

Study programmes

The University of London offers a wide range of subjects for study at a distance; from full degree programmes to diplomas, certificates and shorter courses.



150 YEARS OF INTERNATIONAL
ACADEMIC EXCELLENCE AND INNOVATION

Undergraduate

| | | |
|---------------------------|---------------------------|----------------------------|
| Accounting | Economics and Management | Management |
| Accounting and Finance | English | Management with Law |
| Accounting with Law | Finance | Mathematics |
| Banking | French | Mathematics and Economics |
| Banking and Finance | French and German | Philosophy |
| Business | Geography and Environment | Politics |
| Business Administration | German | Politics and International |
| Classical Studies | German and Italian | Relations |
| Computing and Information | History | Social Sciences |
| Systems | Information Systems | Sociology |
| Creative Computing | Information Systems and | Sociology with Law |
| Development | Management | Spanish and Latin American |
| Development and Economics | International Relations | Studies |
| Divinity | Italian | Theology |
| Economics | Italian and French | |
| Economics and Finance | Law | |

Postgraduate

| | | |
|-----------------------------------|-----------------------------------|------------------------------|
| Agribusiness for Development | Epidemiology | Managing Rural Development |
| Agricultural Economics | Finance | Organizational Psychology |
| Applied Educational Leadership | Finance and Financial Law | Policy Studies |
| and Management | Financial Sector Management | Poverty Reduction: |
| Applied Environmental | Human Resource Management | Policy and Practice |
| Economics | Infectious Diseases | Public Financial Management |
| Banking | Information Security | Public Health |
| Biodiversity Conservation | International Business | Public Management |
| and Management | International Management | Public Policy and Management |
| Citizenship and History Education | International Management | Quantitative Finance |
| Clinical Trials | (China) | Sustainable Development |
| Economic Policy | International Primary Health Care | Veterinary Epidemiology and |
| Educational and Social Research | Law | Public Health |
| Environmental Management | Livestock Health and Production | |

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www.londonexternal.ac.uk

All programmes are developed, written and assessed by academics at the various Colleges of the University. Currently these include: Birkbeck, Goldsmiths, Heythrop College, Institute of Education, King's College London, The London School of Economics and Political Science, London School of Hygiene & Tropical Medicine, Queen Mary, Royal Holloway, Royal Veterinary College, School of Oriental and African Studies, UCL (University College London).



Postgraduate study in Organizational Psychology and Human Resource Management

2008-2009

Fully supported online learning

Academic direction by:





Letter from the Programme Director, Dr Chris Dewberry

Many people wish for a better understanding of the organization they work for. They know how to do their job, but would like a set of ideas and a way of thinking to help them understand and improve the way things are done organizationally. With such understanding they may be more successful, and help to create more productive and satisfying workplaces for others. It is for people like this that our programmes in Organizational Psychology and Human Resource Management have been designed.

Our programmes are concerned with the social and psychological processes operating in organizations, and how these processes relate to organizational systems and structures. Both programmes use current and classic theory and research to enable you to understand organizations, and to develop ways of improving them. Such improvements come

in many forms, from selecting, training, and motivating people, to maintaining and enhancing their well-being.

The programmes provide comprehensive coverage of key areas of organizational life. Organizational Psychology focuses more on the psychological aspects of organizational functioning, whereas Human Resource Management is additionally concerned with the systems used in this specialist field, a field which is rapidly growing in importance worldwide.

Equally important to the content of the programmes is the way it is delivered. You will receive small group tuition by experts, extensive high quality and purpose-written study materials, and access to world-class library facilities. Because tuition takes place online, you can study at the times you choose, and do so anywhere in the world that Internet access is available. You will also have the opportunity to meet tutors, and other students, at the free seminar organized each year in London and Southeast Asia.

worldwide in top academic journals. The authors of the study materials you will receive are all highly respected in their specialist fields of Organizational Psychology and Human Resource Management. The Department maintains good relationships with industrial research partners and has been successful in attracting Research Council grants for innovative research. The programmes offer a learning system which provides a very high degree of immediate academic and peer support via the complete online learning environment. You will take part in small tutor-supported groups, where you and your group will follow the syllabus, guided and supported by your module tutors.

Academic direction: Birkbeck

The Department of Organizational Psychology is the oldest and largest of its kind in the United Kingdom and makes a major contribution to research in the field of behaviour at work. It is a major provider of academic and professional training in organizational psychology (also known as occupational psychology or organizational behaviour) and career management.

As well as providing established and innovative teaching programmes, members of the Department are dedicated to conducting internationally renowned research in their specialist fields, and have papers published



The University of London

Established in 1836, the prestigious University of London is one of the oldest, largest and most diverse universities in the UK. As a federation of 19 Colleges and a number of smaller specialist Institutes, it is recognised nationally and internationally as a centre of excellence.

Through its internationally renowned External System, the University also has a long history of providing educational opportunities for students unable to attend the University full time. There are currently more than 41,000 registered students in over 180 countries. The degree you receive is of an identical standard to that received by a student who has studied at one of the University's Institutes or Colleges. The University maintains robust and effective quality assurance mechanisms for all its qualifications.

“The flexibility of distance learning has made my dream of continuing studies a reality. As a committed HR Manager, a wife and a mother, it was very difficult for me to consider leaving all that behind and go to the UK to study. However, now I can still be who I am and study to enhance my career.”

Hania Abu Adas
PG Diploma in Human Resource Management,
Jordan

Flexible study

Studying at a distance allows you a high degree of flexibility. Generally, you can study whenever, wherever and however you choose. In addition to having all your study materials sent to you, you will also be able to access them online from anywhere in the world. You can download the study materials wherever you are, as long as you have access to the Internet.

- fits your needs

You can study for a full MSc, Postgraduate Diploma or choose to take a single module for your continuing professional development. If you do not want to commit to studying an MSc, you can register for a short course or Postgraduate Diploma first. Having successfully completed these, you can then move on to gain the full MSc.

- fits your lifestyle

You can fit your study around work and family commitments. The online learning environment is available to you 24 hours a day, seven days a week, and there is no set time of day for making your online contributions, apart from the scheduled computer conferencing sessions.

- fits your finances

Your overall costs are substantially lower than if you came to London to study full time. You will have no travel, relocation or accommodation costs. What's more you can continue working full time.

- fits with your location

You can study anywhere and can choose where you take your written examinations. We have a comprehensive network of examination centres which spans over 150 countries worldwide

Are the programmes for you?

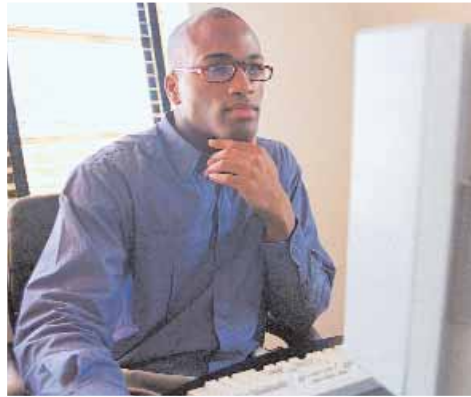
Our students come from a variety of backgrounds. Many are already working in HR or Management and wish to advance their career with a qualification. Others are looking to make a career change, or simply want to understand organizations better. Our qualifications give you the opportunity to gain professional recognition and progress your career in the direction you choose.

Our graduates go on to become trainers, motivators, careers advisors, managers and consultants within large multinational companies, government departments or in any organization where advanced knowledge of organizational psychology may be useful.

An innovative approach to learning

Our teaching and learning model is based on the principles of constructive adult learning. It comprises high quality online study materials (a range of online journals and a database of full-text articles from reading lists), supplemented by key textbooks. Although we encourage you to read more widely, we supply all the required readings for the programmes in the form of a Resource Pack to accompany each module study guide.

The dynamic element of the programme is provided through the Online Learning Environment. This is a virtual classroom that enables you to communicate with tutors who are experts in their specialist fields, and other students from around the world.



Online study support

Personal tutor – You will be assigned a personal tutor who you can contact for general guidance over the course of your studies

Programme administrator – Your first point of contact for all queries relating to your studies

Tutor-supported groups – You will be required to participate in virtual seminar groups for each module and make contributions to online discussion, with your tutors and fellow students

Assessed pieces of work – An online facility for submitting essays and mock exams to your tutor is available

Student café – This is an informal virtual meeting place where students support and encourage one another. This is a very popular feature of our programmes, and many students meet, discuss and network there

Optional one-day seminar – In January, a free seminar is held in London. It includes introductions to study for new students, plus sessions and lectures on current themes and developments in Organizational Psychology for continuing students. This free seminar will also be held annually at a central location in Southeast Asia.

MSc and Postgraduate Diploma in Organizational Psychology

For the **Postgraduate Diploma** students take a total of **six modules**: the two compulsory modules and four further modules (excluding the Dissertation).

For the **MSc** students take a total of **ten modules**: the two compulsory modules and eight further modules. The Dissertation counts as a double module (please note that selection of the Dissertation is subject to tutorial approval).

Compulsory modules

Organizational analysis
Organizational research

Further modules

Selection and assessment
Organizational change
Life career development
Career counselling theory and practice
Work and well-being
Motivation and performance at work
Training and development
New technology at work
Dissertation (**MSc only**, equivalent to two modules)

Notes:

On both programmes, 'Organizational analysis' and 'Organizational research' must be taken together.

*Last exam in 2010; to be replaced by 'Leadership in human resource management' (subject to confirmation in the 2008-2009 Regulations).

MSc and Postgraduate Diploma in Human Resource Management

For the **Postgraduate Diploma** students take the **six compulsory modules**.

For the **MSc** students take a total of **ten modules**: the six compulsory modules and four further modules. The Dissertation counts as a double module (please note that selection of the Dissertation is subject to tutorial approval).

Compulsory modules

Organizational analysis
Organizational research
Issues in human resource management*
Employment relations
International human resource management
Practices in human resource management

Further modules (MSc only)

Selection and assessment
Organizational change
Life career development
Career counselling theory and practice
Work and well-being
Motivation and performance at work
Training and development
New technology at work
Dissertation (equivalent to two modules)

Assessment

Each module (with the exception of 'Organizational analysis', 'Organizational research' and the Dissertation) is examined by a one-hour unseen written paper. 'Organizational analysis' and 'Organizational research' are assessed jointly by a 6,000-word research proposal. The Dissertation (MSc students only) is assessed by a 10,000-word scientific report.

Time commitment

For individual modules, a reasonable expectation for study and exam preparation would be around 150 hours. A rough guide is that to complete in the minimum period you should be prepared to study 20 hours per week during the academic session (Feb-Sept). You have between **two to five years** to complete the **MSc** and **one to five years** to complete the **Postgraduate Diploma**.

Continuing Professional Development (CPD)

We recognise that many professionals need to update their knowledge by focusing on particular subjects. As a result, our modules are also available on a stand-alone basis as Short courses, for the purposes of CPD (with the exception of 'Organizational analysis', 'Organizational research' and the Dissertation). You can register for a maximum of three modules, these can be studied simultaneously. On successful completion of each module you will receive a University of London certificate.

If you meet all the necessary entrance requirements you may later apply to register for the MSc and gain credits for the modules you have already passed.



Entrance requirements (MSc/PG Dip)

Academic

A good honours degree or equivalent, in any subject, from an institution acceptable to the University of London.

And English language

For all applicants an advanced level of English is required. Applicants may be required to pass, or to have passed within the last five years, at the appropriate level, a test of proficiency in English acceptable to the University of London (e.g. TOEFL, IELTS, GCSE/GCE 'O' level in English).

AND computing requirements

All students will need an IBM-compatible PC and regular access to the Internet.

Please note: to apply for Short courses you should satisfy the entrance requirements for the Postgraduate Diploma or MSc. However, if you do not hold such qualifications the University may still consider your application but will require evidence of your ability to undertake advanced study.

Fees

| | |
|-------------------------------|--------|
| Registration fee | £1,575 |
| Fee per module | £795 |
| Dissertation | £1,590 |
| Fee per module (Short course) | £955 |
| TOTAL | |
| Postgraduate Diploma | £6,345 |
| MSc | £9,525 |

The fees given above refer to the 2009 calendar year only and are subject to annual review. When you register you can either pay the total amount upfront or pay as you go (a one-off registration fee plus a fee for each module).

If you are taking exams outside London you will have an additional fee to pay to your local examination centre (this fee will vary).

How to apply

To download an application form, apply online, or find out more about this programme, please visit:

www.londonexternal.ac.uk/ophrm

If you have any further questions or would like information about any other programmes we offer, please contact our Information Centre:

enquiries@london.ac.uk



Summary of key dates

| | |
|---|---------------------|
| Application deadline | 1 October |
| Registration deadline | 1 January |
| Programme starts | February |
| Essays and mock exam answers submitted for feedback | 1 March – 30 August |
| Exams take place | October |

“The support, guidance and knowledge from tutors, administration and IT staff at Birkbeck is a credit to the University. I studied a Masters in HRM to enable me to develop in the field of Training. The Masters has given me the theoretical knowledge that I use on a daily basis in the field.”

Neil Marshall
MSc in Human Resource Management, UK

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