



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 Industrial Psychology (IP)
Course code: 07240145

Information brochure
2021

Introduction

The BCom Honours Industrial Psychology (IP) degree is a **one year programme** offered at the Department of Human Resource Management (DHRM) to enable students to gain contemporary insight to the practical application of psychology in the workplace. Students will develop important skills in order to apply fundamental practices in psychometrics, psychological assessment, counseling, wellbeing of employees and personnel-, career-, 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 studies only if she/he is in possession of an appropriate BCom Industrial Psychology (IP) undergraduate degree and complies with all other UP, FEMS and DHRM rules and regulations and admission requirements.

Number of applicants admitted to the programme is limited.

Admission requirements

- **BCom** degree in Industrial-Organisational Psychology 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 Industrial Psychology modules on 3rd year level: BDO 319, BDO 329, BDO 372 (Psychometrics or equivalent), and BDO 373 (Research Methodology or equivalent) or equivalent modules if the qualification has been obtained at another University (NQF level 7)
- At least 65% or above for a Research Methodology module on 2nd or 3rd year level
- Successfully completed Psychometrics as a module(s) on undergraduate level with an average of at least 65 % or above (NQF level 7)

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 IP programme. **For any enquiries about the Commerce Special Undergraduate programme (bridging to BCom) 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 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 to complete before applying for the BCom Honours Industrial Psychology programme are:

Module*	First year: Level 100	Second year: Level 200	Third year: Level 300
Industrial and Organisational Psychology (BDO)	BDO121	BDO221, BDO222, BDO223, BDO272 (Psychometrics)	BDO319; BDO329; BDO372 (Psychometrics); BDO373(Research)
Business Management (OBS)	OBS114; OBS124		
Statistics (STK)	STK110 and STK120 or STK113 and STK123		
Economics	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

For any enquiries about the Commerce Special Undergraduate BRIDGING programme between an undergraduate degree and the BCom Honours Industrial Psychology as well as information/application forms/pre-requisites for this programme, you may contact Mrs Alta Erasmus (alta.erasmus@up.ac.za) at the Faculty Economic and Management Sciences, Postgraduate Admission Office.

3. 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.
4. The Head of the Department (HOD) and the Departmental Postgraduate Selection 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 Industrial Psychology (IP)

The content of the course contains the following:

MODULE CODE	MODULE NAME	MODULE CREDITS
IPS 700	Research report	30.00
IPS 701	Psychometrics and assessment	15.00
IPS 702	Industrial counselling	12.00
IPS 703	Industrial psychology practicum	15.00
HRC 701	Research methodology	12.00
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	IPS 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 the Industrial Psychology field and submit a research report.
Module code	IPS 701
Module name	Psychometrics and Assessment
Module content	Know and apply all ethical and legal aspects, theories of assessment and report writing guidelines pertaining to psychological measurement.
Module code	IPS 702
Module name	Industrial Counselling
Module content	The overall purpose of this module is to equip the student with the necessary knowledge and skills to act as an Industrial Counsellor in the

workplace. Students should know, understand and apply the various psychological theories of counselling, helping counselling models and the core micro-counselling skills in a counselling situation.

Module code	IPS 703
Module name	Industrial Psychology Practicum
Module content	Compile a portfolio concerning practicums pertaining to psychological assessment and industrial counselling, as well as organisational, personnel and career psychology.
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 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

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 Monday, Tuesday and Wednesday evenings from 18:00 to 21:00 on the Hatfield Campus of the University of Pretoria. **Class attendance is compulsory.**

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 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

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. 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: <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:

Application process:

Step 1: UP Online application:

Apply online for admittance to UP via the UP online application portal <http://www.up.ac.za/en/online-application/article/2445192/apply-at-the-university-of-pretoria>.

The closing date for SA applicants is 30 September 2020 and 30 August 2020 for international applicants.

Current UP students apply online via your 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 with your detail) 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 Industrial Psychology 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

Fees and Funding information are available on the UP website. Please access the link for more information about programme fees and/or available funding: <https://www.up.ac.za/article/2749200/fees-and-funding>

NO LATE APPLICATIONS WILL BE ACCEPTED.

Final results from the selection process will be communicated by FEMS during the first week of December 2020 via the UP Online 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
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University of Pretoria
