



## Programme syllabus

Faculty of Social Sciences

Personal och arbetsliv, 180 högskolepoäng

Human Resource Management Programme, 180 credits

### Level

First Level

### Date of Ratification

Approved 2009-09-15

Revised 2015-12-07 by the Faculty Board within the Faculty of Social Sciences

The programme syllabus is valid from autumn semester 2016

### Prerequisites

General entry requirements and Civics 1b / 1a1 +1a2 or Civics A, English B (Field-specific entry requirements 6/A6).

## Description of Programme

### *Aim*

Human Resource Management Programme provides general and professional knowledge and proficiency essential for professional activities in HR-area but also forms a basis for further professional development. Particular emphasis is placed on organizational, managerial and development issues. The programme is aimed at all sectors, i.e. private, municipal, county, municipal governmental and non-profit sector.

## Objectives

### **Objectives in accordance with the Higher Education Regulation**

#### *Knowledge and comprehension*

In order to obtain a bachelor's degree the student is expected to:

- Demonstrate knowledge and understanding of the main field of study, including knowledge of the study's scientific basis, have knowledge of applicable methods, have advanced knowledge of specific issues and have general knowledge of current research issues.

#### *Proficiency and Capability*

In order to obtain a bachelor's degree the student is expected to:

- Demonstrate the ability to search, collect, evaluate and critically interpret relevant information and a problem formulations and be able to discuss events, issues and situations
- Demonstrate the ability to independently identify, formulate and solve problems, and to perform tasks in a timely manner,
- Demonstrate the ability to verbally and in writing to present and discuss information, problems and solutions in a dialogue with various groups, and
- Demonstrate the skill required to work independently within the field of study.

#### *Evaluative capability and attitude*

In order to obtain a bachelor's degree the student is expected to:

- Demonstrate ability in the main field of study to make assessments based on relevant scientific, social and ethical aspects;
- Demonstrate insight of the role of knowledge in society and on human responsibility for its usage, and
- Demonstrate the ability to identify the personal need for further knowledge and to develop his / her individual competence.

#### **Content**

For the education, a program director has an overall responsibility for the program.

#### *Programme Overview*

The program consists of a single basic block of 60 credits and an advanced part with specialization in a major field, for example education, psychology or sociology covering 90 credits and an additional 30 credits. Optional major fields will be presented at the start of the programme.

Students may choose to study advanced studies relevant to the programme and in which postgraduate studies are provided.

During the sixth semester, students choose to study courses of 30 credits that are relevant to programme content or participate in the programme of international exchanges at Linnaeus University.

The program is mainly given in Swedish.

#### **Year 1**

Basic level, Semesters 1-2

Organization, leadership and development, 9 credits, G1N\*

The course aims to provide an introduction to the program and university studies and information on what it can mean to work with personnel / HR issues and basic organizational theory. This dealt, among other things leadership, organization and skills, ethics and diversity issues. Also studied change aspects of an individual, group, organizational and societal perspective.

Behavioral introduction, 15 credits, G1N\*

The aim of the course is to provide knowledge of the relation and interaction between individuals, groups, organizations and society as well as knowledge on psychosocial issues. The course contains and treats elementary scientific theory, basic theoretical knowledge in psychology, sociology, social psychology and education. The course will also develop the student's ability to on a basic level, analyze and understand the various problems in the workplace.

Economics and Political Science, 6 credits; G1N\*

The course aims to give basic knowledge of the organization of society and policy instruments, public administration, business and social organizations, socio-economic grounds, the social emergence and functioning.

Term 2: The base block

Basic Labour Law, 15 credits, G1N \*

The course aims to provide an introduction to the legal system, sources of law and legal method with a focus on participation. The course deals with the interaction between labor law and collective agreements as well as differences in work legally between the private and public sectors as well as the contents of key legislation concerning association and collective bargaining, co-determination, collective, contest right and more. It also looks at the individual worker's legal status in the form of employment and protection against discrimination on grounds of gender, ethnicity, disability, sexual orientation or part-time work, as well as questions about the working environment and working hours, vacation and other time off.

Business Administration with accounting personnel and Statistics, 15 credits, G1N\*

The course aims to provide an understanding of the business economic concepts device and how economic thinking can be used in personnel work. The course covers basic models in accounting, budgeting, fundamental personnel statistics, assessment of the costs of sickness absence, workplace injuries, employee turnover, and the development and resettlement. The course also discusses the role of accounting in financial management and in the design of attractive jobs.

## **Year 2**

Term 3-5

The depression part is a progressive specialization in a major field, for example psychology, sociology, education or legal science at 1-90 hp level. Optional major fields will be presented at the start of the programme. For a more detailed description of courses in different major fields, see special curricula.

@ @ Course in the subject area chosen among courses offered for sale subject to availability. Studies in the main area will be relevant to the program's overall direction.

@ @ The studies should lead to at least 90 credits in a subject area.

@ @ Studies in the main area must include an independent project of at least 15 credits.

@ @ Plan for studies in the main field will be made up in consultation with the program director.

Term 3: Progression, for example

Working Life Pedagogy - learning, development and management in organizations I, 30 credits, G1N\*

The overall aim is to give a broad introduction to the educational field with a special focus on working life. The course offers through study and experience "tools" to cope areas concerning human resources and adult learning. Here are treated the educational science emergence, the contemporary educational theory, pedagogy as a science and practice. The course ends with an element of practical planning for a education situation.

//or//

Psychology I, 30 credits, G1N\*

The course aims to give a broad introduction to psychology, its different areas and specializations, research methodology and a basic orientation in terms of central psychological theories and concepts. The course covers the contemporary psychology's history, modern application areas, central areas of psychology, theories, concepts and methods. Furthermore, the course covers basic developmental and cognitive psychology and social psychology.

//or//

Sociology I, 30 credits, G1N\*

The course aims to provide a review of sociological basic concepts and their applications in institutions and community groups. The course includes various exercises and laboratory work, a smaller field exercises, an introduction to sociological theory and problem by applications on various social problems, social institutions and social processes as well as a first orientation in sociological method. Course is completed with a theoretical application in relation to the field exercise conducted at the beginning of the course.

//or//

Commercial Law (Legal Science), 15 credits, G1N\*

The course aims to give an overview of the Swedish legal system structure, a review of the basic legal method and the basic EU law. The course includes a review of contract law, sales law, real estate law, creditor rights, including insolvency law, tort law, labor law, company law and family law. The course also provides guidance on information concerning legal source material.

Legal Science, Intermediate Course (Legal Science) 15 credits, G1F\*

The course aims to provide both expertise in employment law method, and in-depth knowledge of the labor law. The legal approach with special focus on labor law legal sources doctrine treated as discrimination and gender aspects of employment law. Furthermore berhandlas employees' loyalty and working environment and an orientation of the labor law aspects of criminal and tort law.

// or //

Studies in another subject area, 30 credits, G1N\* or G1F\*

Term 4: Progression, for example

Working Life Pedagogy - learning, development and management in organizations II, 30 credits, G1F\*

The overall aim of the course is to provide knowledge about learning in work and organizations. The course contains various employment learning processes, pedagogical leadership and its role in the change process, various health and safety topics such as abuse and addiction of drugs, conflicts, stress, fundamental scientific theoretical knowledge as well as a review of research that concludes the course.

//or//

Psychology II, 30 credits, G1F\*

The course aims to provide knowledge about central theories of personality development and personality structure, a broad understanding of management and interaction between people. Furthermore, the course takes up different perspectives on health and health-related behaviors, and knowledge of the theory of science, research ethics, research methods and statistics. The course ends with students independently or together with fellow student writes a short essay.

//or//

Sociology II, 30 credits, G1F\*

The course aims to provide a deeper understanding of the sociological traditions and theories. This covers various ways of understanding social structures, belongings, diversity, choices and actions, various aspects of social life such as gender, class, globalization and religion. Furthermore treated sociological methods and practical field work concludes the course.

//or//

European Law Regulation (Legal Science), 15 credits, G1F\*

The aim of the course is to provide advanced studies in law with emphasis on Europe and European legal principles with a focus on the social dimension. The course content of the European legal regulation concerning acts of governmental and intergovernmental institutions. Practice Areas which have been linked to free movement within the EU are treated as well as commercial and contract law, comparative law and international private and procedural problems

Methodology in Labour Law and Theories in Social Science (Legal Science), 15 credits, G2F\*

The course is the in-depth studies of Legal Science and aims to create favorable contractual and long-lasting relationships, in the light of legal theories and ethical approach in employment and the business world. The course includes international and national legal regulations, theories and methods relevant to the work area, social science methodologies and theories relevant to employment and labor law, conflict resolution in the workplace in employment disputes, information of legal materials and the practical application of the law in the form of bargaining games and negotiation exercises.

// or //

Studies in another subject area, 30 credits, G1F\*

**Year 3**

Term 5: Progression, for example

Working Life Pedagogy - learning, development and management in organizations II, 30 credits, G2E\*

The course aims to provide knowledge of educational research, and provides the basic knowledge needed to independently identify and do research on educational processes relevant to today's working life. The student is trained to identify and critically examine educational research, adult learning in and outside of working life. The course also extend the knowledge on how to independently plan and implement a written thesis.

// or //

Psychology III, general or organizational, 30 credits, G2E\*

The course aims to provide knowledge in general psychology or occupational psychology. Theory of science, research methodology and statistics are processed and the course ends with a written essay in the field of eg personality, social psychology, health or occupational psychology.

// or //

Sociology III, 30 credits, G2E\*

The course aims to increase students' knowledge of sociological research and provides a deepening of earlier theory and method courses. The course begins with the student reads and interprets a number of sociological texts. This provides a greater understanding of sociological theory and method at the same time clarifying the relationship between problem, theory and empiricism. Great emphasis is placed on the sociological analysis. During the second half of the course, the student work independently or in group with a survey and write an essay which constitutes the written thesis.

// or //

Legal Science, Degree Project (Bachelor), 15 credits, G2E\*

The aim of the course is to develop the ability to ask the right scientific questions to the research field in Europe in terms of trade and / or work life. The course involves advanced studies in European, Commercial or Labor law where the student completes the course by writing an independently thesis.

and a optional course, 15 credits, G1N or G1F

// or //

Studies in another subject area, 30 credits, G2E\*

Term 6: Optional course

Independent course, 30 credits, G1N\*, G1F\*

// or //

Profile course, 30 credits, G2F\*

// or //

Study abroad, 30 credits

\* = Course in main area

### **Societal relevance**

During the first two semesters, students have contact with a mentor. The training involved working life representatives as guest speakers. Students also have the opportunity to choose job training during the sixth semester and arranges then himself his OJT. For the OJT a contract is signed between the three member parties; student, the organization concerned and Linnaeus University, where it is clear what is expected of the parties.

### **Internationalization**

The program built a comparative perspective, both nationally and internationally on working in a broad sense and staff work in particular.

Guest speakers from other countries are engaged and literature in English as well as Danish and Norwegian may occur.

After the first two semesters, students may choose a relevant course of 30 credits or participate in international exchange programs available at Linnaeus University. The election shall be made in consultation with the program director. For further information about courses see specific syllabi.

### **Perspectives in Education**

#### *Equal and sustainable development*

The training provides knowledge and application of anti-discrimination legislation, health and safety law and other labor legislation relevant to sustainable development, gender and diversity. It also provides knowledge of sustainable organizations, sustainable leadership, sustainable employee health and health promotion. It also provides tools for professional development activities and quality work in order to create a sustainable working. The training provides further tools to analyze and evaluate interventions in the field.

#### *Learning and entrepreneurial approach*

The program adopts an educational ideal where students independent and critical thinking develop in order to educate individuals with an analytical and ability to adopt multiple perspectives to handle staffing and HR issues in a more professional manner. This is supplemented with an entrepreneurial approach and learning where the student's curiosity, ability to identify and exploit opportunities and challenge the habitual is stimulated. Furthermore, the study program provides also knowledge of what contributes to better translate ideas into action in work.

### **Quality Development**

The program's layout and content is monitored twice a year, or if necessary of the program director, the teachers and students. Written evaluations are ongoing for each course and the results are communicated to interested students. At the end of each term a development meeting is held where students, faculty and the programme director discuss programme content, modules from a development perspective. The results are communicated to all involved and serves as a discussion paper for the future development results. Compilations of course and program evaluations are filed by the School of Social Sciences.

### **Degree Certificate**

After completing program studies and completing studies equivalent to the requirements

listed in both the Higher Education Regulations and Degree qualification and the requirements of Linnaeus University, students can apply for a diploma. Those who complete Human Resource Management Programme can obtain the following degree:

Bachelor of Science with specialization in Human Resource Management.  
Main field of studies might be Pedagogics/ Psychology/ Sociology/ Legal Science, or in another relevant subject area.

The diploma is bilingual (Swedish / English). Students are to receive a diploma and a Diploma Supplement (English).

### Other Information

Some of the courses are tutored 100 % or partly in English. Some of the modules of are co-read with students from other courses/programmes, the courses may be in another order.

Studies at foreign universities may be pursued and be included after the studies carried out on basic level. This provided that the student is admitted as an exchange student in accordance with the regulations set by the School of Social Sciences and the Board of the Institute of Social Sciences. The right to get academic credits recognized, which are included in the programme, are made by each major area of studies/area manager/head teachers. Studies abroad should be planned in consultation with the programme director and the area of studies/area manager head teachers. In case of dispute the School board will have the final say.