



**UNIVERSITY
OF LONDON**

Programme Regulations 2018–2019

Organizational Psychology
Human Resource
Management

MSc
Postgraduate Diploma
Individual modules

Important document – please read
This document contains important
information that governs your
registration, assessment and
programme of study

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Important information regarding the Programme Regulations

About this document

Last revised: 19 February 2018

As a student registered with the University of London you are governed by the current General Regulations and Programme Regulations associated with your programme of study.

These Programme Regulations are designed and developed by Birkbeck, University of London which is responsible for the academic direction of the programme. The regulations take account of any associated arrangements at Birkbeck. Programme Regulations, together with the Programme Handbook, will provide the detailed rules and guidance for your programme of study. Further information about how to use the Programme Regulations and Programme Handbook can be found in the [Student Guide](#).

In addition to Programme Regulations, you will have to abide by the [General Regulations](#). These regulations apply to all students registered for a programme of study with the University of London and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary. Programme Regulations should be read in conjunction with the General Regulations.

The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current year and not in the year in which you initially registered.

On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

Further information about your programme of study is outlined in the Programme Specification which is available on the relevant [Courses page](#) of the website. The Programme Specification gives a broad overview of the structure and content of the programme as well as the learning outcomes students will achieve as they progress.

Terminology

For the Organizational Psychology and Human Resource Management programmes, you should note the following terminology:

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.

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.'

Changes to Programme Regulations 2018-2019:

Regulation 5.5 added relating to resubmission of the research proposal if mark is less than 40%.

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>

1 Structure of the programmes

1.1

You should note the availability of the following modules:

Term 1 (September/October to December):

Research Methods

Professional development and learning ◇

Leading and developing people ◇

Understanding organizations and change Ω

Life career development Ω

Term 2 (January to March):

Human Resource Strategies ◇

International Human Resource Management ◇

Comparative employment relations ◇

Employee relations and motivation Ω

Learning and development Ω

Work and well-being Ω

Term 3 (April to July):

Leadership and performance management

Selection and assessment

Running throughout the year

The Research Project Δ

Notes

◇ Modules only available to students following MSc or Postgraduate Diploma in Human Resource Management.

Ω Modules only available to students following MSc or Postgraduate Diploma in Organizational Psychology.

Δ MSc students only.

See 'Learning, Teaching and Assessment Strategies' in the [Programme Specification](#) for further information about the terms and delivery of modules and the Programme Handbook for precise term dates.

1.2

Tutor supported computer conferencing for each module will be conducted in nine-week blocks at specified times during the year as indicated on the Virtual Learning Environment. The tutor supported computer conferencing schedule is subject to change each year. Confirmation of each year's schedule will be included in the Programme Handbook.

Individual modules on a stand-alone basis

1.3

The following credit-bearing modules are available for study on a stand-alone basis:

- Research Methods
- Professional development and learning
- Leading and developing people
- Understanding organizations and change
- Life career development
- Comparative employment relations
- Human Resource Strategies
- International Human Resource Management
- Employee relations and motivation
- Learning and development
- Work and well-being
- Leadership and performance management
- Selection and assessment

2 Registration

Effective date of registration

2.1

Your effective date of registration will be as follows:

Term 1 – 30 August

Term 2 – 30 November

Term 3 – 30 March

Period of registration

See the [Programme Specification](#) for the minimum and maximum periods of registration applicable to this programme.

2.2

If you start by taking individual modules on a stand-alone basis and then register for the Postgraduate Diploma or MSc, we will give you a new maximum period of registration for the Postgraduate Diploma or MSc respectively.

3 Recognition of prior learning and credit transfer

To be read in conjunction with the [General Regulations](#), Section 3.

Recognition of prior learning

3.1

If you satisfy the entrance requirements for an award and you are appropriately qualified, you may apply for recognition of prior learning (RPL) mapped against a maximum of one module. An application will be considered on the basis of successfully completed studies at an appropriate level.

3.2

You may not apply for recognition of prior learning for the Research Project module (research proposal or final research project).

Credit transfer

3.3

If we permit you to transfer from the Postgraduate Diploma to the related MSc, you will receive credit for the modules passed.

3.4

If we permit you to transfer from an individual module registration to a Postgraduate Diploma or MSc, you may be credited with up to three individual modules successfully completed.

4 Module selection

[Appendix A](#) provides details of the programme structures and module titles.

4.1

There are limits to the number of students who can be registered for each module each year and we cannot guarantee that your preferred choice of modules will always be available. On registration and annually, therefore, you will be asked to indicate your alternative choices.

4.2

If you have participated in the tutor supported computer conferencing module, you may only apply to change your choice of module with the permission of the Programme Director. If you have already entered the examination for the module concerned, your application will not be considered until after the examination results for that session have been published.

Individual modules on a stand-alone basis

4.3

You may take up to three individual modules on a stand-alone basis, either instead of registering for the MSc or Postgraduate Diploma in Organizational Psychology/Human Resource Management or in addition.

5 Assessment for the programme

Assessment methods

5.1

All modules, with the exception of OPM210 *Professional Development and Learning* and OPM600 *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 3,000 word Learning and Development report.

5.2

For each module (except for the Research Project), you are required to make a minimum of **two** satisfactory contributions to the tutor supported **computer conferencing** discussion topics (and to attempt the assessment in the year of registration for the module concerned), unless you have been given permission to defer one or more of these elements. If you do not satisfy the minimum tutor supported computer conferencing requirements for a module, you will not normally be permitted to attempt the written examination for that module.

5.3

An individual module will be assessed using the same forms of assessment stated for the Postgraduate Diplomas and MSc's under these regulations. However, if you do not wish to be formally assessed in your individual module(s), you may choose whether or not to participate in the related tutor supported computer conferencing discussion group(s).

See the website for the [list of examination centres](#).

5.4

The Research Project is assessed by a research proposal (25%) and an 8,000 - 10,000 word (including bibliography and notes, but excluding appendices) scientific report (75%). Marks will be deducted from a report which exceeds 10,000 words in length. A report which significantly exceeds 10,000 words may not be marked.

5.5

In order to pass the Research Project, you must achieve an overall weighted average across both elements of at least 50%. However, if your mark for the research proposal is less than 40%, you will be required to resubmit the research proposal before the start of the summer term in order to be allowed to submit the final scientific report.

The resubmitted research proposal mark will be capped at 50% (because it is a resubmission, see regulation 8.4), but the overall Research Project mark will not be capped.

Submission of coursework and the research project

5.6

Coursework and each element of the Research Project (research proposal and final report) must be submitted using the Virtual Learning Environment (VLE) and must include a plagiarism statement declaring that it is all your own work and there that there has been no plagiarism.

See [General Regulations](#), Plagiarism rules and Assessment offences.

5.7

It is your responsibility to retain a copy of any written work submitted to us in case of any electronic difficulties in its submission to us.

5.8

Written work may be submitted late only with the approval of the Programme Director, who will specify the additional period allowed. Written work which is submitted late without such permission, or which exceeds the stated extension, may not be marked. In cases where the work is not marked because it has been submitted past its deadline, it must be submitted in the following year on a date specified by us.

5.9

To submit the Research Project:

- you must have completed the tutor supported computer conferencing element for the Research Methods module.
- pass the Research Methods module in advance of *or* in the same year as submitting the Research Project;
- register for the Research Project before the start of Term 1 in the year of submission.

Dates for examinations

5.10

Written examinations take place three times a year in December, March and July (at the end of each term).

5.11

Assessed coursework must arrive no later than the dates specified in the Programme handbook and VLE and must be submitted in the year you register for a module.

5.12

The research proposal must arrive no later than 12 January. The final Research Project must arrive no later than 27 September.

See [General Regulations](#), Rules for taking written examinations.

6 Number of attempts permitted at an examination

6.1

The maximum number of attempts permitted at any examination is two.

6.2

If you fail the assessment for a module, you will be required to re-sit the module in a subsequent year at the end of the term that the module is available in. For module OPM210 *Professional Development and Learning*, which is assessed by coursework, you will be required to submit new coursework as required by the question or topic for that particular year.

6.3

You **must** take part in the tutor supported computer conferencing discussion groups again if you are making a further attempt at the assessment for a module, even if you have satisfactorily taken part for that module previously.

6.4

If you fail the Research Project, you may be required to submit a new or revised research proposal and/or final report at a time to be determined by the Board of Examiners.

7 Progression within the programme

See [section 5](#) for method of assessment.

7.1

In any one year, you may study a minimum of **one** module. There is no maximum entry to modules (including re-sits of previously failed modules).

7.2

The *Research Methods* module must be attempted in your first 12 months of study on the MSc or Postgraduate Diploma. It must be attempted before or in the same year you submit the *Research Project*. All other modules, which apply to your programme, can be taken in any order.

See [section 1](#) for the availability of modules

Deferring a module

7.3

You may apply to defer taking a module or an element of that module at any stage before entry to the examination for that module by contacting us, using the Student Portal.

7.4

If you defer taking part in the tutor supported computer conferencing discussion groups and withdraw from the assessment for a particular module, you **must** contribute to the discussion groups at your next entry to the module.

7.5

If you defer completion of a module and we are not satisfied that you have taken part in the tutor supported computer conferencing discussion groups, you **must** contribute to the discussion groups at your next entry to the module.

7.6

If you defer assessment for a particular module, having taken part satisfactorily in the tutor supported computer conferencing discussion groups, you may choose to take part in another year but you are not required to.

7.7

If you defer assessment for more than three years after your initial examination entry, you must take part in the tutor supported computer conferencing element of the module regardless of whether you have previously done so or not.

7.8

If you defer and are required or choose to take part in the tutor supported computer conferencing discussion groups in another year, fees for accessing study materials on the VLE may be applicable.

See the [Fee Schedule](#) for further information

Individual modules on a stand-alone basis

7.9

You may defer your examination for an individual module taken on a stand-alone basis for one year only. However, if you choose to do this, you will not be permitted to re-sit your examination, should you fail at the first attempt.

Transfer from Postgraduate Diploma to the MSc

7.10

You may transfer to the related MSc provided you pass the Postgraduate Diploma and receive a recommendation from the Board of Examiners that you may proceed.

7.11

If you transfer to the related MSc degree, you will not receive the award of the Postgraduate Diploma unless as an exit award.

See regulation 8.8 for information about when an exit award may be granted.

Transfer from Individual modules taken on a stand-alone basis

7.12

If you successfully complete the assessment for one or more individual modules taken on a stand-alone basis, you may be considered for progression to the awards offered under these regulations.

8 Schemes of award

8.1

Modules are marked according to the following scales:

Postgraduate Diploma and MSc

70+	Distinction
60 to 69	Merit
50 to 59	Pass
0 to 49	Fail

See [Appendix B](#) and [Appendix C](#) for information on how to achieve a particular mark.

8.2

In order to be awarded the MSc in Organizational Psychology or the MSc in Human Resource Management, you must have attempted and passed **eight** modules and the Research Project.

8.3

In order to be awarded the Postgraduate Diploma in Organizational Psychology or the Postgraduate Diploma in Human Resource Management, you must have attempted and passed **eight** modules.

8.4

The marks received for retaken assessments will be capped at 50%.

8.5

For the award of a Merit, an average mark of 60% across all assessed modules is required.

8.6

For the award of Distinction, a mark of 70% or above overall and 50% or above on each module and the Research Project is required.

8.7

The Board of Examiners have complete discretion to take into account your overall performance.

8.8

If you are registered for an MSc, but do not achieve a pass in the Research Project, or you decide not to continue with the degree, the examiners may use their discretion to grant you the Postgraduate Diploma in Organizational Psychology or the Postgraduate Diploma in Human

Resource Management as an exit award, as long as you have passed the eight compulsory modules required for the related Postgraduate Diploma. The award will be with effect from the year in which you satisfied the requirements for that award.

Individual modules taken on a stand-alone basis

8.9

The pass mark for an individual module taken on a stand-alone basis is 50%.

Appendix A – Structure of the programmes

A detailed outline of the module syllabus is provided on the [Human Resource Management](#) and [Organizational Psychology](#) course pages, under structure.

Organizational Psychology

Postgraduate Diploma in Organizational Psychology	MSc in Organizational Psychology
Eight compulsory modules (totalling 120 credits. Each module 15 credits)	Eight compulsory modules (totalling 120 credits. Each module 15 credits)
Research Methods (<i>OPM400</i>)	Research Methods (<i>OPM400</i>)
Life career development (<i>OPM120</i>)	Life career development (<i>OPM120</i>)
Understanding organizations and change (<i>OPM190</i>)	Understanding organizations and change (<i>OPM190</i>)
Employee relations and motivation (<i>OPM090</i>)	Employee relations and motivation (<i>OPM090</i>)
Learning and Development (<i>OPM250</i>)	Learning and Development (<i>OPM250</i>)
Work and well-being (<i>OPM140</i>)	Work and well-being (<i>OPM140</i>)
Selection and assessment (<i>OPM100</i>)	Selection and assessment (<i>OPM100</i>)
Leadership and Performance Management (<i>OPM200</i>)	Leadership and Performance Management (<i>OPM200</i>)
	Plus one compulsory Research Project (<i>OPM600</i>) [60 credits]

Human Resource Management

Postgraduate Diploma in Human Resource Management	MSc in Human Resource Management
Eight compulsory modules (totalling 120 credits. Each module 15 credits)	Eight compulsory modules (totalling 120 credits. Each module 15 credits)
Research Methods (<i>OPM400</i>) Leadership and performance management (<i>OPM200</i>) Professional development and learning (<i>OPM210</i>) Human Resource Strategies (<i>OPM220</i>) Selection and assessment (<i>OPM100</i>) Leading and developing people (<i>OPM230</i>) Comparative employment relations (<i>OPM240</i>) International Human Resource Management (<i>OPM040</i>)	Research Methods (<i>OPM400</i>) Leadership and performance management (<i>OPM200</i>) Professional development and learning (<i>OPM210</i>) Human Resource Strategies (<i>OPM220</i>) Selection and assessment (<i>OPM100</i>) Leading and developing people (<i>OPM230</i>) Comparative employment relations (<i>OPM240</i>) International Human Resource Management (<i>OPM040</i>)
	Plus one compulsory Research Project (<i>OPM600</i>) [60 credits]

Notes:

- The examination numbers are appended to the module titles and these numbers should be used when completing examination entry forms.
- Selection of the **Research Project** is subject to successful completion of the Research Methods module, which can be taken in the same year as the Research Project.
- If you wish to submit the Research Project must register for the Research Project before the start of Term 1 in the year of submission.
- Modules are available at specific times of the year. Not all modules will necessarily be available in every year.

Appendix B – Assessment criteria for the coursework, research proposal and research project

80-100% High Distinction	Marks in this range indicate an exceptionally high level of scholarship and outstanding performance in terms of all of the dimensions outlined. While work at this level exhibits scrupulous completion of the requirements of the assignment, it will also exhibit a high degree of research initiative, high quality of analysis, academic sophistication, comprehension and critical assessment, making a novel contribution to the relevant research area empirically and/or theoretically.
70-79% Distinction	Marks in this range indicate high levels of scholarship, and high performance in terms of all of the dimensions outlined. Comprehensively argued research of interest and originality which is also well organized and presented exhibiting a sound, critical and analytical grasp of the relevant literature(s) and drawing on an extensive range of relevant academic sources. The work will display an excellent understanding of underlying theory as well as employing appropriate research methods and analytical techniques, resulting in findings of interest and significance.
60-69% Merit	Work that demonstrates a good command of the subject and relevant literature(s) as well as a sound grasp of critical issues, with evidence of independent thought and a high standard of argument as well as good presentation. Work towards the bottom of this range may have occasional weaknesses and flaws but will nevertheless show a generally high level of competence. Work towards the top of this range will be highly competent on all dimensions.
50-59% Pass	Marks in this range indicate general capability, but with moderate levels of weaknesses on one or more dimensions indicated above. Work in this range may contain inaccuracies, the arguments may lack clarity or rigour, or there may be a lack of critical understanding. It will however be coherently structured and presented, showing a sound command of the subject, some awareness of critical debate, and the ability to construct a generally coherent argument.
40-49% Fail	Marks in this range do not quite meet the minimum standards for a pass, with considerable levels of weaknesses on one or more dimensions. Work in this range may suffer from flawed arguments, weak structure and presentation, an inadequate command of course materials, or a serious failure to reflect on those materials. It will however demonstrate a basic understanding of the course being examined and show evidence of reasonable attention to the course materials.

30–39%

Low Fail

Marks in this range display major levels of weaknesses on two or more dimensions. The work may be reliant on a minimal range of reading and reflection with poor attention to detail. Work in this range may be characterised by assertions lacking supporting evidence or argument, or by seriously flawed understanding of key concepts.

0–29%

Very Low Fail

Marks in this range indicate general incompetence, with highly serious levels of weaknesses on two or more dimensions. Work in this range will either fail to present any real argument or opinion, or fail to engage at all with the topic in question. Work may quote heavily from a small number of sources, but fail to integrate them and provide little or no narrative to explain their relevance.

Appendix C – Assessment criteria for unseen written examinations

90–100%	Excellent breadth and depth of analysis. Very good originality and insight and excellent ability to critically evaluate, contrast, and ‘play’ with research/ideas.
80–89%	Excellent breadth and depth of analysis. Demonstrates very good ability to critically evaluate and contrast research/ideas. Shows good originality and insight.
70–79%	Very good breadth of analysis. Demonstrates good ability to critically evaluate and contrast research/ideas, and shows some moderately good originality and insight.
65–69%	Good breadth and depth of analysis. Demonstrates moderately good ability to critically evaluate and contrast research/ideas. Some originality and insight.
60–64%	Good breadth of material relevant to the question. Some critical evaluation and contrasting of research/ideas. Some depth of analysis, though lacking in originality or insight.
55–59%	Demonstrates a good understanding of the question and a moderately good breadth of analysis. Limited in critical evaluation or research ideas.
50–54%	Demonstrates a clear understanding of the question and an awareness of the key issues. Evidence of a moderate awareness of the core material though with limited breadth or depth of analysis. Very little critical evaluation of research/ideas.
45–49%	Demonstrates a basic grasp of the question and addresses a very small number of relevant issues. Evidence of very limited awareness of the core material.
30–39%	Demonstrates some very limited understanding of the question.
Less than 30%	The wrong idea completely. Does not answer the question at all.