

DEPARTMENT HUMAN RESOURCE MANAGEMENT

MCom Human Resource Management/Labour Relations (HRM/LR)

(COURSE WORK and MINI-DISSERTATION)

Programme 07250146

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 2020 MCom Human Resource Management/Labour Relations 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). If you are a current Honours student, forward your final academic results when you receive it in November.

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 the required documents scanned as one document – not several documents in one attached folder and name the attachment clearly) electronically to the Postgraduate Administration Office of the Department Human Resource Management (email to christa.smit@up.ac.za) before 30 September 2020.

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

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Before starting with the application process, please check if you comply with the requirements for admission to the MCom 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 Hons Human Resource Management/Labour Relations (NQF level 8)** degree? |  |
| 2. | If you are currently registered for a BCom Hons Human Resource Management/Labour Relations (NQF level 8) degree, will you **comply with all the requirements of the degree by November 2020?** |  |
| 3. | Are you registered or did you already completed a **Labour Relations Management module/s** (NQF level 8) as part of a BCom Hons Human Resource Management/Labour Relations degree? |  |
| 4. | If you have completed your BCom Honours Human Resource Management/Labour Relations degree (NQF level 8) already, did you obtain an **average of above 65%** for the degree? |  |
| 5. | If you have completed your BCom Honours Human Resource Management /Labour Relations degree (NQF level 8) already, did you obtain an **average of above 65% for the Honours research module/s?** |  |
| 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 answer to the questions above are all ✓, continue with your Departmental application. | | |

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

**MCom Human Resource Management/Labour Relations (HRM/LR)**

**(COURSE WORK and MINI-DISSERTATION)**

**Programme 07250146**

**DEPARTMENTAL APPLICATION FORM**

**2021**

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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**

|  |  |  |  |
| --- | --- | --- | --- |
| Documentation provided: | | | |
|  | | | Comment: |
| UP 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 Hons HRM/LR degree completed/current | |  | |
| University | |  | |
| Year | |  | |
| Academic average for Honours degree >65% | |  | |
| Honours research average (modules included) >65% | |  | |
| Honours Labour Relations module >65% | |  | |
| Undergraduate 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 Honours degree obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 3.2 | **Undergraduate degree obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 3.3 | **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

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

6. MOTIVATE YOUR INTEREST IN THE MASTER’S DEGREE PROGRAMME

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| --- |
|  |

7. RESEARCH INTEREST FOR A MASTER’S DEGREE PROGRAMME

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| --- | --- |
| 7.1 Indicate three (3) HRM/LR research topics of interest to you (Indicate with 🗸) | |
| * Strategic Human Resource Management |  |
| * Human Resource Metrics |  |
| * Diversity Management |  |
| * Leadership & Talent Management |  |
| * Organisational behaviour |  |
| * Well-being & Quality of work life |  |
| * Labour Relations Management |  |
| * Change dynamics |  |
| * Other |  |
| 7.2 Formulate a title for a research topic of interest in any one (1) of the three areas (3) you have indicated above | |
|  | |
| 7.3 Formulate a research question to fit the topic | |
|  | |
| 7.4 Describe the research methodology you would follow to answer the research question (qualitative, quantitative or mixed methods). Motivate your answer | |
|  | |

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** |  |
| **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 departmental application form? |  |
| 2. | Did you include certified copies of your undergraduate and postgraduate academic transcripts? |  |
| 3. | Did you include an explanation of all symbols and grades? |  |
| 4. | Did you include all contact details for work references? |  |
| 5. | Your Curriculum vitae? |  |
| 6. | SAQA certificate (for non-SA degrees)? |  |
| 7. | Copy of identification document/passport/driver’s license? |  |
| 8. | Did you sign/e-sign the departmental 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).