

Professional Studies Program

Bachelors of Business Management Degree

Human Resource Management

Professional Degree Program of the University of Papua New Guinea and facilitated by PNG Human Resource Institute

Introduction

Human Resource Management Strand of the School of Business Administration, University of Papua New Guinea through an agreement with PNGHRI is offering a Bachelor's Degree for HRM Professionals for the year 2017 academic year. This course is provided after hours, only in Port Moresby

Admission Requirement

Participants must have completed the related bridging courses HR Level 1 & 2 Certificate courses or other approved Diploma courses recognized by PNGHRI. Applicants must have a minimum of five years' experience in Human Resource Management, Training, Education, Administration and related areas at a senior and supervisory level.

Minimum educational qualifications required are those with Grade 10 education must have at least 10 years of professional experience while applicants with grade 12 education must have 5 years' experience.

Course Duration

Minimum duration for completion of the program is two years and the maximum period is four years. The program will start from February 2017

Course Venue and Timetable

This program follows the normal UPNG calendar with 13 weeks of schooling per semester with one week study break and end of semester exams. It is compulsory in this program that students will have to take two Lahara courses at the end of each year. The Lahara course will take a total of 6 weeks to complete

Classes are conducted after hours from 4:00pm – 7:00pm from Monday to Thursday at the PNGHRI campus. Classes are conducted by UPNG appointed and accredited academics. Printing, photocopying and binding services are provided at the campus including tea/coffee in the evening. However, transportation is provided by the student themselves.

Total Credit Points

Total eligible credit points required to graduate under this program is 60. These credit points will all come from the core courses. Each course has 3 credit points and student will be taking a total of 20 courses throughout the program duration. The courses are structured below

<i>Year One:</i>	CP
Semester 1 = 4 x courses	12
Semester 2 = 4 x courses	12
Lahara = 2 courses	06
Total credit points for Year 1:	30
<i>Year Two:</i>	
Semester 1 = 4 x courses	12
Semester 2 = 4 x courses	12
Lahara = 2 courses	06
Total credit points for Year 2:	30
TOTAL Credit Points:	60

Lahara courses are compulsory and all students will have to take it to fully complete the program

Expression of Interest and Due Date

The interested and qualified applicants should contact the PNG Human Resource Institute on the contact details provided below. Applications close **Friday 29th July 2016**. Please attach your CV with photocopies of your awards and certificates with the application form. Please collect your application form from PNGHRI office.

All eligible applicants will have to pay a non-refundable **Application fee of K100.00** to PNGHRI office. Payments can be done in cash or deposit to our account (*details provided below*).

Declaration of Compliance by BBM professional - studies students

- I will observe the professional and ethical standards of the University of Papua New Guinea bylaws and Papua New Guinea Human Resource Institute code of ethics at all times.
- I will observe the laws of the country and all necessary authorities and regulators as and when necessary and applicable in any given situations.
- I will observe the requirement for advance payment of my course fees and any failure to pay may result in immediate suspension of my studies.
- I will undertake to meet all assessment requirements of the course and understand that failure to complete and submit on time may result in suspension of my studies.
- Failure to attend classes without notice is a breach and may subject me to suspension of my studies.
- I understand that all fees paid to PNGHRI are non-refundable if I do not withdraw within the third week of course commencement.
- I undertake to be sober and will not consume illicit drugs nor alcohol during classes or consume beetle-nut while in class or while on transit or while on travel related to studies
- I undertake not to be involved in illicit and amorous relationships with other students or PNGHRI staff or lecturers during study or within the UPNG and PNGHRI premises.
- I will attire in a decent, professional and respectable manner at all times while.
- Must not engage in thievery nor any illegal or illicit behaviors at any time while on related course activities

School Fees

The total school fees since 2014 were K14, 000.00 per student to complete the program (K7, 000.00 per year). Note that this figure will change from time to time depending on the UPNG amendments to its fees. Your school fees have to be paid to PNGHRI account if you wish to do this program under the professional studies mode arrangement.

PNGHRI Accounts Details

Bank:	Bank South Pacific Limited
Branch:	Waigani
Account Name:	PNG Human Resource Institute
Account No.:	1000584131

Course outline

Year 1

- *Principles of Human Resource Management*
- *Introduction to Psychology*
- *Introduction to Industrial Relations*
- *Accounting 1*
- *Human Resource Economics*
- *Performance Management*
- *Human Behavior in Organization*
- *Occupational Health & Safety*

LAHARA

- *Business Research*
- *Business Information System*

Year 2

- *Strategic Management*
- *Elements of Business Finance*
- *Human Resource & Organizational Development*
- *Compensation Management*
- *Employment Management*
- *Global Human Resource*
- *Contemporary Issues in HRM*
- *Employments Contracts, Conflicts & Resolutions*

LAHARA

- *Strategic Human Resource Management*
- *Human Resource Assessing & Testing*

PNG Human Resource Institute is committed to integral people development and professional excellence and sustainable national development through organizational excellence since 1973



For more information, please contact PNGHRI office on **Tel:** (675) 323 5022 or 344 3144 **Fax:** (675) 323 5344 **Email:** dannfrancis@gmail.com.
Postal: P O Box 2035 PORT MORESBY, 121. NCD, Papua New Guinea. **Street Address:** Level 2 IEPNG Haus, Section 56 Allotment 10. Mabi Street, Spring Garden Road, Gordon's Industrial Area, between Carpenters Hardware and SP Brewery • www.pnghri.org.pg



Papua New Guinea Human Resource Institute

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Ph: 323 5022 or 344 3144 or 3235304 or Fax: 323 5344 or via the following email addresses: dannfrancis@gmail.com or salome.walo@gmail.com

Bachelors of Business Management Degree Majoring in Human Resource Management

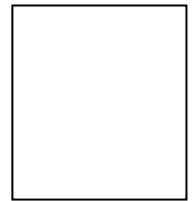
2017 APPLICATION FOR ENROLMENT FORM

Date applied:		Date Received:	
First name:		Surname:	
Postal Address:			
Residential Address:		Province:	
Email Address:		Fax no.	
Land Line:		Mobile phone:	
Educational Qualifications:	Name of Institution	Level	Achievements
	1.		
	2.		
	3.		
	4.		
Other Qualifications:	Name of Institution	Level	Achievements
	1.		
	2.		
	3.		
	4.		
Work Experience:	Name of Organization	Year	Position
	1.		
	2.		
	3.		
	4.		
Please include the following with your applications			
Item	Description		
1. Non-refundable Application fee of K100.00			
2. Attach CV			
3. Attach copies of awards and certificates			
4. Employment reference letters			
Applicants Signature:		Date	
Witness Signature:		Relationship	
		Mobile no.	

NB: You have to complete both forms and return to PNGHRI office with a K100 application fee. PNGHRI will facilitate through your application to UPNG. Selection and offer will be awarded by UPNG and advised candidates individually. After completing the program, you will be graduating at UPNG graduation and be awarded UPNG degree.



THE UNIVERSITY OF PAPUA NEW GUINEA
APPLICATION FORM
APPLICATION FOR NEW ADMISSION T [] Re-enrolment []
INTO
UNDERGRADUATE, / DIPLOMA AND DEGREE PROGRAMS



**APPLICATION FOR SEMESTER 1 & 2, 2017 WILL CLOSE
ON 29/07/2016**

Before completing this form please read carefully the Conditions of Application.

CONDITIONS OF APPLICATION:-

1. This form must be completed and returned to Academic & Student Administration Division of the UPNG no later than 29th July 2016
3. Photocopies of certified Transcripts of Results and Certificates of Educational Qualifications must accompany the Application. Do not send the original documents.
4. A Passport Size Photograph must be affixed on the top right hand corner of this page.
5. An Application Fee of K20.00 must be paid into, (UPNG General Account) in any BSP Branch and the **Account Number** held at the **Waigani Branch is: 202 – 1000583572**. Attach the receipt to the application form before submitting.
6. If the application is incomplete, it will be rejected.

After this form is completed it should be returned to:

The Senior Assistant Registrar (Enrolments)
University of Papua New Guinea
P.O. Box 320
University
National Capital District 134
Telephone Contact: 3267604/Facsimile: 3267187

SECTION 1: PERSONAL DETAILS

Name: (Please Print Clearly)

Surname: _____ First Name _____

Middle Name: _____ Gender: Male: () Female: ()

Date of Birth: _____ Place Of Birth: _____

Marital Status: _____

By Birth

District: _____ Province: _____

Nationality: _____

By Residence:

District: _____ Province: _____

Nationality: _____

Please Indicate the School type of enrolment and study and mode (Mark 'X')

School	Re-Enrolment	New Enrolment	Full-Time	Part-Time	External (Open College)
Business and Public Policy					
Law					
Humanities and Social Sciences					
Medicine & Health Sciences					
Natural & Physical Sciences					

SECTION 2: POSTAL ADDRESS:

Address for Correspondence:
(including phone number and email address)

Permanent Address:

SECTION 3: EDUCATIONAL HISTORY

(a) Provincial High School : (Grade 10 or Equivalent)

Name of School or Institution: _____

Postal Address: _____

Year Attended _____ to _____

(b) Secondary High School: (Grade 12 or Equivalent) (Attach copy of the Grade-12 Certificate)

Name of School: _____

Postal Address: _____

Year Attended: _____ to _____

(c) If you have enrolled for any program in the past or currently undergoing any program at University of Papua New Guinea, please provide details:

Program : _____ Your ID No: _____

Whether currently undergoing: Yes / No If completed, year of graduation: _____

If not completed, indicate reason(s): Withdrawn / Excluded for academic / disciplinary reason/ Others; _____

SECTION 4: PROGRAM PREFERENCES

In which program do you want to be enrolled? Indicate your order of preferences by numbering (1, 2 & 3) as well as indicating with a tick the mode of study either internal or external where appropriate. (If you are not

accepted for your first preference, you may be considered for your second or third preferences depending on the availability of space.)

SCHOOL OF BUSINESS AND PUBLIC POLICY

- [] **BM Foundation Year:** Internal [] External [] Both Internal & External []
- [] **Bachelor of Accounting:** Internal [] External [] Both Internal & External [] Re-enrolment []
- [] **Bachelor of Public Finance and Accounting*:** Internal [] Re-enrolment []
- [] **Bachelor of Business and Management:** Internal Re-enrolment [] External Re-enrolment []
- [] **BBM (Professional Studies)** -Candidates with work experiences alone can apply. Please check eligibility conditions before you apply:
 - **BBM (Human Resource Management)** Internal [] External () Re-enrolment []
 - **BBM (Public Policy Management)** Internal [] External () Re-enrolment []
- [] **Diploma in Accounting** :** Re-enrolment -Internal [] **New / Re-enrolment** -External []
- [] **Diploma in Business and Management:** Re-enrolment []

Note *: Bachelor of Public Finance and Accounting is open for those who are working at Government Departments and all the applications should be routed through Department of Finance of Government of Papua New Guinea. The University of Papua New will not accept any application directly for the program of Bachelor of Public Finance and Accounting.

Note **: In the case of Diploma in Accounting those who are applying for re-enrolment or those who have already completed a degree program at SBPP, but wish to enroll into the D.Acc afresh, alone will be considered. Those who have completed a program at UPNG or any other tertiary institution, but wish to enroll into D.Acc, will be considered only under external mode. All the those who are applying for the first time into any program of SBPP will apply for BM Foundation Year.

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Degree Programs

- [] **Bachelor of Arts – Internal [] - External []**
 - Anthropology & Sociology ()
 - Creative Arts [Art & Design () Music () Theatre Arts ()]
 - English Communication ()
 - Gender Studies ()
 - History, ()
 - Information & Communication Science ()
 - Journalism/Media Studies ()
 - Linguistics & Modern Languages ()
 - Literature ()
 - Philosophy ()
 - Political Science ()
 - Psychology ()
 - Population Studies (Demography) and Geography (ESG) ()
 - Social Work ()
- [] **Bachelor of Arts (Professional Studies in Education)- Only primary school teachers [External only] ()**
- [] **Bachelor of Arts (Professional Studies) -Only candidates with work experiences can apply**
 - Information and Communication Science ()
 - Journalism & Public Relations ()
 - Social work ()

Diploma Programs

- [] **Diploma in Language & Communication**

SCHOOL OF LAW

- [] **Bachelor of Laws: Full Time [] Part time [] Re-enrolment []**
- [] **Diploma in Law: Full Time [] Part time [] Re-enrolment []**

SCHOOL OF MEDICINE & HEALTH SCIENCES

Degrees Programs

- Bachelor of Medicine, Bachelor of Surgery: Enrolment* *Re-enrolment*
(Please note that only SFY and graduate students are eligible to apply for this program)
- Bachelor of Medical Sciences Enrolment:* *Re-enrolment*
(Please note that only the current third year Medical Students are eligible to apply for this program)
- Bachelor of Medical Laboratory Sciences Enrolment:* *Re-enrolment*
- Bachelor of Medical Imaging Science Enrolment:* *Re-enrolment*
- Bachelor of Pharmacy Enrolment:* *Re-enrolment*
(Please note that only SFY and graduate students are eligible to apply for this program)
- Bachelor of Clinical Nursing Enrolment:* *Re-enrolment*
(If you choose this program, you must select the program you would like to specialize in by ticking the appropriate box below. Please note only registered graduate nurse with minimum of 5 years' experience is eligible to apply)
- *Acute Care*
 - *Mental Health*
 - *Midwifery*
 - *Child Health*
- Bachelor of Nursing (General) Enrolment* *Re-enrolment*
(If you choose this program, you must select the program you would like to specialize in by ticking the appropriate box below. Please note only graduate registered nurse with minimum of 5 years' experience is eligible to apply)
- *Administration/Education*
 - *Community Health*
- Bachelor of Oral Health/Bachelor of Dental Surgery Enrolment* *Re-enrolment*
(Please note that only SFY and graduate students are eligible to apply for this program)

Diploma Programs

- Diploma in Anesthetic Science (for ATOs, HEOs and Nursing Officers) Enrolment*
Re-enrolment
- Diploma in Public Health (for HEOs & Nursing Officers) Enrolment* *Re-enrolment*
- Diploma in Dental Technology Enrolment* *Re-enrolment*
- Diploma in General Nursing Enrolment* *Re-enrolment*

SCHOOL OF NATURAL & PHYSICAL SCIENCES

- Science Foundation Year** – *Internal* () *External* ()
Compulsory for certain Medical Programs and for Science students)

Degree Program

- Bachelor of Science**
(Please note that only year one of this program is available by Distance or External Mode.)
(Tick both SFY and Bachelor of Science, if you intend to take the BSc program).

Choose which discipline you would like to enroll in after SFY. Mark your choices from 1 to 3.

- *Biological Sciences*
- *Chemistry*
- *Physics*
- *Earth Sciences (Geology)*
- *Mathematics & Computer Sciences*
- *Environmental Science & Geography*
- *Bachelor of Sustainable Development(BSD)*

SECTION 5: EMPLOYMENT HISTORY (If you apply as a part-time student/ professional program student)

Provide your employment history since leaving school in the following format (If you have no job experience, do not complete this section).

PERIOD	JOB/OCCUPATION	EMPLOYER

SECTION 6: EMPLOYER REFERENCE:

(To be completed either by your present employer, if you are currently employed)

Is the applicant of good character? (Please tick where appropriate.) Yes () No ()

Give a brief report of his/her performance as an employee:-

Do you think he/she has aptitude and capabilities for further studies? (Please tick where appropriate.)

Yes () No ()

Are you willing to release him/her for studies? (Please tick where appropriate.)

Yes () No ()

Signature: _____ Telephone: _____

Name: _____

Postal Address: _____

SECTION 8: DECLARATION

I certify that I have read and understood all sections on this form. The information I have given are true and complete in every detail. I am also aware that my enrolment in the program may be revoked in the event that any information furnished by me in this application is found to be false or fail to settle the required fees as entrenched in the fees Statute.

Signature of Applicant: _____ Date: _____

Full Name of Witness: _____

Title: _____ Signature: _____ Date: _____

Telephone: _____ Postal Address: _____

(Information on the Witness must be provided in full. Failure to avail required information will invalidate your application.)

SECTION 9: SPONSORSHIP

The University does not offer scholarships so it is your responsibility to seek and secure a sponsor. If you fail to secure a sponsor, then you will have to pay all the required fees yourself before or at the time of registration.

If you want TESAS Sponsorship, you should contact:-

The Senior Scholarships Officer
Office of Higher Education
P O Box 5117
BOROKO
National Capital District 111

FOR ADMISSION OFFICE USE ONLY

Application acknowledged: Yes () No ()

Date: _____

Application: Approved/incomplete/rejected

Applicant notified: Yes () No ()

Admission Code: _____