



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

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

Course code: 07250146

Information brochure

2021

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Introduction

In a dynamic and ever-changing environment Human Resource Management together with a Labour Relations component plays a critical role in giving the company an edge in gaining a competitive advantage.

The MCom Human Resource Management/Labour Relations programme was especially designed with this in mind, and therefore integrates theoretical components with a practical module where students are guided and coached in taking strategic decisions and thereby becoming HR leaders in industry. You will learn essential skills in taking strategic decisions and apply fundamental competencies of Strategic Human Resource Management, Talent Management, Leadership, Human Resource Metrics, Diversity Dynamics, Change Dynamics and Labour Relations Practice and a Research Methodology module which is rounded off by a mini-dissertation after the completion of the module course work.

Minimum admission requirements

Subject to the provisions of the University of Pretoria's (UP) General Rules and Regulations, as well as the Faculty Economic and Management Sciences (FEMS) Rules and Regulations, a candidate is admitted to Master's studies, only if she/he is in possession of an applicable Honours degree and complies with all other University of Pretoria (UP), Faculty Economic and Management Sciences (FEMS) and Department Human Resource Management (DHRM) admission requirements.

The number of applicants admitted to the programme is limited.

Admission to the programme is subject to the supervisory capacity and/or research projects in the field of specialisation within the DHRM.

Admission Requirements

- A **BCom Honours Human Resource Management (HRM) or Labour Relations Management (LRM)** (or equivalent) degree (NQF level 8)
- At least **65% average or above overall for all Honours modules** (NQF level 8)
- At least **65% average or above for the Research module/s and Research Report** on honours level (NQF level 8)
- Successfully completed a **Labour Relations module** (for example ABV 700) or equivalent module with an **average of at least 65% or above** on honours level (NQF level 8)

Additional admission information

- A candidate may be refused admission to a master's degree by the DHRM Postgraduate Selection Committee if he/she does not comply with the standard of competence in the subject as determined by the DHRM – with the proviso that a candidate who does not comply with the required level of competence, may

be admitted, provided that he/she completes additional study assignments and/or examinations.

- The Head of the Department (HOD) and DHRM Postgraduate Selection Committee concerned may set additional admission requirements.
- The number of students will be determined in line with the growth strategy of the University of Pretoria as approved by the Executive.
- Allowance will be made for the diversity profile of students.

Applicants who obtained qualifications other than an accredited BCom Honours Human Resource Management and/or Labour Relations (HRM/LR) degree, for example a BSoc.Sc (Hons), BAdmin (Honours), BTech, BA (Hons), or ANY other degree, will not be considered for selection for the MCom HRM/LR programme. However, please consult our information brochure for [MPhil](#) Human Resource Management/Labour Relations programme in order to determine if you adhere to the minimum requirements for that specific degree.

No bridging programme from the Honours degree to the Master's programme is available.

Medium of instruction

The medium of instruction is English.

Compulsory contact sessions: Semester block weeks

The MCom HRM/LR programme is a **two year programme only**. All the compulsory course work modules as well as the presentation of a research proposal have to be successfully completed by the end of Year 1 of the programme. Year 2 is reserved only for completion of the research mini-dissertation which has to be submitted by 30 September of Year 2.

During Year 1 students attend compulsory on-campus contact sessions which are presented in **block weeks (two/three weeks per semester: Monday - Saturday)**. **Class attendance calculates to approximately 45 days in Year 1**. Although the contact sessions are organised in block week format, it might be necessary to meet on extra days during the semesters as well.

Students are not allowed to spread the prescribed course work modules over a period longer than one year. It is compulsory for students to sit for all papers as specified for the respective semester. The modules presented per semester are however decided by the DHRM Postgraduate Committee and will be communicated to the students during the introduction week at the beginning of Year 1. The order of modules presented in semesters might change from year to year.

At the beginning of each semester, lecturers will discuss the prescribed books and study material. The various lecturers will also explain specific requirements regarding the study objectives and examinations.

Attendance of all contact sessions is compulsory.

All course work modules have to be completed by November of Year 1 of the programme.

The mini-dissertation needs to be submitted by 30 September of Year 2.

Additional contact sessions per module

Dates of additional contact sessions per module during the semester will be communicated to students at the beginning of the academic year.

Duration

A student will be permitted to register for a **maximum period of two (2) years** for the MCom Human Resource Management/Labour Relations degree. The theoretical and practical subjects has to be completed at the end of Year 1. The research mini-dissertation have to be completed and submitted for examination by 30 September (or earlier) of Year 2.

Students need to re-register at the beginning of each year and pay the full study fees every year until the course is completed.

Fees and Funding

Please access the UP website for the information about the fee structure and a quote for the Masters programme.

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>

Course compilation

The minimum duration of the MCom HRM/LR degree is two (2) academic years and consists of two clearly distinguishable parts, namely:

Part 1 - Year 1

A theoretical and practical component consisting of:

- the study of prescribed textbooks, scientific journal articles and other scholarly research
- compulsory attendance of block weeks during the semester as scheduled
- compulsory seminars and workshops to be attended throughout the year
- compulsory individual and group assignments

Part 2 - Year 2

The completion of a research mini-dissertation in your field of interest within the HRM/LR discipline. The submission date for the mini-dissertation is 30 September of Year 2.

Course work (Year 1)

The MCom HRM/LR is a **two year programme only**. All the compulsory course work modules as well as the presentation of a research proposal have to be completed at the end of Year 1. Students are not allowed to spread these modules over a period longer than one year. It is compulsory for students to sit for all papers as specified for the respective semester.

The order of modules presented in semesters might change from year to year. The order of modules per semester are however decided by the Departmental Postgraduate Committee and will be communicated to students during the introduction week at the beginning of the year.

The content of the course contains the following:

Year 1

MODULE CODE	MODULE NAME	MODULE CREDITS
HRC 801	Strategic Human Resource Management	12.00
HRC 802	Talent Management	12.00
HRC 803	Leadership	12.00
HRC 804	Human Resource Metrics	12.00
HRC 805	Diversity Dynamics	12.00
HRC 806	Research in Practice	30.00
IPS 804	Change Dynamics	12.00
LAM 801	Labour Relations Management Practices	18.00

Year 2

HRC 807	Human Resource Management Mini-Dissertation	60.00
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Module descriptions: Year 1

<u>Module code</u>	HRC 801
<u>Module name</u>	Strategic Human Resource Management 801
<u>Module content</u>	Outcomes: The context and content of strategic human resource management are explored in-depth, as well as the effective

implementation of relevant strategic human resource management plans. Students will also become aware of the state of strategic human resource management in South African organisations.

Module code HRC 802
Module name Talent Management 802
Module content Fairness in employment decision-making and selections. Learning how to analyse jobs and work, and applying work force planning effectively.

Module code HRC 803
Module name Leadership 803
Module content Exploring the history of leadership theory and implementing contemporary approaches to understanding leadership. This module aims to equip students to design and deliver a leadership development programme.

Module code HRC 804
Module name Human Resource Metrics 804
Module content HR metrics in Personnel Practice
This module aims to explore the measurements used to analyse the effectiveness and value of typical Human Resource initiatives for example turnover, training, cost of labour, employee engagement and performance, employee expenses and return on human capital investment.

Module code HRC 805
Module name Diversity Dynamics 805
Module content Outcomes of the module are:

- Knowledge, understanding and application of diversity practices in South African organisations
- Ideal problem-solving concerning diversity issues in South African organisations
- Understanding issues that are detrimental for the diversity work context (i.e. stereotyping, ethnocentrism, bias).
- Display self and social awareness of diversity issues

Module code HRC 806
Module name Research in Practice
Module content PART 1: Research Proposal & Design
Designing a research project by formulating the framework of the study by means of a problem statement, literature review, development of research objectives/questions/hypotheses and stipulating the methodology.

PART 2: Qualitative and Quantitative research
Designing quantitative and qualitative research methodology by

understanding and applying the relevant approaches, designs, paradigms, sampling procedures, data collection and data analyses methods. Understanding what is implied with quality control measures in quantitative and qualitative research.

PART 3: Statistics and Computer-based Data Analysis

- Learning how to use SPSS and AMOS for quantitative data analyses, and how to select appropriate statistics for a variety of research questions and justify the choices from both the perspective of the design as well as the data requirements.
- Learning how to conduct basic statistical analysis on SPSS and interpret the results (T-tests, ANOVA, Cross-tabs, Correlations, and Descriptive statistics – both parametric and non-parametric equivalents).
- Learning how to evaluate the psychometric properties of a scale using either exploratory factor analysis (EFA) or confirmatory factor analysis (CFA).
- Understanding the rationale and testing for measurement invariance using a CFA approach and how to evaluate model fit in SEM/CFA approach.
- Learning how to compare nested and non-nested models in SEM and understanding the difference between moderation and mediation.
- Being able to apply ethical research in practice, critically reflecting on own and others' research and applying the APA guidelines for writing academically.

Module code

Module name

Module content

HRC 807

Human Resource Management Mini-Dissertation 801

This research component (Human Resource Management mini-dissertation) can be done concurrently with other modules in the first year. The student will be allowed to complete this module in the second year of study.

Module code

Module name

Module content

IPS 804

Change Dynamics 804

The significance of this module lies on three levels. Firstly, this module will require students to master the psychology of change in individuals and groups. Secondly, it will require students to build their own mental model of a changing post-modern society and of the organisation as change territory in order to have a full understanding of the nature and dynamics of organisational change. The third level of significance lies in the module's requirement to integrate contextualised theory of change in a framework to effectively deal with the dynamics of change and change interventions in a contemporary organisation.

Module code

Module name

LAM 801

Labour Relations Management Practices 801

Module content

The student will be exposed to Labour relations management principles; Employment contracting; SA Labour legislation; Management of grievances and Labour relations management strategies and policies

Research component (Year 2)

After successfully completing the course work in Year 1, students have to write a research mini-dissertation on a topic in the Human Resource Management/Labour Relations fields:

- o Human Resource Management/Labour Relations Mini-Dissertation (HRC807)

Module descriptions: Year 2

Module code

HRC 807

Module name

Human Resource Management/Labour Relations Mini-Dissertation

Module content

The Research component (Human Resource Management mini-dissertation) can be done concurrently with other modules in the first year with allowance to finish in the second year of study.

Year 2 is reserved only for completion of the research mini-dissertation which has to be submitted by 30 September of Year 2.

Assessment

Assessment of all assignments and research will be according to the guidelines set by the Council for Higher Education (CHE).

- A student has to obtain 50% for the research essay/article in order to pass.
- A student has to obtain 50% for each prescribed module in order to pass.
- To graduate with distinction (cum laude), an average of 75% has to be obtained in the examination as well as in the research mini-dissertation.

Registration at the professional board (SABPP)

Students will be able to register at the South African Board for People Practices (SABPP www.sabpp.co.za) as Master HR Practitioners, which is the highest professional category. It is the student's responsibility to access the SABPP website for the latest updated information concerning student registration.

Application procedure

The application procedure consists of two (2) parts:

Step 1: UP ONLINE APPLICATION

Apply online for admittance via the UP online application portal <http://www.up.ac.za/en/online-application/article/2445192/apply-at-the-university-of-pretoria> as from 1 March 2020. Closing date for the admission to the University of Pretoria application for SA applicants is 30 September 2020 and 31 August 2020 for non-SA applicants.

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

Current UP students apply via their UP Student portal.

Step 2: DEPARTMENTAL APPLICATION

Once you receive the UP reference number, complete the Departmental application form (attached). The Departmental application form is available on the Departmental website at www.up.ac.za/hrm

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 attached document 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 MCom Human Resource Management/Labour Relations 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 degree/(s) was/were obtained from non-South African universities

NO LATE APPLICATIONS WILL BE ACCEPTED.

Shortlisted applicants may be invited to an assessment day held during November 2020. These applicants will be notified via email.

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 via email**

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