University of Pretoria Yearbook 2022

BCom (Human Resource Management) (07130144)

Department	Human Resource Management
Minimum duration of study	3 years
Total credits	388
NQF level	07

Programme information

The purpose of this package is to equip learners with the required knowledge and practical skills to effectively manage human resources in any organisation. These include: perception (study, research); evaluation (appraisal, measuring, selection, placing, problem identification); optimal utilisation and influencing (change, training, development, motivation, negotiation and management) of human behaviour in its interaction with the environment (physical, psychological, social, organisational) as it manifests itself in the world of work.

Students who achieved 70% and above in English Home Language (an A or a B), and 80% and above in English First Additional Language (only an A) in the NSC (or equivalent) will be exempted from ALL 124 and therefore do not have to register and pass this module to complete their degrees. Students who achieved 69% and below in English Home Language (a C and below), and 79% and below in English First Additional Language (a B and below) have to register for ALL 124 and pass this module in order to be awarded their degrees.

Students who achieved 70% for English at Cambridge A level or AS level will be exempted from ALL 124.

Admission requirements

Important information for all prospective students for 2022

- The admission requirements apply to students who apply for admission to the University of Pretoria with a **National Senior Certificate (NSC) and Independent Examination Board (IEB) qualifications.**
- **Applicants with qualifications other than the abovementioned** should refer to:
  - **Brochure:** Undergraduate Programme Information 2022: Qualifications other than the NSC and IEB, available at click here.
- **Citizens from countries other than South Africa (applicants who are not South African citizens)** should also refer to:
  - **Brochure:** Newcomer's Guide 2021, available at click here.
  - **Website:** click here.
- **School of Tomorrow (SOT), Accelerated Christian Education (ACE) and General Education Development Test (GED):** The University of Pretoria no longer accepts qualifications awarded by these institutions.
- **National Certificate (Vocational) (NCV) Level 4:** The University of Pretoria may consider NCV candidates, provided they meet the exemption for bachelor's status criteria and the programme requirements.

Transferring students

A transferring student is a student who, at the time of application for a degree programme at the University of Pretoria (UP) –

- is a registered student at another tertiary institution, **or** was previously registered at another tertiary institution and did not complete the programme enrolled for at that institution, and is not currently enrolled at a tertiary institution, **or** has completed studies at another tertiary institution, but is not currently enrolled at a tertiary institution, **or** has started with tertiary studies at UP, then moved to another tertiary institution and wants to be readmitted at UP.

A transferring student will be considered for admission based on

- an NSC or equivalent qualification with exemption to bachelor's or diploma studies (whichever is applicable); **and** meeting the minimum faculty-specific subject requirements at NSC or tertiary level; **or** having completed a higher certificate at a tertiary institution with faculty-specific subjects/modules passed (equal to or more than 50%), as well as complying with faculty rules on admission;
- previous academic performance (must have passed all modules registered for up to the closing date of application) or as per faculty regulation/promotion requirements;
- a certificate of good conduct.

Note: Students who have been dismissed at the previous institution due to poor academic performance, will not be considered for admission to UP.

Returning students

A returning student is a student who, at the time of application for a degree programme –

- is a registered student at UP, and wants to transfer to another degree at UP, **or** was previously registered at UP and did not complete the programme enrolled for, and did not enrol at another tertiary institution in the meantime (including students who applied for leave of absence), **or** has completed studies at UP, but is not currently enrolled or was not enrolled at another tertiary institution after graduation.

A returning student will be considered for admission based on

- an NSC or equivalent qualification with exemption to bachelor's or diploma studies (whichever is applicable); **and** meeting the minimum faculty-specific subject requirements at NSC or tertiary level; **or** previous academic performance (should have a cumulative weighted average of at least 50% for the programme enrolled for);
- having applied for and was granted leave of absence.

Note: Students who have been excluded/dismissed from a faculty due to poor academic performance may be considered for admission to another programme at UP. The Admissions Committee may consider such students if they were not dismissed more than twice. Only ONE transfer between UP faculties will be allowed, and a maximum of two (2) transfers within a faculty.

Important faculty-specific information on undergraduate programmes for 2022

- The closing date is an administrative admission guideline for non-selection programmes. Once a non-selection programme is full and has reached the institutional targets, then that programme will be closed for further admissions, irrespective of the closing date. However, if the institutional targets have not been met by the closing date, then that programme will remain open for admissions until the institutional targets are met.
- The following persons will be considered for admission: Candidates who have a certificate that is deemed by the University to be equivalent to the required National Senior Certificate (NSC) with university endorsement; candidates who are graduates from another tertiary institution or have been granted the status of a graduate of such an institution, and candidates who are graduates of another faculty at the University of Pretoria.
- Life Orientation is excluded when calculating the APS.
- All modules will be presented in English, as English is the language of tuition, communication and

correspondence.

University of Pretoria website: click here

Minimum requirements Achievement level		
English Home Language or English First Additional Language	**Mathematics**	**APS**
NSC/IEB	NSC/IEB	
5	4	**30**

Additional requirements

General Academic Regulations G1 to G15 apply to a bachelor's degree.

1. A student may not take more than the prescribed number of modules per semester unless permission has been obtained from the Dean.
2. A module that has already been passed may only be repeated with the approval of the Dean.
3. It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
4. The Faculty of Economic and Management Sciences supports an outcomes-based education system and places a high premium on the development of specific academic competences. Class attendance of all modules and for the full duration of all programmes is therefore compulsory for all students.
5. The Dean has the right of authorisation regarding matters not provided for in the General Academic Regulations or the Faculty regulations.

Other programme-specific information

Note: See the alphabetical list of modules for prerequisites of all modules.

FRK 122 is a terminating module. Candidates taking this module will not be able to continue with Financial accounting in the second or third year.

OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.

Specialisation modules: BDO 319, 329, 373, OBS 310.

"Major subject"
To be considered a "major subject" the equivalent of four 14-week modules, including two at 300-level, must be passed provided that:

- a module passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed module(s) at 200-level has/have been passed, unless the Dean decides otherwise;
- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 and 369 (OBS 359 and 369); and
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

Promotion to next study year

According to General Academic Regulation G3 students have to comply with certain requirements as set by the Faculty Board.

1. In order to register for the next year of study a student must pass at least 60% of the official credits listed for a year level of study for a three-year programme.
2. A student will be deemed to be in the second, third or a more senior year once he or she enrols for any module in any of these levels of study.
3. If a student has passed less than the required minimum of at least 60% of the official credits listed for a year level, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the EMS Appeals Committee to be readmitted conditionally – with the proviso that the Appeals Committee may set further conditions with regard to the student's academic progress. The Committee may deny a student's application for readmission.
4. If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester examinations to determine whether he/she has complied with the requirements set by the EMS Appeals Committee. If not, his/her studies will be suspended.
5. A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the EMS Faculty Appeals Committee.
6. A student may be refused admission to the examination, or promotion to a subsequent year of study or promotion in a module (if applicable) if he/ she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.

Pass with distinction

a. A degree may be awarded with distinction provided the candidate meets the following criteria:

i. Completes the degree within three years;
ii. Obtains a Cumulative Grade Point Average (CGPA) of 75%;
iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.

b. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of Economic and Management Sciences, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised).
c. The GPA will be not be rounded up to a whole number.
d. Exceptional cases will be considered by the Dean.

General information

Application of amended programme regulations
Refer to General Academic Regulation G5.

Curriculum: Year 1

Minimum credits: 120

Students who did not obtain at least a symbol 5 (60-69%) in Mathematics in the final NSC (or equivalent) must first pass Statistics 113 and 123. STK 110 will be credited but students still need to pass STK 120 or equivalent.

Fundamental modules

Academic information management 111 (AIM 111) - Credits: 4.00
Academic information management 121 (AIM 121) - Credits: 4.00
Academic literacy for Economic and Management Sciences 124 (ALL 124) - Credits: 6.00
Academic orientation 107 (UPO 107) - Credits: 0.00

Core modules

Industrial and organisational psychology 121 (BDO 121) - Credits: 10.00
Economics 110 (EKN 110) - Credits: 10.00
Economics 120 (EKN 120) - Credits: 10.00
Financial accounting 111 (FRK 111) - Credits: 10.00
Financial accounting 122 (FRK 122) - Credits: 12.00
Informatics 183 (INF 183) - Credits: 3.00
Communication management 182 (KOB 182) - Credits: 5.00
Business management 114 (OBS 114) - Credits: 10.00
Business management 124 (OBS 124) - Credits: 10.00
Statistics 110 (STK 110) - Credits: 13.00
Statistics 113 (STK 113) - Credits: 11.00
Statistics 120 (STK 120) - Credits: 13.00
Statistics 123 (STK 123) - Credits: 12.00

Curriculum: Year 2

Minimum credits: 120

Fundamental modules

Introduction to moral and political philosophy 251 (FIL 251) - Credits: 10.00

Core modules

Industrial and organisational psychology 214 (BDO 214) - Credits: 16.00
Industrial and organisational psychology 224 (BDO 224) - Credits: 16.00
Industrial and organisational psychology 272 (BDO 272) - Credits: 14.00
Business law 210 (BER 210) - Credits: 16.00
Business law 220 (BER 220) - Credits: 16.00
Business management 210 (OBS 210) - Credits: 16.00
Business management 220 (OBS 220) - Credits: 16.00

Curriculum: Final year

Minimum credits: 148

Core modules

Labour law 311 (ABR 311) - Credits: 20.00
Labour relations 320 (ABV 320) - Credits: 20.00
Industrial and organisational psychology 319 (BDO 319) - Credits: 20.00
Industrial and organisational psychology 329 (BDO 329) - Credits: 20.00
Human Resource practices 371 (BDO 371) - Credits: 12.00
Industrial and organisational psychology 372 (BDO 372) - Credits: 16.00
Industrial and organisational psychology 373 (BDO 373) - Credits: 20.00
Business management 310 (OBS 310) - Credits: 20.00

The regulations and rules for the degrees published here are subject to change and may be amended after the publication of this information.

The General Academic Regulations (G Regulations) and General Student Rules apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations.