



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/Labour Relations (HRM/LR)
Course Code: 07240146

Information brochure
2021

Introduction

The Department of Human Resource Management (DHRM) offers the BCom Honours Human Resource Management and Labour Relations (HRM/LR) programme as a **one year programme only** to enable our students to gain contemporary insight to the practical application of human resources in the work place.

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 organisational psychology.

Admission requirements

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

The number of applicants admitted to the Honours programme is limited.

Admission requirements

- A BCom Human Resource Management or Labour Relations (HRM/LR) degree 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 the Industrial Psychology, Human Resource Management and Labour Relations modules on 3rd year level. Applicants should have obtained a minimum average mark of at least 65% or above for BDO 319, BDO 329, BDO 373 (Research Methodology or equivalent) and ABV 320 (Labour Relations or equivalent module/s) or equivalent modules if the qualification has been obtained at another University on NQF level 7
- At least 65% average or above for a Research Methodology module on 2nd or 3rd year level
- Successfully completed Labour Relations (or equivalent) and Business Law (or equivalent) as a module on undergraduate level (NQF level 7) with an average of at least 65 % or above

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 they will be admitted to the Faculty 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 HRM/LR programme. For any enquiries about the Commerce Special Undergraduate programme (bridging to BCom status) as well as information/application forms/pre-requisites for this bridging programme, you may contact Mrs Alta Erasmus (alta.erasmus@up.ac.za) at the Faculty Economic and Management Sciences, Postgraduate Admission Office.

Applicants with any other than a BCom undergraduate degree (non-BCom holders) may apply for the bridging programme only if they obtained an **average of 65% or above for the respective undergraduate degree**. By successfully completing the following MINIMUM number of modules on 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 enter the Honours programme may be granted.

A minimum average of 65% needs to 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.

The minimum bridging modules for the BCom Hons HRM/LR programme are:

Module*	First year: Level 100	Second year: Level 200	Third year: Level 300
Industrial and Organisational Psychology (BDO)	BDO121	BDO221; BDO222; BDO223	BDO319; BDO329; BDO373 (Research)
Business Management (OBS)	OBS114; OBS124		
Statistics (STK)	STK110 and STK120 or STK113 and STK123		
Economics (EKN)	EKN110; EKN120		
Financial Accounting (FRK)	FRK111; FRK122		
Labour Law (LAR)			LAR311
Labour Relations (ABV)			ABV320

* Module descriptions are in the UP yearbooks available on the UP website

3. Notwithstanding the above requirements, the applicant 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 HRM/LR 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 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.

Curriculum of the BCom Honours Human Resource Management and Labour Relations (HRM/LR)

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
HRC 700	Research Report	30.00
HRC 701	Research Methodology	12.00
HRC 702	Human Resource Management and Labour Relations practicum	15.00
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:

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	HRC 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	HRC 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	HRC 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	HRC 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	HRC 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	HRC 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

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

Attendance of all lectures is compulsory.

Lectures start at the end of January until the end of November 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 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 made available to students when lectures commence.

Prescribed books and scientific articles

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 readings for the modules 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. In some of the modules students will prepare and present identified topics from a study theme to the class and lecturer.

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 costs, please visit
<https://www.up.ac.za/article/2749200/fees-and-funding>

Application procedure

The application procedure consists of two (2) parts:

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>

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

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

Current UP students apply via the UP Student Portal.

International applicants are referred to <http://web.up.ac.za/default.asp?ipkCategoryID=92> **BEFORE** starting with the application process.

Step 2: DEPARTMENTAL APPLICATION

Once you receive the UP reference number, complete the **Departmental Application Form** (attached).

Please read the important information on the front page of the Departmental application form.

Applicants should adhere to all the requirements for selection before the selection panel convenes in November.

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 **before 30 September 2020 for SA and non-SA applicants.**

Attach the following documents to your Departmental application:

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

- 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)
- Comprehensive Curriculum Vitae
- Copy of identity document/passport
- SAQA verification of qualification if previous degree/(s) was/were obtained from non-SA universities

NO LATE APPLICATIONS WILL BE ACCEPTED.

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

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**

Mrs Christa Smit at christa.smit@up.ac.za
Department Human Resource Management
Faculty Economic and Management Sciences
University of Pretoria
