



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

School of Business, Management And Finance

BSc (Hons.) Human Resource Management

PROGRAMME DOCUMENT

VERSION 3.1

May 2017

University of Technology, Mauritius

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Diploma/BSc. (Hons) Human Resource Management

A. Programme Information

Human Resource has proved to be one of the most important resources of any organization and one of the most challenging to manage. Planning for sourcing, attracting, improving, retaining human resource and phasing them out of an organization is becoming increasingly complex and has posed the need for professional management of human resources. Organizations have come to terms with the importance of modern approaches human resources management. Sound and effective human resource management policies are now essential to obtain the highest level of efficiency from the human resource of organizations to ensure their survival in today's globally competitive world of business and in the public sector as well. This BSc is a revamped degree in the field of HRM to better meet the changed environment in which organizations are called upon to respond.

The BSc (Hons) Human Resource Management is being offered by the University of Technology, Mauritius on both, full time and part time basis. It offers opportunities for school leavers aspiring to join the HR field to gain the much needed competencies, skills and sound knowledge to effectively tackle the most valued asset of an organization, the people working there. At the same time, it offers, those already in the field, the expertise to tackle HR issues in a more innovative manner within the paraphernalia of Managing in a business context, Mauritian Employment Laws and industrial relations environment.

The Programme is run over a period of 3 years full time and 4 years part time with each level having two semesters for full-time and 3 semesters part-time, offering three exit points, namely at level 1 with a Certificate in Management, at level 2 with a Diploma in Human Resource Management and consequently level 3 with a Bachelor's Degree in Human Resource Management.

Note: Level 3 of the Programme also stands alone as a BSc (Hons) Top-Up in Human Resource Management. Applicants should normally hold a Diploma in Human Resource Management or any other qualifications acceptable to the school APL/APEL committee

B. Programme Aims

This Programme is basically meant for both HSC holders aspiring to work in the Human Resource or a related field, and also those already in the HR/ Personnel cadre but wishing to probe further in the quest of better expertise and skills. It will enable students to:

- Better understand the business environment of organizations and the challenges facing them;.
- Appreciate the importance of effective human resource management in an organisation and prepare them to defend HRM initiatives in the boardroom and bring HR at the strategic levels within organizations.

- Master the knowledge, competencies and skills required to plan for and manage human resource in the current turbulent and changing environment of organizations;
- Manage human resource using the latest techniques and developments in the field of HRM.

C. Programme Objectives

At the end of the programme those who have successfully completed the programme should be able to:

- Understand the complexity of human beings and their behavior as individuals, in groups or in teams
- Analyze the complex and turbulent environment in which organizations operate
- Understand the different resources an organization deploys to achieve its objectives
- Appreciate the role of human resource in achieving organizational objectives
- Understand the relatedness of different management functions and resources
- Use mathematical and statistical techniques to collect, organize, analyze and present information for decision-making and presentation
- Forecast resource and human resource requirements of an organization
- Plan for quantitative and qualitative human resource needs of organization
- Present human resource initiatives in hard financial terms to management
- Understand and apply the employment and other related laws to human resource management in the Mauritian context
- Identify the training and development needs of organizational human resource
- Ensure HRD initiatives effectively and efficiently meet their objectives
- Attract, retain, motivate, add value to human resource/talents of an organization
- Manage the politics of organization bearing in mind human beings are complex animals
- Apply modern HRM techniques including ICT in managing HR effectively and flexibly
- Prepare HR and the organization to do business sustainably

PART I - Regulations

D. General Entry Requirements

As per UTM's Admissions Regulations, and 'Admission to Programmes of Study at Degree Level' or APL / APEL requirements.

Note: Exemptions as per regulations will apply

E. Programme Mode and Duration

For Diploma in Human Resource Management

Full Time: 2 Years (Maximum duration 4 Years)

Part Time: 3 years (Maximum duration 5 Years)

For Degree in BSc (Hons) in Human Resource Management

Full Time: 3 Years (Maximum duration 6 Years)

Part Time: 4 Years (Maximum duration 7 Years)

F. Teaching and Learning Strategies

The programme will employ a wide variety of teaching methods, including lectures, individual or group projects, presentations, workshops, case studies, field visits, work placement and talks by guest speakers. Self-learning will be the key feature of the programme, enabling students to explore, investigate and research into the various topics, interact with practitioners, and work in teams on projects. Students will also have to go on placement which will be monitored by the placement unit.

G. Student Support and Guidance

In addition to traditional lectures, group tutorials or individual tutorials are arranged for students.

H. Attendance Requirements

As per UTM's Regulations and Policy.

I. Credit System

1 credit = 15 contact hours

The modules carry 4 credits as per the programme structure.

Exit Points:

Certificate : 33 credits

Diploma : 69 credits

Degree : 105 credits

Ordinary degree as per regulations

J. Student Progress and Assessment

The programme is delivered mainly through lectures, tutorials, and practical sessions. Students are expected to be as autonomous as possible and activities may include reading research articles, delivering presentations, taking part in quizzes, case-studying, amongst others.

For the award of the Degree, all modules must be passed overall with passes in the examination, coursework and other forms of assessment.

Each module carries 100 marks and unless otherwise specified will be assessed as follows:

- Continuous assessment carry 30% of the total marks. Continuous assessment can be based on a combination of assignments, field study, workshops, surveys, practical and class tests;
- Module 'Research Methods' will be assessed over 100% coursework.
- Modules 'Essentials of Statistics' and 'Statistics for Management' will be assessed on a 50:50 coursework/exams basis. The coursework must consist of at least one class test and two assignments;
- Module 'Lifeskills and Good Practices' will be assessed over 100% coursework by the resource person(s) conducting the component

Module Grading Structure

Undergraduate / Postgraduate		
<i>Overall Marks</i>	<i>Grade</i>	<i>Remarks</i>
$70 \leq X \leq 100$	A	Excellent
$60 \leq X < 70$	B	Very Good
$50 \leq X < 60$	C	Good
$40 \leq X < 50$	D	Satisfactory
$X < 40$	F	Referred

K. Evaluation of Performance

For BSc (Hons):

The percentage mark at Level 1 contributes a 20% weighting towards the degree classification.

The percentage mark at Level 2 contributes a 30% weighting towards the degree classification.

The percentage mark at Level 3 contributes a 50% weighting towards the degree classification.

For Diploma

The percentage mark at Level 1 contributes a 40% weighting towards the diploma classification.
The percentage mark at Level 2 contributes a 60% weighting towards the diploma classification.

Candidates wishing to withdraw at Diploma level when registered for degree will have to interrupt their studies and graduate with a Diploma. If they wish to continue for their studies upto degree level, they will have to re-apply and re-register for the Top-Degree of the BSc Human Resource Management
A CPA of at least 70% makes a candidate eligible for a Diploma with Distinction

L. Award Classification

For BSc (Hons) or BBA (Hons):

$y \geq 70$	1 st Class Honours
$60 \leq y < 70$	2 nd Class 1 st Division Honours
$50, \leq y < 60$	2 nd Class 2 nd Division Honours
$45 \leq y < 50$	3 rd Class Honours
$40 \leq y < 45$	Pass degree
$y < 40$	No Award

M. Programme Organisation and Management

Programme Director and Coordinator: Mrs Deepika Faugoo

Contact Details: dfaugoo@umail.utm.ac.mu

School of Business, Management and Finance

Department of Business, Management & Law

- Room: F 0.12
- Telephone Number: 2075250(Ext 111)

Part II - Programme Structure

N. Programme Name– Full Time (Version 3.1)

YEAR 1(LEVEL 1)

Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T/P	Credits	Code	Module Name	Hrs/ Wk L+T/P	Credits
MGMT1101	Organisations & Management	3+2	4	QUAN 1103	Essentials of Statistics	3+2	4
LLAW 1101	Introduction to Law and Legal Methods	3+2	4	HRMT1201	Organization Behavior	3+2	4
ACCF1102	Financial Accounting	3+2	4	ACCF1104	Cost and Management Accounting	3+2	4
ECON1101	Economics	3+2	4	LLAW2107	Employment Laws I	3+2	4
				CLEN 1000	CLen		1
Certificate level exit point							

YEAR 2 (LEVEL2)

Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T/P	Credits	Code	Module Name	Hrs/Wk L+T/P	Credits
QUAN 2103	Statistics for Management	3+2	4	PLMT 2001	Workplacement		4
HRMT2109	Leadership, Teams and Empowerment	3+2	4	HRMT2105(B)	Human Resource Management 2	3+2	4
HRMT 2105(A)	Human Resource Management 1	3+2	4	HRMT2110	Corporate Social Responsibility	3+2	4
LLAW2108	Employment Laws II	3+2	4				
UTM 2101C	Life Skills and Good Practices		4	HRMT 2122	Employees Health, Safety and Welfare	3+2	4
Diploma level exit point							

YEAR 3 (LEVEL3)

Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T/P	Credits	Code		Hrs/Wk L+T/P	Credits
QUAN3401	Research Methods	3+2	4	HRMT3210	Gender, Equality & Diversity Management	3+2	4
HRMT3208	Organisational Consultancy and Development	3+2	4	HRMT3113	Strategic Human Resource Management	3+2	4
HRMT3124	International Human Resource Management	3+2	4	MGMT3901	Knowledge Management	3+2	4
MMIS3208	Human Resource Information System	3+2	4				
Dissertation							8

O. Programme Name – Part Time

YEAR 1 (LEVEL 1)							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L + T/P	Credits	Code	Modules	Hrs/Wk L + T/P	Credits
MGMT1101	Organisations & Management	3+2	4	QUAN 1103	Essentials of Statistics	3+2	4
ACCF1102	Financial Accounting	3+2	4	HRMT1201	Organization Behavior	3+2	4
LLAW 1101	Introduction to Law and Legal Methods	3+2	4	ECON1101	Economics	3+2	4
YEAR 2 (LEVEL 1) YEAR 2 (LEVEL 2)							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L + T/P	Credits	Code	Modules	Hrs/Wk L + T/P	Credits
QUAN 2103	Statistics for Management	3+2	4	HRMT2109	Leadership, Teams and Empowerment	3+2	4
ACCF1104	Cost & Management Accounting	3+2	4	HRMT 2015(A)	Human Resource Management 1	3+2	4
				MGMT2105	Corporate Social Responsibility	3+2	4
CLen 1000	Community Learning and Engagement (CLen)		1				
Certificate Level exit point							
YEAR 3 (LEVEL 2)							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L + T/P	Credits	Code	Modules	Hrs/Wk L + T/P	Credits
LLAW2107	Employment Laws I	3+2	4	PORT2003	Portfolio		4
HRMT 2015(B)	Human Resource Management 2	3+2	4	HRMT2122	Employees Health, Safety and Welfare	3+2	4
				LLAW2108	Employment Law 11	3+2	4
UTM 2101C	Life Skills and Good Practices		4	Diploma level exit point			

YEAR 4 (LEVEL 3)

<i>Semester 1</i>				<i>Semester 2</i>			
Code	Modules	Hrs/Wk L + T/P	Credits	Code	Modules	Hrs/Wk L + T/P	Credits
QUAN 3401	Research Methods	3+2	4	HRMT3210	Gender, Equality & Diversity Management	3+2	4
HRMT3208	Organisational Consultancy and Development	3+2	4	HRMT3113	Strategic Human Resource Management	3+2	4
				MGMT 3901	Knowledge Management	3+2	4
MMIS3208	Human Resource Informations System	3+2	4				
HRMT3124	International Human Resource Management	3+2	4				
Dissertation							8

P. MODULE OUTLINE *(This syllabus is non-prescriptive)*

Year 1 Semester 1

MGMT1101 ORGANISATION AND MANAGEMENT

Introduction to the different perspectives on management; understanding organizations, the evolution of the concepts of organizations and management; models and types of organizations: the classical and neo-classical organizations and modern approaches to the concepts. Management development; organization development; understanding people; roles, perceptions, norms, values, and attitudes; Human needs; theories of motivation; group dynamics and team building; issues in organization and management theories.

LLAW 1101 INTRODUCTION TO LAW AND LEGAL METHODS

Introduction to Law; Ideas and functions of Law; Nature of constitutional and administrative law; Constitutional foundations of the powers of the court, statutory interpretation, arbitration and the hearing tribunal, the law of contract, the law of agency; Distinction between Public and Private Law; Criminal and Civil Law; Common Law and Civil Law Systems; Case Law Techniques; Statutory Interpretation.

ACCF1102 FINANCIAL ACCOUNTING

Roles and Principles of Financial Accounting; Double Entry Book Keeping; Capital and Revenue Expenditure; Trial Balance; Preparation of Final Accounts for Sole Traders, Non-Profit Organisations and Companies; Cash Flow Statements; Control Accounts and Accounting for VAT; Accounting for Depreciation, Bad Debts and Provisions for Bad Debts; Fundamental Accounting Concepts and International Accounting Standards; Accounting Ratios and Interpretation; Financial Reporting and Users of Accounts.

ECON1101 ECONOMICS

Microeconomics: consumer choice theory; theory of cost and supply; price mechanism ; government intervention and the price system; market structure, competition policy Macroeconomics: national income and economic growth; inflation and unemployment; monetary policy; fiscal policy; international trade

CLEN1000 COMMUNITY LEARNING & ENGAGEMENT (CLeN)

Students should seek involvement with NGOs. Student participation involves for example, contribution in publication of reports, newsletters, active collaboration on an unexhaustive choice of community development or social enterprise projects. Successfully completed placements shall be testified by NGOs at which the engagement occurs. Successful completion will lead to the award of one credit. More information is available in the CLeN Guidelines.

Year 1 Semester 2

QUAN 1103 ESSENTIALS OF STATISTICS (Assessment on 50-50 Course Work & Exams)

Introduction to Statistics; Type of data; Measurement and scaling techniques; Data collection and data preparation; Graphical representation of data; Measures of location and dispersion; Basic probability; Distribution of random variables: Binominal and Normal distribution; sampling distribution and estimation interval estimation.

HRMT1201 ORGANISATION BEHAVIOUR

Introduction to Organisational Behaviour; Foundations of individual behaviour; Managing individual behaviour
Personality Theories; Job Satisfaction; Learning; Power and Politics; Foundations of Group Behaviour and Group
Dynamics; Communications and Decision-making; Conflict Management; Organisational Culture; Team Building
Emerging Issues in OB

ACCF1104 COST AND MANAGEMENT ACCOUNTING

Cost Concepts; Cost Behaviour and Cost ascertainment; Accounting for Overheads and Activity-Based Costing
Costing Systems and Costing Principles (Absorption and Marginal costing) Contribution Analysis and its application to
short-term decision making; Break-even analysis; Relevant Costing; Budgeting; Standard Costing and Variance
analysis; Modern trends in Cost and Management Accounting

LLAW 2107 EMPLOYMENT LAWS I

Contract of Employment; Conditions of employment; Employer/Employee Duties and Obligations; Termination of
Contract of Employment and Dismissals; Workfare Programme; Compensation; Violence at Work; Labour Advisory
Council and Functions of the Labour Advisory Council; Regulatory Bodies and Courts; Analysis of Current
Employment Laws of Mauritius

Year 2 Semester 1

QUAN 2103 STATISTICS FOR MANAGEMENT (Assessment on 50-50 Course Work & Exams)

Probability distributions discrete and continuous data, Estimation by confidence interval, Hypothesis Testing, Regression
analysis, Correlation Elementary times series data, Forecasting

HRMT2109 LEADERSHIP, TEAMS AND EMPOWERMENT

The Nature of Leadership; Leadership Theories and Styles; The Leader in Today's Business Environment; Key Skills
and Competences; Emerging trends in Leadership; Team Building; Empowerment Defined; Benefits of Empowerment
Disempowerment; Empowerment and Motivation; Leadership and Empowerment; Implementing Empowerment in
Organizations; The Devolution of Empowerment; Characteristics of the Empowered Leader; Emerging Trends in
Empowerment

HRMT2105(A) HUMAN RESOURCE MANAGEMENT 1

History, Differences between Personnel Management & Human Resource Management; Evolution; Developments;
HRM Models; HR Responsibilities & Roles, Competitive Challenges influencing HR, Roles of HR Managers
Understanding the impact of HRM on organisational performance, Employee Engagement &
Commitment, organisational culture, Management of Change,

LLAW2108EMPLOYMENT LAWS II

Industrial Relations and Collective Bargaining; Industrial Discontent: Causes, Symptoms, Consequences and Strikes Methods of Settling Industrial Disputes; Trade Unions and Employer Organisations; Industrial Democracy, Productivity Norms and Targets; Arbitration, Conciliation, Mediation and Negotiation; Advantages of Alternative Dispute Resolution; The Arbitral Agreement; Arbitral Award and Enforcement; Arbitral Tribunal and Proceedings; Appeals; Negotiation and Conflict Handling; Current Trends in Employment Laws: e.g. Discrimination, Equal Opportunities Act, Sexual Harassment, International Labour Conventions

UTM 2101C Life Skills and Good Practices

This credit based component aims at preparing graduates for lifelong learning, good practices and increasing their employability skills based on modern workplace practices, requirements, standards as well as expectations. It will include: Employability Skills Development, Prevention of Corruption (The anti-corruption legal framework in Mauritius. The cost of corruption - corruption indicators. Whistleblowing and the role of the media in reporting corruption. Some international legislations and conventions. Effectiveness of local, regional and international strategies – Role and responsibilities of stakeholders. Corruption, money laundering and asset recovery. Regional and international cooperation in the fight against corruption – Emerging trends in the fight against corruption. Corruption as an ethical issue. Integrity in Public life. Principles of good governance as antidote to corruption and Corruption risk management.), Good Governance, Personal Development Skills, Coping Skills, addressing Societal Challenges including Substance Abuse, Poverty, Climate Change, Social Media and Family problems. This component shall include workshops, seminars, discussion forums, guest lectures from professionals in different fields, debates, projects, skills portfolios or any other activity deemed necessary to enhance the employability skills of students. On the completion of the component, students shall be awarded **FOUR CREDITS** as specified in the programme document. More information will be available in the Life skills and Good Practices Guidelines.

Year 2 Semester 2

PLMT2001 WORK PLACEMENT

Work placement is monitored by a placement unit and is detailed in the University Work-placement guidelines.

PORT2003PORTFOLIO

Part time students who are in employment will have to submit a portfolio. The portfolio will have to follow the University work placement guidelines. Part time students, who are unemployed, will have to request for a work placement. They will then submit the portfolio as per University work placement guidelines. Assessment in both cases will be as per guidelines for assessment of work placement/portfolio.

HRMT2105(B) HUMAN RESOURCE MANAGEMENT 2

The Employment Cycle HR Functions Human Resource Planning; Recruitment & Selection; Performance & Reward Management; Training & Development Talent Management, Human Capital Management, Rhetorics and Realities of HRM, HRM's contribution to organizational success

MGMT2105CORPORATE SOCIAL RESPONSIBILITY

Introduction to CSR; Stakeholders and Stakeholder Management; Society Attitudes Towards Business; Corporate Values, Ethics, and Beliefs Underlying Decisions; Corporate Governance; Corporate Social Performance; Business Ethics and Corruption; Global Competitiveness and Multi-national Business-Government Relations; Concept of Sustainability; Green Business; Emerging Trends in Corporate Social Responsibility of Business

HRMT 2122EMPLOYEES, HEALTH SAFETY AND WELFARE

Importance of health and safety at work - health and safety responsibilities of employers, managers, supervisors and employees within the organization; Health and safety hazards - Control methodologies for work related injuries and illnesses; workplace safety culture - Compliance with health and safety standards, legislations and best practices;

Health and safety policies and programs - Health and safety procedures for enforcing company safety rules; Strategies for managing losses due to absenteeism injuries - Workers' Compensation, disability, and health care, first aid at workplace - Criminalization of occupational health and safety offences; Health and Safety as a part of HR practices

Year 3 Semester 1

QUAN3401 RESEARCH METHODS (This module is assessed 100% by coursework)

Introduction to Research Methods; Research Ethics and Values; Research problems; Components of a Research Proposal; Planning the Research Process: Qualitative and Quantitative Research, Research Design; Handling of data and Analysis of data; Reporting of Research

HRMT3208 ORGANISATIONAL CONSULTANCY AND DEVELOPMENT

Organisation Systems and human behaviour; Consultancy role - Consultancy as a profession, Communication for consultants - Interpersonal and consulting skills, Consultancy Cycle, Ethics in consultancy, Meeting activities, design and facilitation; Change management- Organisational culture & politics, Conflict and negotiation, Business Process Re-engineering, change implementation; Project management - Project management essentials, talent management, team development, Project delivery; Resource management - Motivation, Coaching, and Delegating, Customized Training; Client relationship - Client Needs Assessment, Contract engagement and agreement, Proposal writing; Use of IT in Consulting - History of IT / IS consulting - issues and growth, IT services, IT and the value chain; Human Resources in Organization Consulting - Specialty areas of HR consulting, Outsourcing and HR, HR Consulting firms and their future; Case Studies

HRMT3124 INTERNATIONAL HUMAN RESOURCE MANAGEMENT

HR practices and trends in the International context (UK and USA); Cross-cultural issues in International HRM, HRM strategies adopted by International; Transnational & Multinational companies; managing the interface between ethnocentrism; Diversity and control in a changing global environment; Comparative HR practice in the Mauritian context; International trends in Human Resource Management; Issues in IHRM: Sourcing, Retention, Reward, Career Management, Cross-Cultural Issues; Case Studies on Comparative HRM

MMIS3208 HUMAN RESOURCE INFORMATION SYSTEM

Information Systems in Organisations; Introduction to HRIS; Components of HRIS - workforce planning & management, selection & recruitment, training; payroll, compensation & benefits, time & labour management, personal self service, people administration; performance management system, leave & absence, E-Learning, E-filing, Pay and e-compensation; Database Concepts and Applications in HRIS; Business Intelligence and Analytics; Enterprise Resource Planning for the HR function; HRIS Needs Analysis and Development - Systems requirements for HRIS, Cost Justifying HRIS Investments; Outsourcing of HRIS - HR Shared Service Centers & Cloud computing, vendor selection; Information Security and Privacy; Case Studies

Year 3 Semester 2

HRMT 3210 GENDER, EQUALITY & DIVERSITY MANAGEMENT

Gender-Meaning & Concept, Manifestations of gender roles in the work-place, stereotyping and other problems associated with gender, Discrimination, Equal Opportunities, Glass Ceiling, Equality between the sexes an essential prerequisite for national progress, Working with diverse groups, Creating inclusive work-places and the use of diversity management for achieving organisational success

HRMT 3113 STRATEGIC HUMAN RESOURCE MANAGEMENT

Concept of Strategy; SWOT Analysis; Competitive Analysis; Value Chain Analysis; Vision, Mission and Objectives; SHRM as a subset of Strategic Management; SHRM Models: High Performance model, High Involvement Model;

Strategy Formulation; Strategic Alignment of HRM and HRD with Strategic Objectives
Strategic HRM/HRD and Competitive Advantage

MGMT3901 KNOWLEDGE MANAGEMENT

Concept and theories of knowledge in organisations; Overview of Knowledge management (KM); KM processes - knowledge life cycle, knowledge creation, knowledge storage, knowledge transfer; knowledge reuse; KM Strategies & Mechanisms; KM Architecture; KM Systems and Technologies; KM Frameworks & Models; KM Audit; Organisational Environment for KM; HR and KM; Case Studies

DISS 3000 DISSERTATION

A 10,000-12,000 words dissertation will have to be submitted at the end of the semester. The work submitted should conform to the Undergraduate Dissertation Guidelines available on the UTM website.