



## 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 2021-12-02 by the Faculty Board within the Faculty of Social Sciences

The programme syllabus is valid from autumn semester 2022

### Prerequisites

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

### Description of Programme

The Human Resource Management Programme provides general and professional knowledge and proficiency essential for professional activities within the field of human resources, but also forms a basis for further professional development within the field. Particular emphasis is placed on organisational, managerial and development issues. The programme is aimed at all sectors, i.e. government, private, municipal, regional and the non-profit sector.

### Objectives

#### Qualitative Targets in accordance with the Higher Education Ordinance

##### *Knowledge and Understanding*

In order to obtain a bachelor's degree the student shall

- demonstrate knowledge and understanding of the main field of study, including knowledge of the disciplinary foundation of the field, and of applicable methods within the field, have advanced knowledge of specific issues and general knowledge of current research issues.

##### *Competence and Skills*

In order to obtain a bachelor's degree the student shall

- demonstrate the ability to search, collect, evaluate and critically interpret relevant information in a problem definition and be able to discuss events, issues and

- situations,
- demonstrate the ability to independently identify, define and solve problems, and to perform tasks in a timely manner,
  - demonstrate the ability to orally as well as in writing present and discuss information, problems and solutions in dialogue with various groups, and
  - demonstrate the skills required to work independently within the field of study.

### *Judgement and Approach*

In order to obtain a bachelor's degree the student shall

- demonstrate the ability to in the main field of study make assessments based on relevant scientific, social and ethical aspects,
- demonstrate an understanding of the role of knowledge in society and the human responsibility for how it is used, and
- demonstrate the ability to identify their individual need for further knowledge and to enhance their competence.

### Content

There is a programme coordinator appointed who holds the overall responsibility for the programme.

### **Programme Overview**

The programme consists of a single basic study block comprising 60 credits and a part with specialisation in one of the following main fields of study; legal science, education, psychology or sociology comprising 90 credits with progressive specialisation and an additional 30 credits outside the chosen main field of study.

Instead of the established specialisations, students may choose to conduct specialised studies in another main field of study relevant to the programme and within which third-cycle education is provided.

During the sixth semester which is an optional semester, students may in consultation with the programme coordinator choose to study a reading course, freestanding courses, nationally or internationally, equivalent to 30 credits relevant to the field of study. The programme is mainly given in Swedish.

### **Programme Courses**

#### **Year 1**

Semester 1: Basic study block

Organisation, leadership and development, 9 credits, G1N

The aim of the course is to provide an introduction to the programme and university studies in general and information on what it can mean to work with personnel/HR issues and basic organisational theory. Subjects discussed are for instance leadership, organisational and competence development, ethics and diversity issues. Aspects of change are also studied, on the basis of the individual, group, organisational and societal perspectives.

Introduction to Behavioural Science, 15 credits, G1N

The aim of the course is to provide knowledge of the relation and interaction between individuals, groups, organisations and society as well as knowledge of psychosocial issues. The course contains and discusses elementary scientific theory, basic theoretical knowledge of psychology, sociology, social psychology and education. The course will also develop the student's ability to at a basic level, analyse and understand various problems that may exist in the working life.

Economics and Political Science, 6 credits, G1N

The aim of the course is to provide basic knowledge of the economy, organisation and instruments of society. Aspects discussed are public administration, business and labour market organisations, socio-economic grounds, and the growth and functioning of the labour market.

Semester 2: The basic block

Basic Labour Law, 15 credits, G1N\*

The aim of the course is to provide an introduction to the legal system, sources of law and legal method with a focus on the working life. The course deals with the interaction between labour 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.

Business Administration and Human Resource Accounting, 15 credits, G1N

The course aims to provide an understanding of the business economic vocabulary of concepts and how economic thinking can be used within human resource management. The course covers basic models in accounting, budgeting, fundamental personnel statistics, assessment of the costs of sickness absence, occupational injuries, employee turnover, and the development and settlement of personnel. The course also discusses the role of accounting in financial management and in the design of attractive workplaces.

## **Year 2**

Semester 3-5

The specialised studies involve progressive specialisation in one of the main fields of study legal science, education, psychology or sociology at the level of 1-90 credits, for which the students in the programme have a guaranteed place. For a more detailed description of the courses in the main fields of study, see the specific course syllabuses.

After having completed the basic study block, instead of the regular alternatives in the specialisation part, students may choose to conduct specialised studies during semester 3-5 in another main field of study relevant to the programme. The following applies:

- The main field of study is chosen among the announced freestanding courses and admission is granted as far as places admit. The main field of study shall be relevant to the general orientation of the programme.
- The studies shall lead to at least 90 credits with a progressive specialisation in a main field of study.
- The subject studies shall include an independent project (Bachelor's essay) comprising at least 15 credits.
- A study plan for the main field of study shall be developed in consultation with the programme coordinator.

Semester 3: Specialisation

Commercial Law I, (legal science), 15 credits, G1N\*

The aim of the course is to provide a general introduction to the Swedish legal system, an overview of the basic legal method and basic EU law. The course discusses contract law, purchasing and procurement law, property law, debtor-creditor law including insolvency law, law of damages, labour law, corporate law and family law. The course also provides a guide in information retrieval concerning legal sources.

Labour law, Intermediate Course, 15 credits G1F\*

The aim of the course is to provide knowledge of methods of labour law, and advanced knowledge of the provisions of labour law. The legal method focusing on the legal basis of labour law is discussed, as well as issues concerning the balance between working life and family life. Furthermore, issues such as employee loyalty and the work environment as well as social insurance are also discussed. The course also discusses issues on conflict resolution in the working life concerning labour law disputes, information retrieval of legal sources and practical application of law in the form of role play and exercises in negotiation.

*or*

Pedagogy in education, working life and informal learning I, 30 credits, G1N\*

The overall aim is to give a broad introduction to the field of pedagogy with a special focus on learning and educational planning in the working life. The course offers a varied learning environment where the students can gain experiences that provide the basic skills required in order to be able to handle areas that concern human resource management and development and adult learning. Here are treated the growth of educational science, the contemporary educational theory, and pedagogy as a science and practice. The course ends with an element of practical planning for an educational situation.

*or*

Psychology I, 30 credits, G1N\*

The course aims to give a broad introduction to psychology, its different areas and specialisations, research methodology and a basic orientation in terms of key psychological theories and concepts. The course covers the history of modern psychology, contemporary areas of application, key areas of psychology, theories, concepts and methods. The main fields of study in the course are for instance developmental and cognitive psychology including neuroscience, and social psychology.

*or*

Sociology I, 30 credits, G1N\*

The course aims to provide an introduction to sociology as a science, its distinctive nature and growth. Discussions are held on how the everyday interaction between people look like based on different dimensions such as gender, social class, ethnicity and age. An initial orientation in the theory of science and research design is also included. The course is concluded with a review of modern and current research domains within the field of sociology and their applications.

*or*

Studies in another main field of study (only main fields for which qualification can be awarded at LNU may be considered), 30 credits\*

#### Semester 4: Specialisation

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 covers the content of the European legal regulations concerning legal acts such as supranational and intergovernmental institutions.

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

The course consists of advanced studies in legal science and advanced discussions are held within the scope of theory of legal science. The aim of the course is to provide an advanced understanding of methodological perspectives and apply these in different research contexts. The course prepares the students for the coming degree project and develops their critical thinking in difficult issues on labour law.

*or*

Pedagogy in education, working life and informal learning II, 30 credits, G1F\*

The aim of the course is that students shall gain an advanced and practically oriented understanding of pedagogical processes in different contexts, with the emphasis on working life and organisations. Themes such as competence and competence assessment, change management and leadership are discussed. Basic knowledge of the theory of science and research methodology is also provided and the course is concluded with an independent project in the form of a research overview.

*or*

Psychology II, 30 credits, G1F\*

The course aims to provide knowledge of central theories of personality development and personality structure, a broad understanding of management and interaction between people. Furthermore, the course addresses different perspectives on health and health-related behaviors, and knowledge of the theory of science, research ethics, research methods and statistics. The course is concluded by the students conducting an empirical study in small groups.

*or*

Sociology II, 30 credits, G1F\*

The aim of the course is to provide a deeper understanding of classical and contemporary sociological theories and concepts, and that students shall develop basic skills in theorization. Basic knowledge of qualitative and quantitative methods and practical methodological skills in sociological analysis are also provided. The ethical conditions of the research process are discussed and the course is concluded with the students conducting a well defined sociological study presented in the form of a thesis.

*or*

Studies in another main field of study (only main fields for which qualification can be awarded at LNU may be considered), 30 credits\*

### Year 3

Semester 5: Specialisation

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

The aim of the course is to develop the ability to ask the right scientific questions within the research field in Europe in terms of trade and/or working life. The course involves advanced studies in European, Commercial or Labour law where the student completes the course by writing a degree project.

Human Resource Management and Development in Labour Law, G2F\* or freestanding course, 15 credits

*or*

Pedagogy in education, working life and informal learning III, 30 credits, G2E\*

The course aims to provide knowledge of educational research, and provides the basic knowledge needed to independently identify and conduct research into educational processes relevant to today's working life. The student is trained in identifying and critically examining educational research into adult learning in and outside of the working life. The course also enhances the knowledge of how to independently plan and carry out a degree project.

*or*

Psychology III, general or organizational, including independent project, 30 credits, G2E\*

The course aims to provide advanced knowledge of research into the field of psychology and general psychology as well as occupational psychology. Theory of science, research methodology and statistics are processed and the course ends with a written degree project in the field of for instance personality, social psychology, health or occupational psychology.

*or*

Sociology III, 30 credits, G2E\*

The course aims to enhance the students' knowledge of sociological research and the traditions within the field of sociology in terms of theories and methods. The course discusses the skills required to take on more advanced sociological literature and to independently be able to conduct theoretically and methodologically informed sociological studies. Major emphasis is placed on developing the knowledge of sociological analysis. The second part of the course is devoted to writing a degree project.

*or*

Studies in another main field of study (only main fields for which qualification can be awarded at LNU may be considered), 30 credits\*

Semester 6:

Optional course/-s, 30 credits at a higher education institution in Sweden or abroad

or

Reading course, Human Resource Management and Development, 30 credits, G2F

\* = course in a main field of study

This is a first-cycle study programme which is given on campus as full-time studies, the language of instruction is Swedish.

### **Societal relevance**

During the first two semesters, students have contact with a mentoring company. The training involves working life representatives as guest speakers. Students also have the opportunity to choose work based learning during the sixth semester and shall in this case arrange their job training themselves. For the job training, a contract is signed between the three parties involved; the student, the organisation concerned and Linnaeus University, where it shall be clear what is expected of the parties concerned. Any additional costs that may arise in connection with the job training are paid for by the students themselves.

### **Internationalisation**

The programme applies a comparative perspective, nationally as well as internationally, to working life in a broad sense and to human resource management in particular. Visiting lecturers from other countries may be hired and literature in English and Danish may be used in the programme.

Studies at a university abroad may be conducted and credited after the basic study block is completed, semester 1-2. This may be approved provided that the student is admitted as an exchange student in accordance with the practice in force. Studies abroad shall be planned in consultation with the programme coordinator and the coordinator responsible for the main field of study at Linnaeus University. A learning agreement must also be drawn up.

### **Perspectives in Education**

#### *Equal terms and sustainable development*

The training provides knowledge and application of legislation such as the discrimination act, the work environment act and other labour legislation relevant to sustainable development, gender and diversity. It also provides knowledge of sustainable organisations, sustainable leadership, sustainable employees, health and health promotion. It also provides tools for competence development and quality assurance activities in order to create a sustainable working life. The training provides further tools to analyse and evaluate efforts in the field.

#### *Broadened knowledge perspective and entrepreneurial approach*

The ideal of education permeates the entire programme, where the aim is for students to enhance their independent and critical thinking, in order to turn out students who have acquired analytical skills and the ability to adopt multiple perspectives in order to handle personnel and human resource issues in a more professional manner. This is complemented by an entrepreneurial approach where the students' curiosity and ability to identify and exploit opportunities and challenge deep-rooted ideas is stimulated. Furthermore, the study program also provides knowledge of what contributes to the ability to initiate and implement ideas in their own work.

## Quality Development

The structure and content of the programme are reviewed twice a year or when required, by the programme coordinator, the teachers and the students concerned. Written evaluations are continuously carried out after each completed module and the results are provided to the students concerned. At the end of each semester, a development meeting is held where the students, teachers and programme coordinator discuss the content of the modules on the basis of an educational perspective. The results are provided to all parties involved and serve as a basis for discussion for the coming development meetings. Compilations of the course and programme evaluations are filed by the department.

## Degree Certificate

After completed studies in accordance with the objectives specified in the System of Qualifications given in the Higher Education Ordinance and in the Linnaeus University Degree Ordinance, the student can apply for a degree certificate. Students who complete the Human Resource Management Programme, 180 credits, may obtain the following degree:

Bachelor of Science with specialisation in Human Resource Management.

Main field of studies: Legal Science/Education/ Psychology/ Sociology/ or another relevant subject area.

The degree certificate is written in Swedish and English. The degree certificate also comes with a Diploma Supplement (in English).

Courses previously given within the same programme code, SGPAL, may also be included in the degree and will then replace courses with equivalent content.

## Other Information

Some of the courses are held entirely or partly in English. Some of the modules in the programme are studied together with students from other courses/programmes, the courses may also be held in another order than given above.

There are specific entry requirements in force for the courses in the programme, which are specified in the respective course syllabus.