



Papua New Guinea
Human Resource
Institute

MASTERS DEGREE

IN HUMAN RESOURCE MANAGEMENT

A Joint PNGHRI and UPNG Post Graduate Program



University of Papua
New Guinea

Introduction

Human Resource Management Strand of the School of Business Administration, University of Papua New Guinea through an agreement with PNGHRI is offering a **MASTERS DEGREE** in **HUMAN RESOURCE MANAGEMENT (MHRM)** for Senior Professionals and Managers for the year 2017 academic year. This course is provided after hours, only in Port Moresby

Admission Requirement

- Must have a first degree from a recognized and accredited University
- Must have 5 years of senior professional and management level experience.
- Must have work experience in HRM, Management, Education, Social Services, Corporate Services, Business Management, Community Services, Service Sector and or related fields.

Course Duration

Minimum duration for completion of the program is 12 months and the maximum period is 24 months. The program will start early 2017

Course Venue and Timetable

This program is structured in trimester (3 terms) with 12 weeks of schooling per trimester with one week study break and end of semester exams.

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 75. These credit points will all come from the core courses. Each course has 5 credit points and student will be taking a total of 15 courses throughout the program duration.

The courses are structured on the next column. Below is the break-up of the courses per trimester with total credit points.

Trimester	CP
Trimester 1 = 5 x courses	25
Trimester 2 = 5 x courses	25
Trimester 3 = 5 x courses	25
TOTAL Credit Points:	75

There are no Lahara courses for this program

Course outline

The MHRM Program is a course-work program, which is available for part-time study under this arrangement with PNGHRI and assessed by examination in 15 courses. The 15 courses can be completed in 24 months. Students will take five courses during each of these trimesters.

TERM 1

Course # Courses

3.62201	<i>Accounting for Decision Making</i>
3.61201	<i>Quantitative Methods of Business</i>
3.61216	<i>Corporate Governance and Business Ethics</i>
3.61301	<i>Contemporary Organizational Behavior</i>
3.630xx	<i>Economics for Managers</i>

TERM 2

Course # Courses

3.61202	<i>Marketing Management</i>
3.61302	<i>Human Capital Development and Management</i>
3.62202	<i>Business Finance</i>
3.61303	<i>Creating and Managing Change</i>
3.61304	<i>Exploring and Managing Human Potentials</i>

TERM 3

Course # Courses

3.60801	<i>Strategic Management</i>
3.61305	<i>Global Human Resource & Diversity Management</i>
3.61306	<i>Human Resource Process Reengineering</i>
3.61307	<i>Human Resource Information Systems</i>
3.61308	<i>Employment Laws and Policies</i>

Declaration of Compliance by MHRM 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. Suffice
- 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 first month 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
- I note that I will forfeit my fees if I withdraw after two weeks after registration. I note my tuition fees are not refundable.

- I note that with my medical certificate I am seen fit to undertake this program and under any circumstances I cannot use medical grounds for withdrawal or refund

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, 30th SEPTEMBER 2016**. Please attach your CV with photocopies of your awards, certificates and copies of 3 work reference 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 K300.00** to PNGHRI office. Payments can be done in cash or deposit to our account (*details provided below*).

School Fees

The total school fee for the program is **K 30,240.00** per student. Note that this figure will change from time to time depending on the UPNG amendments to its fees.

All fees must be paid in advance to secure a placing. This is a precondition.

PNGHRI Accounts Details

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

*“The 2017 applicants will make the **5th intake** for this program under this arrangement with UPNG since its inception in 2014. The first intake have graduated 14 candidates on the APRIL 08th, 2016 at the UPNG 61st*



Papua New Guinea Human Resource Institute

PNGHRI is committed to integral people development and professional excellence and sustainable national development through organizational excellence since 1973.

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

MASTERS DEGREE IN HUMAN RESOURCE MANAGEMENT

2017 APPLICATION FOR ENROLMENT FORM

Date applied:		Date Received:	
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PERSONAL DETAILS

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 Organisation	Year	Position
1.		
2.		
3.		

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATIONS

Item	Description
1. Non-refundable Application fee of K300.00	
2. First Degree from a recognized and accredited university	
3. Attach CV and copies of awards and certificates	
4. Employment reference letters	
5. Fitness Certificate from a certified Doctor (<i>optional</i>)	
Applicants Signature:	Date
Witness Signature:	Date
Witness Relationship:	Witness Mobile no.

NOTE: Please include with an **ID size photo** of yourself and send it together with your complete application form. Both application forms have to be returned to PNGHRI office for this MHRM program. We will later pass it onto UPNG to do the selection and give offer



**THE UNIVERSITY OF PAPUA NEW GUINEA
SCHOOL OF BUSINESS ADMINISTRATION
APPLICATION FORM FOR MASTERS PROGRAM**

School of Business Administration
University of Papua New Guinea
P. O. Box 320 University 134
NCD, Papua New Guinea

☎: 675 326 7299/7305
✉: sba@upng.ac.pg;

☎: 675 326 7144
🌐: www.upng.ac.pg

Separate application forms should be used for every programme.

Application for (tick appropriate one box only) EMBA Program:
MBA – CPA Program:
PGDSM Program:
MHRM Program:

Full-time Part-Time



1. Personal Details (Please tick the appropriate box)

Name (As it appears on all other official record)			
First Name		Surname	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth
			DD: MM: YYYY:
Current address (for correspondence):			
Email:		Tel:	Fax:
A) Are you a PNG Citizen?		Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, go to section 'B' for Permanent Residence (PR)
Province of origin (Please print)			
B) Are you Permanent Resident category		Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes attach proof, If No, go to section 'C' Non- Citizen
PR Visa Number:		Passport Number:	
C) Non Citizen		Yes <input type="checkbox"/>	No <input type="checkbox"/> Home Country
Visa Number:		Passport Number:	
Street/No.		Town/Suburb	

2. Academic History

Provide the details of your educational qualifications starting from Bachelor's Degree

Name of University	Degree	Year Graduated
1		
2		
3		
4		

3. Relevant Work Experiences

List current and past job positions starting from supervisory/managerial level (most recent first)

Employment Period	Name Of Employer	Positions Held
From: To:		
From: To:		
From: To:		
From: To:		
From: To:		

(Please attach photocopy of relevant experience proof/ certificates and use separate paper, if space is not sufficient.)

4. Sponsorship

Are you applying for scholarship/sponsorship to undertake this program YES NO.

If yes, name the scholarship/sponsorship and the funding agency

5. Declaration And Signature

The information on this form and in support of this application is supplied by me on the understanding that it will be used for purpose relating to my selection and enrolment as a E-MBA/E-MBA-CPA/PGDSM/MSM/MHRM student by the University of Papua New Guinea.

I,, declare that all the information submitted on this application form and in the attached documents are correct and complete. I authorise the University to obtain official records from any educational institution I attended previously, and from my current and former employer(s) or organisation with whom I am working or I worked. I understand that the University reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect, incomplete, and falsified information. I also agree that University's decision is final with regard to selection.

Signature:

Date: .../...../.....

6. Reference Letters:

(Please provide 3 references, one from academic sources and other from current work place and third one should be a character reference from a respectable).

Guidelines for writing a reference: The reference should include (1) applicant's full name, current position, and organisation where the applicant is working, (2) referee's contact details including telephone and email address, (3) referee's comments with regard to (a) how long the referee knows the applicant and in what capacity, (b) strengths and weaknesses of the applicant, (c) applicant's managerial experience, intellectual abilities oral and written communication skills, work attitudes, character etc. (d) the relevance of E-MBA/E-MBA-CPA/PGDSM/MSM/MHRM Program to the candidate's professional career (e) any other relevant comments and (f) specific recommendation with regard to the suitability of the applicant for the EMBA, CPA-MPA, PGDSM/MSM and MHRM programs. Applicants should collect the reference letters from the referees and attach them to the application.

7. Checklist Box: Have You Included Or Completed The Following?

Submission of Application: The applicant should submit the following along with the filled-in application:

- | | Yes | No. |
|---|--------------------------|--------------------------|
| 1. Photocopies of degree certified by a commission of oath | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work Experience professional certificates | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Photocopy of the relevant pages of the passport in case of expatriate category | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Three reference letters one from current/recent employer | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Receipt of Application fee of K250.00 per programme/application | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Photograph affix on front page application form | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Photocopy of the PR visa page if you are Permanent Resident category | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Photocopy of the passport front page if you are Non-Citizen | <input type="checkbox"/> | <input type="checkbox"/> |

Please send your application with all the documentation to:

**The Executive Dean
SBA - Master Programs
School of Business Administration
University of Papua New Guinea
PO Box 320
University 134
National Capital District**

Office use only

Approved:
Rejected: