



HÖGSKOLAN I GÄVLE

PROGRAMME SYLLABUS

FIRST CYCLE

Human Resources and Labour Relations
Programme

Programme Code: SGPAK

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Programme Syllabus

**Human Resources and Labour Relations
Programme**

(Personal- och arbetslivsprogrammet)

This programme syllabus applies to students admitted to the autumn semester of 2009 or later.

HUMAN RESOURCES AND LABOUR RELATIONS PROGRAMME at Högskolan i Gävle

1 General Arrangement

The programme includes 180 HE credits and is carried out as full-time studies. It is a social-science education resulting in a Bachelor of Arts with psychology as the main subject, and is preparatory for working in human resources.

The programme includes six different main themes, which reflect organisations and the working life in various ways.

2 Expected Learning Outcomes

2.1 Expected Learning Outcomes According to the Higher Education Act¹

First-cycle studies should essentially expand upon the knowledge acquired by pupils in national or specially designed programmes in upper-secondary school, or equivalent knowledge. However, the government may make exemptions concerning programmes in fine, applied and performing arts.

First-cycle studies should develop the students

- ability to make independent and critical assessments,
- ability to independently discern, formulate and solve problems, and
- readiness to address changes in the working life.

Within the field of the education and in addition to knowledge and skills, the students should develop the ability to

- search and evaluate knowledge on an academic level,
- follow the knowledge development, and
- exchange knowledge also with individuals without expertise in the area.

2.2 Expected Learning Outcomes According to the Higher Education Ordinance, Appendix 2

Knowledge and Understanding

For a bachelor's degree, the student should

- demonstrate knowledge and understanding of the main field of study of the education, including knowledge of the disciplinary foundation of the field, knowledge of applicable methods in the area, specialisation in some part of the field and orientation in current research.

Skills and Abilities

For a bachelor's degree, the student should

- demonstrate the ability to search, collect, evaluate and critically interpret relevant information in a problem, and to discuss phenomena, issues and situations,
- demonstrate the ability to independently identify, formulate and solve problems and to carry out assignments within given periods of time,
- demonstrate the ability to account for and discuss information, problems and solutions in dialogue with different groups, orally and in writing, and
- demonstrate the skills required to work independently within the field of the education.

¹ SFS 1992:1434

Judgement and Approach

For a bachelor's degree, the student should

- demonstrate the ability to make assessments with consideration to relevant scientific, social and ethical aspects, within the programme's main field of study
- demonstrate an understanding of the role of knowledge in society and of people's responsibility for how it is used, and
- demonstrate the ability to identify the own need of additional knowledge and to develop the own skills.

2.3 Programme-specific Expected Learning Outcomes

In addition to the above general expected learning outcomes, the following programme-specific learning outcomes apply in order to receive a higher education qualification with a specialisation in human resources and labour relations at Högskolan i Gävle. The student should be able to:

- compare and analyse different theoretical perspectives in the field of human resources and labour relations.
- use the knowledge and skills required to work independently and professionally in the field of human resources and labour relations.
- account for the importance of diversity questions for organisation and staff development.
- communicate with individuals and actors on different levels in the organisation.
- evaluate the conditions for an individual to find a place in a given group/organisation

3 Description of the Programme

The Human Resources and Labour Relations Programme includes six different themes in the subjects of psychology, sociology, public health, political science, business administration and law. A progression in the subject of psychology occurs through an advanced study of the course contents, where the difficulty level gradually increases, and a higher degree of independence for the student in knowledge acquisition. In the first theme, the specialisation is connected to the individual perspective to provide advanced knowledge of different organisational processes in theme 3. In theme 4, advanced knowledge of the relationship between the physical, psychological and social environment of the workplace and the individual's health is provided. The education ends with a workplace analysis and an independent degree project in the subject of psychology in theme 6. In themes 2 and 5, the basics of law, business administration and political science, with a workplace-orientation, are covered.

3.1 Arrangement of the Programme

The programme provides broad skills in social studies and advanced skills in the area of psychology, with a specialisation in human resources and labour relations. The education consists of six themes, of about 30 HE credits in each theme. The contents of each theme are described below. The expected learning outcomes for each theme/module are described in the course syllabi.

Theme 1. Basic Psychology with Working Life Profile

The Individual and Organisation

This part begins with a course introduction, with the purpose of introducing the education, current vocational branches/professional roles and an overview of the different specialisations in human resources. The purpose of the course is to provide knowledge of theories of the individual in psychology with a connection to human resources and labour relations. It covers basic psychological theories in the broad research field of psychology, such as cognition, perception, emotion, motivation, decision making and learning, applied on the working life and organisation.

Methods in Behavioural Sciences and Scientific Orientation

This course gives an introduction to central scientific orientations and concepts in behavioural sciences research, and an introduction to how different research processes may be carried out and reported.

Differential Psychology

In the course, the students should acquire knowledge of similarities and differences between people, groups and how one person has different characteristics and abilities which may vary over time. Introduction to test theory and selection are also covered in the course.

Theme 2. Law and Business Administration with Working Life Profile

Law in Human Resources

In the course, the students should acquire knowledge of the function of rules in society, and legal methodology. The course begins with an introduction to general jurisprudence, legal methodology and general contract law. Within labour law, the history of labour law, the collective labour law, included in and separated from employment contracts, the employer's management rights and the employee's right of co-determination. Working environment, anti-discrimination laws, legislation concerning working time and vacation are also covered.

Business Administration and Human Resource Accounting

The course deals with basic concepts and models within financial control. Central parts are accounting, budgeting and calculation. The course gives a basic ability in practically applying methods and models for financial control, and an understanding of its importance in operations and a basic understanding

of how different methods can be used. Further, basic methods of investment appraisal are also included. The student is also trained in applying a critical approach to the models of management control that are dealt with during the course. Further, fundamental approaches within financial control are problematised, with specific connection to human resources issues. The course deals with views on human resource cost and accounting, and brings up ways to theoretically and practically discuss investments in staff through recruitment, education, investments in well-being etc. Concepts such as human capital, intellectual capital and human resource accounting are discussed.

Theme 3. Organisational Processes

Work and Organisational Psychology

The aim of the course is to increase the knowledge of different control, coordination and social processes in organisations. Application fields such as attitudes and values in the organisation, and communication and management aspects will be discussed. In the course, the students will plan, carry out and report an organisation-psychological study

Sociology Oriented towards the Working Life

The course covers sociological perspectives on the nature of society, and its importance for humans as social individuals. In the course, the students acquire knowledge of sociological analysis of society, the Swedish labour market and the areas of the working life, organisational theories and diversity, power and management.

Theme 4. Working Environment and Health

Public Health and Working Life

In this module, the student will acquire knowledge of health concepts, determinants of health, the health state internationally and nationally, and the public health actors. An additional target is that the student should be able to apply this knowledge through a health project in the working life.

The Physical and Psychosocial Environment of the Workplace

In the module, the student should acquire advanced knowledge of the relationship between the physical, psychological and social environment of the workplace and the individual's health and well-being. The course also includes studies of stress and repetitive strain injuries and measures for eliminating workplace problems.

Theme 5. Political Science with Working Life Profile

Public Administration

The course intends to provide basic knowledge of the central role of administration in the democratic political system, and the role of the labour market organisations and their relation to the state and society. As a result of

the Swedish membership in the EU, the institutional structure of the EU is also in focus. The course covers the organisation and political importance of public administration on state, regional and municipal level, and administration policy issues regarding control and decision-making processes, implementation and evaluation. Furthermore, the position of the public official, possibilities to influence and terms of employment are studied. The importance of the interest groups on the labour market for society and the institutional influence of the EU are also covered.

Theme 6. Practical Applications of HR Knowledge

Methods in Behavioural Science and Working Life

This module prepares the students for research and an independent degree project with a specialisation in human resources and labour relations. In the module, the student will acquire advanced knowledge of academic approach, academic methodology, statistical processing and analysis. This course assumes that the student has completed methods in behavioural sciences and scientific orientation.

The Contents of Human Resources

In the course, the student will acquire knowledge of models and theories regarding assessment of skills, human resource development and recruitment. The course covers strategies for resource and competence maintenance, behavioural sciences perspectives on selection and the recruitment process. The course should give the student the opportunity to develop and apply studies of the contents and methods of human resource work in an organisation. In the course, the student carries out a project, which is reported to the employer and the higher education institution.

Degree Project

In the degree project, the student is given the opportunity to actively examine and process central problems/issues in human resources and labour relations, and knowledge of critical review and assessment of scientific work in the disciplinary domain.

3.2 Teaching and Examination

3.2.1 Educational Model

A work-integrated learning dominates the education with examination assignments in each theme, where theory and practice are integrated. The education should also teach the student a scientific approach, which implies being able to read, understand and critically review scholarly work. The education should train the student's proficiencies in written and oral presentation, through varied examination formats. Part of the literature is in English, which means that the linguistic proficiency is also practised. The teaching is given as lectures, discussions, seminars, literature studies and different forms of group and thesis work.

3.2.2 Project Groups

The students are divided into project groups at the beginning of the education. The aim of the project groups is both to carry out examination assignments on different project companies and organisations with the project group, and to analyse the own role and the development of the group. The target is that each project group should be linked to an organisation and have continuous contact with the project organisation in order to connect the contents of the education to practical activities.

3. 2.3 Examination

The education aims at a diversity of examination formats. Examination occurs in each course and may be individual and/or in groups. However, examination is always an individual review of the student's completion of the expected learning outcomes of the course. The examination format is adjusted to the expected learning outcomes of the course, such as written examinations, take-home examination, seminars, essays, project work.

3. 3 Student Influence

There is a student council linked to the programme, with representatives from each year. The council has regular meetings with the faculty programme director. The council also functions as an evaluation group, and in addition to the student representatives, it consists of the faculty programme director, course coordinator and examiner. The student council is advisory, and the faculty programme director is the chairman. There is also a council for educational affairs linked to the programme, which consists of representatives from the working life, teachers, students and the faculty programme director. The council for educational affairs is also advisory, and the faculty programme director functions as the chairman.

3. 4 Internationalisation

At Högskolan i Gävle, there are good opportunities for locating parts of the studies abroad and to transfer these credits. This should take place in consultation with the faculty programme director. Those who want to carry out a part of the education abroad may apply for this at the International Office, which coordinates the internationalisation activities of the higher education institution.

3. 5 Sustainable Development

Sustainable development means to promote health and a good environment according to the needs of present and future generations. The programme focusses on knowledge of the relationship between the conditions and health of the working life, with the purpose of influencing and changing the well-being in the working life and to raise awareness of the importance of the physical, social and psychological working environment for the health of the own and future generations.

4 Courses in the Programme

Theme 1. Psychology with Working Life Profile (30 HE credits) (Psykologins Grunder med Arbetslivsprofil, 30 hp)

Period	Course Name	HE credits	Level	Main Field of Study
1:1	The Individual and Organisation	15	F	Psychology
1:2	Methods in Behavioural Sciences and Scientific Orientation	7.5	F	Psychology
1:2	Differential Psychology	7.5	F	Psychology

Theme 2. Law and Business Economics with Working Life Profile (30 HE credits) (Juridik och Företagsekonomi med Arbetslivsprofil, 30 hp)

Period	Course Name	HE credits	Level	Main Field of Study
1:3	Labour Law in Human Resources	15	F	Law
1:4	Business Administration and Human Resource Accounting	15	F	Business Administration

Theme 3. Organizational Processes (30 HE credits) (Organisationsprocesser, 30 hp)

Period	Course Name	HE credits	Level	Main Field of Study
2:1	Work and Organisational Psychology	15	F	Psychology
2:2	Sociology Oriented towards the Working Life	15	F	Sociology

Theme 4. Work Environment and Health (30 HE credits) (Arbetsmiljö och Hälsa, 30 hp)

Period	Course Name	HE credits	Level	Main Field of Study
2:3	Public Health and Working Life	15	F	Public Health
2:4	The Physical and Psychosocial Environment of	15	F	Psychology

the Workplace

**Theme 5. Political Science with Working Life Profile (15 HE credits)
(Statvetenskap med Arbetslivsprofil, 15 hp)**

Period	Course Name	HE credits	Level	Main Field of Study
3:1	Public Administration	15	F	Political Science

**Theme 6. Practical Applications of HR Knowledge (45 HE credits)
(Personalvetenskapliga Tillämpningsarbeten, 45 hp)**

Period	Course Name	HE credits	Level	Main Field of Study
3:2	Methods in Behavioural Science and Working Life	15	F	Psychology
3:3	The Contents of Human Resources	15	F	Psychology
3:4	Degree Project	15	F	Psychology

5 Entry Requirements

Qualified for admission to the Human Resources and Labour Relations Programme are those who fulfil the general entry requirements for higher education first-cycle studies according to the Higher Education Ordinance, and specific entry requirements 5, i.e. the following specific entry requirements:

Subject	Course
Mathematics	B
Social Studies A	

The grade for each of the above subjects must be at least Pass.

6 Grades

Grades are given for courses included in the programme, according to the current course syllabus.

7 Examination Regulations

7.1 Title of Qualification and Degree Certificates

Students who have successfully completed the programme of 180 HE credits may apply for a certificate for Bachelor of Science in Human Resource Management and Labour Relations.

7.2 Qualification Criteria

A bachelor's degree is achieved when the student has successfully completed required courses of 180 HE credits, including at least 90 HE credits in a progressive specialisation in the main field of study of psychology.

For a bachelor's degree, the student must have successfully completed an individual assignment (degree project) of at least 15 HE credits in the main field of study, within the framework of the required courses.

8 Further Instructions

8.1 Approved Leave from Studies

After initiated programme studies, the student may be granted approved leave from studies for one or two semesters at a time. Approved leave from studies means that the student has guaranteed admission when he or she decides to continue to study on the programme. The study guide decides about approved leave from studies.