module average >65% | |  | |
| Labour relations module/s >65% | |  | |
| Other degree/s | |  | |
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| Selection outcome: | | | |
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|  |  |  | |
| Comment: | | | |

2. LANGUAGE PROFICIENCY

|  |  |  |  |
| --- | --- | --- | --- |
| Name the languages below | Speak (✓) | Read (✓) | Write (✓) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

3. ACADEMIC QUALIFICATIONS

\* Include academic transcripts of degrees and explanation of symbols

|  |  |  |
| --- | --- | --- |
| 3.1 | **BCom degree obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 3.2 | **Any other degree obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 3.3 | **Any other qualification obtained (if applicable)** | |
| Name of degree/qualification |  |
| University/college |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |

4. 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. | |
|  | |

5. PROFESSIONAL REGISTRATION OR MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

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| --- |
| \*Please indicate registration at any professional work-related association/society |
|  |

6. MOTIVATE YOUR INTEREST IN THE HONOURS DEGREE PROGRAMME

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7. YOUR RESEARCH INTEREST

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| --- | --- |
| 7.1 Indicate three (3) HRM/LR research topics of interest to you (Indicate with 🗸) | |
| * Collective bargaining and negotiation |  |
| * Dispute resolutions |  |
| * Diversity management |  |
| * Employee Health and Safety |  |
| * Organisational Psychology |  |
| * Personnel and Career Psychology |  |
| * Other...(name it) |  |
| 7.2 Motivate your interest in one (1) of your identified topics in 7.1 | |
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8. ANY OTHER COMMENT/INFORMATION YOU WOULD LIKE TO BRING TO THE ATTENTION OF THE SELECTION COMMITTEE

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| --- | --- |
| * I declare that the information in this application form is correct * I accept the final outcome of the selection process | |
| **Name in print** |  |
| **Signature/**  **e-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 the module descriptions of the highest level Labour Relations and Research modules you have completed successfully? |  |
| 5. | Did you include all contact details for work references? |  |
| 6. | Your curriculum vitae? |  |
| 7. | SAQA certificate (for non-SA degrees)? |  |
| 8. | Copy of identification document/passport? |  |
| 9. | Did you sign/e-sign the application form? |  |

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Email the completed departmental application form with all the supporting documentation in ONE ATTACHMENT (all documents combined as one scanned document AND clearly name the attachment) to christa.smit@up.ac.za NOT LATER than 30 September 2020 (SA and non-SA applicants).