

DEPARTMENT HUMAN RESOURCE MANAGEMENT

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

Programme 07250146

Departmental Application form

2020

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INSTRUCTIONS TO APPLICANTS

1. Closing date for online and departmental application for South African (SA) applicants is 30 September 2019.

2. Closing date for online and departmental application for non-SA applicants is 31 August 2019.

3. 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.

4. No late applications will be accepted.

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>

\*STEP 2: Departmental application for admittance to MCom Human Resource Management/Labour Relations (HRM/LR) programme of the Department Human Resource Management

6. After being issued with an UP reference number, complete the Departmental application form.

7. 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.

8. Attach the following documents to your Departmental application form

8.1 The completed Departmental application form for the 2020 MCom Human Resource Management/Labour Relations programme

8.2 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)

8.3 Comprehensive Curriculum Vitae

8.4 Copy of identity document/passport

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

9. 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) electronically to the Postgraduate Administration Office of the Department Human Resource Management (email to christa.smit@up.ac.za

10. Results of the selection will be communicated during December by Faculty Economic and Management Sciences (FEMS).

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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:

|  |  |  |
| --- | --- | --- |
| 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 2019?** |  |
| 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. | | |

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| **PLEASE ANSWER QUESTION 1-7** | | | |
| 1. | What is your 2020 UP online application reference number? |  | |
| 2. | Is this your first time application for this degree programme? | Yes | No |
| 3. | Are you currently (2019) a registered student at a University? | Yes | No |
| 4. | If you answered ‘yes’ in Q3, which University? |  | |
| 5. | If you answered ‘yes’ in Q3, what is your student number at that University? |  | |
| 6. | If you answered ‘no’ in Q3, of which university are you an alumnus? |  | |
| 7. | If you answered ‘no’ in Q3, what was your student number at your previous University? |  | |

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| --- | --- | --- | --- |
| **1. BIOGRAPHICAL INFORMATION** | | | |
| Title |  | | |
| Name and Surname |  | | |
| Date of birth |  | | |
| ID/Passport number |  | | |
| Population group |  | | |
| Nationality |  | | |
| Specify any disability |  | | |
| Physical address |  | | |
| Postal address |  | | |
|  |  | | |
| Mobile number |  | | |
| E-address |  | | |
| Home language |  | | |
| Language proficiency  Name the languages below | Speak | Read | Write |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. ACADEMIC HISTORY**  \* Include academic transcripts of degrees and explanation of symbols | | |
| 2.1 | **Highest academic degree obtained to date** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.2 | **Other degrees obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.3 | **Other degrees obtained** | |
| Name of degree |  |
| University |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
|  | |
| 2.4 | **Other qualifications obtained** | |
| Name of the qualification |  |
| Institution |  |
| Student number |  |
| Year of first registration |  |
| Year of completion |  |
| Topic of research report (if applicable) | |
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| --- | --- |
| **3. 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. | |
|  | |

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| --- | --- |
| **4. PROFESSIONAL REGISTRATION OR MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**  \*Please indicate registration at any professional work-related association/society | |
|  | |
| **5. MOTIVATE YOUR INTEREST IN THE MASTER’S DEGREE PROGRAMME** | |
|  | |
| **6. RESEARCH INTEREST FOR A MASTER’S DEGREE PROGRAMME** | |
| 6.1 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 |  |
| 6.2 Formulate a title for a research topic of interest in any one (1) of the three areas (3) you have indicated above | |
|  | |
| 6.3 Formulate a research question to fit the topic | |
|  | |
| 6.4 Describe the research methodology you would follow to answer the research question (qualitative, quantitative or mixed methods). Motivate your answer | |
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| **7. ANY OTHER COMMENT/INFORMATION YOU WOULD LIKE TO BRING TO THE ATTENTION OF THE SELECTION COMMITTEE** | |
|  | |
| * 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) to christa.smit@up.ac.za NOT LATER than 30 September 2019 for SA and non-SA applicants.