



**UNIVERSITY
OF LONDON**

Programme Specification 2018–2019

Organizational Psychology
Human Resource
Management

MSc
Postgraduate Diploma
Individual modules

Important document – please read



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Important information regarding the Programme Specification

About this document

Last revised 19 February 2018

The Programme Specification gives a broad outline of the structure and content of the programme, the entry level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in this programme specification is included in more detail on the University of London [website](#). Where this is the case, links to the relevant webpage are included.

Where links to external organisations are provided, the University of London is not responsible for their content and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

If you have a query about any of the programme information provided, whether here or on the website, registered students should use the *ask a question* tab in the student portal <https://my.londoninternational.ac.uk>; otherwise the *Contact Us* button on each webpage should be used.

Terminology

The following language is specific to the programme:

Module: Individual units of the programme are called modules. Each module is a self-contained, formally-structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

Key revisions made

Programme specifications are revised annually. The quality committee of Birkbeck, as part of its annual review of standards, confirms the programme structure and the educational aims and learning outcomes, and advises on any development in student support.

Where changes have been made which may impact on continuing students, these are listed below. For all new students, the programme and general information provided in this document is correct and accurate and will be applicable for the current year.

Significant changes made to the programme specification 2018-2019:

No significant changes.

If you have a query about any of the programme information provided please contact us. You should use the '*ask a question*' tab in the student portal <https://my.londoninternational.ac.uk>.

Title and name of awards

Organizational Psychology

Human Resource Management

Award titles

Master of Science in Organizational Psychology

Master of Science in Human Resource Management

Postgraduate Diploma in Organizational Psychology

Postgraduate Diploma in Human Resource Management

Exit awards

Postgraduate Diploma in Organizational Psychology

Postgraduate Diploma in Human Resource Management

Students who for academic or personal reasons are unable to complete the 180 UK credits required for the MSc award may exit with the successful completion of 120 UK credits and be awarded a PGDip. Exit awards are granted at the discretion of the Board of Examiners and once a student has accepted an exit award they will not be permitted to continue their study towards an MSc award on these programmes.

Individual modules on a stand-alone basis

There is also provision for individual modules to be studied on a stand-alone basis. MSc modules, with the exception of the Research Project, may be studied individually on a stand-alone basis.

Level of the programmes

The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) forms part of the UK Quality Code for Higher Education of the [Quality Assurance Agency for Higher Education](#) (QAA).

The awards are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

- | | |
|--------------------------------|---------|
| • Master of Science (MSc) | Level 7 |
| • Postgraduate Diploma (PGDip) | Level 7 |
| • Individual modules | Level 7 |

Relevant QAA subject benchmarks group

Not applicable

Awarding body

University of London

Registering body

University of London

www.london.ac.uk

Academic direction

Birkbeck, University of London

Accreditation by professional or statutory body

The MSc in Organizational Psychology is accredited by the British Psychological Society, the representative body for psychology and psychologists in the UK. They are responsible for the development, promotion and application of psychology for the public good.

From 2015-2016, successful students of the MSc Organizational Psychology also fulfil stage one of the requirement for Chartered Membership of the Society and full membership of the Division of Occupational Psychology.

Language of study and assessment

English

Mode of study

Flexible and online study

Programme structures

The **MSc** in Organizational Psychology consists of:

- 8 full modules plus a compulsory Research Project.

The **Postgraduate Diploma** in Organizational Psychology consists of:

- 8 compulsory modules

The **MSc** in Human Resource Management consists of:

- 8 full modules and a compulsory Research Project.

The **Postgraduate Diploma** in Human Resource Management consists of:

- 8 compulsory modules

Full details of the Scheme of Award are included in the [Programme Regulations](#).

Maximum and minimum periods of registration

The maximum and minimum period of registration, from a student's effective date of registration, are:

	Minimum	Maximum
MSc degree	One year	Five years

Programme Specification 2018-2019 Organizational Psychology *and* Human Resource Management (MSc/PGDip/Individual modules)

Postgraduate Diploma	One year	Five years
Individual modules	One year	Two years

Study materials are made available after registration and on payment of the applicable fee, approximately one month before the start of the term in which the module is taught.

Credit value of modules

Further information about the credit systems used by universities in the UK and Europe is available in:

The Higher Education Credit Framework for England,
www.qaa.ac.uk/en/Publications/Documents/Academic-Credit-Framework.pdf

The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies
<http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf>

The European Credit Transfer and Accumulation System,
http://ec.europa.eu/education/tools/ects_en.htm

Where credits are assigned to modules of a programme, credit indicates the amount of learning carried out in terms of the notional number of study hours needed, and the specified Framework for Higher Education Qualifications in England (FHEQ) credit level indicates the depth, complexity and intellectual demand of learning involved. The details below indicate the UK credits and the European Credit Transfer and Accumulation System (ECTS) values.

For the MSc and Postgraduate Diploma, credits are assigned to the modules as follows:

- All compulsory modules – 15 UK credits or 7.5 ECTS credits at Level 7
- Research Project – 60 credits or 30 ECTS credits at Level 7

A student awarded the Postgraduate Diploma will have accumulated 120 UK credits or 60 ECTS credits.

A student awarded the MSc degree will have accumulated 180 UK credits or 90 ECTS credits.

Recognition of prior learning

Students who satisfy the entrance requirements for an award and are appropriately qualified may apply for recognition of prior learning mapped against a maximum of one module. An application will be considered on the basis of successfully completed studies at an appropriate level. Prior learning will not be recognised for the Research Project module (research proposal or final research project).

Entrance requirements

Postgraduate entrance requirements

Applicants must submit an application in line with the procedures and deadlines set out on the [website](#).

Entrance requirements for a postgraduate award, or Individual modules, vary. Full details are provided on the programme page under Entry Requirements:

[Human Resource Management](#)

[Organizational Psychology](#)

English language requirements

Applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under Entry Requirements:

[Human Resource Management](#)

[Organizational Psychology](#)

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission, the University may, at its discretion, consider the application.

Internet access and computer specification

Students will require regular access to a computer with an internet connection to use the University of London's online resources and systems.

The computer should have at least the following minimum specification:

- a web browser with Cookies and JavaScript enabled (a latest version of Firefox or Chrome is recommended);
- a good internet connection;
- a speaker.

And the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx);
- a pdf reader;
- software for playing mp3 and mp4 files.

Students with access requirements

The University of London welcomes applications from disabled students and/or those who have access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or access requirements to have the same opportunity as all other students to successfully complete their studies. The University is committed to managing the application procedure and the programme itself to ensure that services are accessible for all students and that an inclusive environment is created. Students with a disability, or others who may need access arrangements to assist in taking examinations, should complete the relevant section of the application form, or contact the [Inclusive Practice Manager](#). A separate room or other arrangements may be considered.

Requests are considered by a University panel, whose purpose is to ensure that students with disabilities and/or specific access requirements are neither advantaged nor disadvantaged by such arrangements when compared with other students. These considerations remain separate from the academic selection processes.

For further information, see [Inclusive Practice Policy](#)

Sources of funding and scholarships

Information about potential sources of funding and scholarships is updated annually and where available is included in the prospectus web pages.

For further information see www.london.ac.uk/applications/funding-your-study.

Educational aims and learning outcomes of the programmes

Learning outcomes of the programmes

These programmes are designed to familiarise students with the best and most up-to-date theory and research available on organizations, particularly the psychological and social processes which operate within them.

The programmes are aimed at anyone who is interested in finding out how organizations function and particularly the human processes that take place within them.

The main educational aims of these programmes are to offer a challenging, flexible scheme of study invigorated by research, which advances students' ability to develop academic and practical insights into the management of organisations. It is intended that students will be encouraged to develop a range of transferable and subject-specific expertise using their initiative and thinking out problems themselves.

The programmes aim to:

- develop a sound basis in which to explore, interpret, evaluate and critique any issues within organizational psychology or human resource management;
- encourage independent critical and evaluative skills that can be used to apply independent judgment;
- teach students how to apply the conceptual and practical tools needed to design and initiate research into organisational management;
- allow students to develop a theoretical framework with which to make sense of organizations;
- facilitate self-development into professionally organized and interactive individuals by practising skills of selection, assimilation and communication.

Subject specific – knowledge and understanding:

All students will be able to:

- demonstrate a sound foundation of knowledge about organizational psychology and human resource management in the areas studied (which may include motivation, performance, organizational change, careers, personnel selection, training, employment relations, practices in human resource management, and well-being at work);

- Design and critically evaluate qualitative and quantitative research, and carry out basic forms of descriptive and inferential statistical analysis on quantitative data;
- make use of information technology to obtain information for research into organizational behaviour or human resource management;

Additionally, MSc students will have gained skills to carry out a Research Project in the field.

Intellectual and transferable skills:

All students will be able to:

- demonstrate the skills needed to interpret, evaluate, synthesise, and critically analyse information from a range of sources;
- define concepts properly, evaluate the evidence for propositions, identify faulty logic or reasoning and make appropriate generalisations;
- consider the views of others openly, and to be sensitive to the culture, business and management practices of others;
- demonstrate the skills needed to collaborate with others in the learning process and to undertake intellectual debate;
- use problem solving skills in a range of situations;
- use fluent and effective communication and discussion skills on line and in a formal written context;
- have a capacity to handle ideas and scrutinise information in critical, evaluative and analytical ways;
- manage their own learning, including working effectively to deadlines, plan, organise and prioritise tasks.

Additionally, MSc students will be able to conduct an empirical study through the collection of first-hand data and be equipped to construct a scientific report.

Learning, teaching and assessment strategies

Modules are offered across three terms of eleven weeks from October to December (Term 1), January to March (Term 2) and April to July (Term 3). This 11 week period includes 9 weeks of guided study followed by a personal study week. The examination period for each module is in the final week of each term.

The programmes use tutor supported computer conferencing as the main mode of communication between staff and students. Students will discuss topics in tutor groups of normally 12-15 students. Each discussion topic has an allocated period within which students may contribute to the conference discussion; in terms 1 and 2 there is a two-week period and in term 3 a one-week period. All contributions are stored and form a permanent record of the discussion. Students engage in dialogue, and develop and negotiate conclusions with others, which are key components in the acquisition of knowledge, understanding and transferable skills. The computer conferencing makes it possible to teach students interactively wherever they are located in the world, and minimises the isolation often experienced on conventional distance learning programmes.

In addition to the computer conferencing, students may answer essay questions and receive written feedback on them. Examination questions are made available and students may set themselves mock examinations and send their answers for marking and feedback.

Students are provided with all the materials they will need online. For each module, they will receive either nine recorded lectures (audio/visual, or audio only), or nine dedicated audio recordings. The lectures will be recorded 'live' at Birkbeck in London, and each one will be about 75-90 minutes long. The length of the dedicated audio recordings will vary according to the topic. All recordings will be accompanied by, and will refer to, a set of PowerPoint slides which are also provided. As a consequence, students all over the world will be able to access at home the same lectures as those given to students attending Birkbeck in London.

Students will also have access to tutor-led online seminars. Because these seminars are not run in 'real-time', students can contribute to discussions, and read the contributions made by the tutor and other students.

When students begin their programme of study, they have the option to take part in an Introductory Seminar for new students. This is held online via Skype calls. In addition, they may take part in an Examination Revision Seminar which is run every year online in addition to a Group Forum.

Students have online access to a very extensive library allowing them to search for, and download, a huge number of academic articles published in the world's leading journals, allowing access to a world class library in their own home.

Advice and practical information such as study techniques, planning, preparation for assessment is available in the student handbook. Within this teaching framework, students manage their own learning.

Each module is assessed by unseen written examination. The questions in this examination will consist of questions structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organizational skills they use to structure answer allow the standard of intellectual and transferable skills to be assessed.

All MSc students undertake the Research Project and are assessed on their ability to carry out an empirical study on some aspect of Organizational Psychology or Human Resource Management, and to write a well-structured and reasoned scientific report.

Assessment criteria for the programme will indicate the level at which these skills have been achieved.

Assessment methods

For all programmes, students are required to participate in computer conferencing discussion groups for each module studied, with the exception of the Research Project.

All modules, with the exception of OPM210 *Professional Development and Learning* and the *Research Project*, will be assessed by one two-hour unseen written examination. Module OPM400 *Research Methods* is assessed by a multiple choice two-hour unseen written examination.

Module OPM210 *Professional Development and Learning* is assessed with a 3000 word Learning and Development report. The *Research Project* is assessed by a Research Proposal (25%) and a 10,000 word scientific report (75%). The *Research Project* is available to MSc students only.

The written examinations take place on three occasions each year, normally in December, March and July.

Full details of the dates of all examinations are available on the [website](#).

Individual modules taken on a stand-alone basis

If taken on a stand-alone basis, a student may choose whether or not to be formally assessed in a credit bearing individual module for which they are registered. Students who choose to be formally assessed will be examined in the same way as for the MSc.

Student support and guidance

The following summarises the support and guidance available to students:

- [Student Guide](#): This provides information which is common to all students and gives information about matters of importance from the start of a student's relationship with the University of London through to their graduation.
- The VLE: This gives access to materials (including lessons, activities and assignments) for each module studied.
- Programme Handbook: This tells students how to access available resources and assessment and examinations procedures.
- Module subject guides for each module studied; these introduce and develop the topics.
- Online student café and discussion areas – which allow students to communicate with each other.
- Past examination papers and Examiners' commentaries: These provide generic feedback from assessment.
- [Programme Regulations](#).
- [The Online Library](#): This provides a range of full-text, multidisciplinary databases where journal articles, book reviews and reports can be found.
- University of London library: Registered students may use the resources located within the Senate House library (for a small additional fee).
- Employability skills module – guidance on how to manage your career in the future, available through the VLE.
- A University of London email account and web area for personal information management.

Quality evaluation and enhancement

The University of London collaborates with the member institutions to deliver the University of London programmes. The policies, partnerships and systems are defined within the key documents: The Quality Framework, the [Quality Assurance Schedules](#), [Guidelines for Examinations](#), [General Regulations](#) and [programme specific regulations](#).

Parity of award standards

Every programme of study is developed by a member institution of the University of London (or a consortium with representation by more than one member institution) to the same standards as would be applied in the institution concerned. Proportionate and robust approval procedures, including external scrutiny and student engagement, are in place.

Learning materials are written and examinations are set and marked by academic staff who apply the University's academic standards.

Review and evaluation mechanisms

Procedures are in place to assure the standards of the award and the quality of the student experience, which include programme development, delivery, management, systematic monitoring and ongoing review and enhancement of all University of London programmes. Improvements are made as necessary to ensure that systems remain effective and rigorous.

- Annual programme reports are produced for all programmes in order to review and enhance the provision and to plan ahead;
- Every year independent external examiners submit reports to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Annual student information statistics are produced and are referenced in all systematic reporting within the University of London;
- Periodic programme reviews are carried out every 4-6 years to review how a programme has developed over time and to make sure that it remains current and up-to-date.

See www.london.ac.uk/about-us/academic-quality for its policies and procedures in academic quality.

Student feedback mechanisms

The Student Experience Survey, carried out every two years, collects feedback from the student body on a range of topics relating to the student lifecycle. The results are considered in a number of different ways, including by the Pro-Vice Chancellor, the programme team, principal committees and departments at the University of London responsible for the different aspects of the student experience. Once the findings have been considered in detail, responses are published from both the University of London and from the individual Programme Directors.

Additional survey activity may also be conducted from time to time through the student portal, by email or from the programme team.

VLEs also provide the opportunity for informal feedback and discussion.

An undergraduate and postgraduate student member is appointed by the University to the majority of committees through an annual appointment round. Some programmes also recruit student members at the programme level. Students are frequently invited to take part in quality review processes such as Periodic Programme Reviews, Programme approval, Thematic Reviews, MOOC review panels and ad hoc focus groups. Opportunities such as these are advertised through social media and on the website. More information can be found at <https://london.ac.uk/current-students/getting-involved>

After graduation

Further study

Successful completion of the programme can allow students to progress to a higher level award in the subject area.

Graduate employment routes

Some graduates of this programme use the knowledge, skills, and qualification they have gained to enhance and develop their existing careers. Others use the knowledge, skills, and qualification to modify or switch their career paths, for example to become consultants in government departments, large companies, or in any organization where knowledge or organizational psychology or human resource management may be useful.

Careers advice and resources

The University of London's Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students and graduates, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview technique), through face-to-face, Skype or phone appointments, or through a 30 minute e-Advice service. Students may also make use of the dedicated careers library.

For further information, please see www.thecareersgroup.co.uk

The Alumni Network

Upon graduation, students automatically become members of the University of London Alumni Network, a diverse community of over 100,000 alumni in more than 180 countries. The Alumni Network can provide past students with lifelong links to the University of London and each other. Benefits include social and networking events, access to local groups, a bi-annual magazine, social networking groups, and the opportunity to become an Alumni Ambassador for the University of London.

For further information, please see <https://london.ac.uk/alumni>, www.facebook.com/londonalumni, www.instagram.com/londonu and <https://www.linkedin.com/school/university-of-london/>