



## Programme syllabus

Faculty of Social Sciences

Personal och arbetsliv, 180 högskolepoäng

Human Resource Management Programme, 180 credits

### **Level**

First Level

### **Date of Ratification**

Approved by Faculty of Social Sciences 2009-09-15

Revised 2022-12-15

The programme syllabus is valid from autumn semester 2023

### **Prerequisites**

General entry requirements + Civics 1b alt. Civics 1a1 +1a2 and English 6.

## Description of Programme

The Human Resource Management Programme provides general and professional knowledge and proficiency essential for professional work within the field of human resources and working life, but also forms a basis for further professional development within the field. Particular emphasis is placed on organisational, leadership and development issues in relation to HR activities. The programme enhances the students' theoretical knowledge and analytical skills in order to provide the competence required to meet, understand and handle changes and challenges in the working life. The programme is intended for people who wish to work with HR issues in all sectors of society, i.e. in the public, private, as well as the non-profit sector.

## Objectives

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

#### *Knowledge and Understanding*

For a Degree of Bachelor, 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 certain parts of the field, and general knowledge of current research issues.

#### *Competence and Skills*

For a Degree of Bachelor, 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*

For a Degree of Bachelor, 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 individual's responsibility for how it is used, and
- demonstrate the ability to identify their individual need for further knowledge and to enhance their competence.

## **Content**

### **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; pedagogy, psychology, law 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, in consultation with the programme coordinator. The sixth semester is an optional semester and the student can choose to study the reading course Personnel and Competence Development or choose optional courses comprising 30 credits, relevant to the study programme content.

The programme is given at the first-cycle level and on full-time. It is held on campus and the language of instruction is Swedish.

### **Programme Courses**

\*=Course in the main field of study

#### **Year 1**

Semester 1: Basic study block

Introduction to Scientific Personnel Work, 7.5 credits, G1N

The aim of the course is to introduce human resource management as an approach, how the role as human resources specialist has developed over time in the modern working life, and how the HR function is organised in different activities. Basic knowledge of the field Human Resources (HR) in theory as well as in practice is also introduced.

Working Life and Organisation, 7.5 credits, G1N

The course aims to provide historical as well as contemporary knowledge of the function and organisation of the labour market and working life. Knowledge of how modern organisations function is also provided, illustrated by the use of perspectives and concepts of organisational theory, such as division of work, culture and structure. The course is also aimed at creating an understanding of the challenges in the working life, based on the practices and professional identity of the HR work.

Human Resource Management/Development, 7.5 credits, G1N

The aim of the course is to provide basic knowledge of Human Resource Management (HRM) and the main practices guiding the work in HR. During the course, different HR related issues, tasks and processes are discussed, related to the different models applied in the HR work, giving the students basic knowledge of the future profession.

Economics and Political Science, 7.5 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, focusing 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 in law, pedagogy, 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.

If the student chooses 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, 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 features and growth. Discussions are held on how 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, 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.

Theories and Methodology in Legal Science, 15 credits, G2F\*

The course consists of advanced studies in legal science and advanced discussions are held within the scope of theories 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 concerning complex 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 theorisation. 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 the working life of today. 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 Organisational, 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

*or*

Human Resource Management and Development, 30 credits, G2F

The overall aim of this profile course is for students to acquire advanced knowledge of Human Resource Management (HRM) as well as theoretical and practical knowledge of project management. The course is concluded with a placement period of ten weeks, to be arranged by the students themselves, or a project looking into different aspects of the HR work.

### **Societal relevance**

Research based knowledge of how people, organisations and institutions as well as how the labour market function is highly relevant to society and of major importance to people working within the field of human resources, not the least in order to create and maintain a functioning and sustainable working life. Relevant qualifications for the working life and work in human resources also concern the ability to by adopting a critical approach collect, systemise, analyse and communicate complex information in different working life contexts. In order to prepare the students for the coming professional life, they have contact with a mentoring company during the first two semesters. Students also have the opportunity to choose work based learning during the sixth semester and shall in this case arrange their job training themselves.

### **Internationalisation**

Students are in the programme being prepared for the possibility to work in a multicultural society and in a globalised world. Issues concerning ethnicity and

interculturalism as well as aspects of and how the labour market and working life function in Sweden and abroad are also discussed. International perspectives of the working life as well as the HR work are taken into account in the different programme courses and through the course literature. Studies at a university abroad may be conducted and credited during the final semester in the programme. 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.

### **Sustainable societal development**

The programme takes into account sustainable societal development based on social and economic perspectives, particularly focusing on enabling people to work throughout the entire working life. The provisions of labour law and the associated processes are emphasised in the programme. The programme also provides theoretical knowledge of legislation which for instance concern discrimination, work environment, equality and diversity. In order to prepare the students for the coming professional life, theoretical knowledge is also not the least applied in relation to the mentoring activities within the programme. The programme also provides knowledge of how a sustainable working life can be created, focusing particularly on the physical and psychosocial work environment. Moreover, research based knowledge of the role of the HR specialist is highlighted throughout the entire programme, to establish support in relation to leadership, sustainable organisations, employee sustainability, health and health promotional activities. Tools applied for competence development activities and quality management are also introduced, in order to create a sustainable working life.

### **Quality Development**

The programme has a programme coordinator and a programme council consisting of course coordinating teachers, career and study counsellors, one representative from the professional life and at least one student representative. The programme council is responsible for continuous monitoring of course syllabuses and development in consultation with the course coordinators. After each course, evaluations are conducted that are later discussed and followed up on at faculty staff meetings and in the programme council. Student participation and leverage takes place through written evaluations of each course and the programme.

### **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 may 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).

### **Other Information**

The main language of instruction is Swedish, but some elements of English may be included. 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. Students who choose to conduct work-based learning during the final semester enter into a contract drawn up between the three parties involved; the student, the organisation concerned and Linnaeus University, in which it is stipulated the expectations on each party. Any additional costs that may arise in connection with the placement are paid for by the students themselves.

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