Aston University

PROGRAMME SPECIFICATION

2013-14

Programme Title	Human Resource Management and Business
UCAS/JACS Code	N100
School/Subject Area	Aston Business School Mainly Work & Organisational Psychology Group, plus contributions from others
Final Award	MSc
Interim Award(s)	Postgraduate Certificate, Postgraduate Diploma
Mode(s) of Study	Full-time and part-time on campus, flexible credit accumulation.
Normal Length of Programme	FT: 12 months PT: 24 months minimum, up to 3 years allowed by the University FCA: up to 3 years
Total Credits	Certificate 60, Diploma 120, MSc 180
Programme Accredited By	Chartered Institute of Personnel and Development (CIPD)
Dates Programme Specification Written and Revised	01/10/03, 01/02/04, 23/02/04, 29/04/04, 05/08/04, 06/08/05, 21/06/06, 14/08/07, 20/03/08, 06/08/08, 08/06/09, 23/11/11, 25/07/12, 21/06/13

Educational Aims of the Programme	• To provide a programme of study that meets the needs of local, national and international candidates, enabling them to learn by the exchange of experience as well as formal academic study. • To meet the needs of recent graduates, and those already in employment who wish to acquire specialist skills and knowledge in Human Resource Management & Business in order that they may embark or progress successfully on their chosen careers. • To provide students with an excellent learning experience that draws on the research and consultancy of Aston academic staff, utilising the University's links with business, professional and public sector organisations. • To provide students with opportunities to enhance their employability by developing life long learning and personal development skills. • To produce well qualified graduates who are equipped for and aspire to senior positions. • To cause students to reflect upon and develop their own positions in relation to corporate responsibility, sustainability and ethics. The rationale for the programme is to meet or exceed the needs and expectations of students enrolled on the MSc in HRM & Business so that they have the knowledge and skills to pursue careers at a strategic level in this field. External practitioners are used wherever possible to complement the expertise of specialists teaching staff, who enjoy close links with the profession. Specific programme objectives are as follows:- • To meet or exceed the accreditation requirements of the Chartered Institute of Personnel and Development (CIPD) as a professional body. • To develop the knowledge and skills required for the integration of HRM within wider business strategy • To develop the knowledge, skills and attitudes required for advising the wider management team about the effective management of people • To develop the skills necessary to manage a variety of interpersonal situations, including presentations, selection and problem-solving interviewing and negotiating that may arise within organisations

Relevant Subject Benchmark Statements and other External and Internal Reference Points used to inform programme outcomes	• Quality Assurance Agency (QAA) Benchmarking Statement in Business and Management for Masters level programmes • UK Quality Code Part A.1 (2011) • Quality Assurance Agency (QAA) Codes of Practice • Requirements of the Chartered Institute of Personnel & Development (CIPD)

TAUGHT STAGE

Programme Structures and Requirements: Levels, Modules and Credits

Module Title	Credits	Level	Module Code	Core/Option	Condoneable Y/N	Pre-requisite(s) Y/N
Assessment, Performance and Reward	15	7	BHM347	Core	Y	N
Employee Relations in Context	15	7	BHM349	Core	Y	N
Employment Law	15	7	BHM350	Core	Y	N
Learning and Talent Development	15	7	BHM351	Core	Y	N
Organisational Behaviour	15	7	BHM352	Core	Y	N
Research Methods in HRM & OB	15	7	BHM353	Core	Y	N
Strategic and International Human Resource Management	15	7	BHM354	Core	Y	N
Strategy, Change and Leadership	15	7	BHM355	Core	Y	N
TOTAL	120					

DISSERTATION STAGE

Programme Structures and Requirements: Levels, Modules and Credits

Module Title	Credits	Level	Module Code	Core/Option	Condoneable Y/N	Pre-requisite(s) Y/N
MSc Project	60	7	MSCPROJ	Core	N	N
TOTAL	60					

Programme Outcomes, Learning and Teaching and Assessment Strategies			
	A. Knowledge and Understanding		
	On successful completion of their programme, students are expected to have knowledge and understanding of:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	The strategic importance of human resource management/people management in contemporary organisations	Lectures: • convey essential knowledge • provide guidance to students on effective use of learning materials Case Studies: • To make connections with real life scenarios Guest Lectures: • To share experiences and link study with organisations Group Activities/Discussions: • To explore issues, share ideas and develop understanding Workshops: • To explore issues, share ideas, develop understanding and critically reflect upon themes of the programme. Presentations: • To organise research materials and proposals, communicate outcomes and share understanding. Videos: • To 'bring to life' and help develop understanding of key issues	• Examinations (outcomes 1, 2, 3, 4, 5) • Written assignments: Essays and Reports (outcomes 1, 2, 3, 4, 5) • Presentations (outcomes 1, 2, 3, 4, 5) • Learning journal (outcomes 1, 3, 5)
2	The relationships between the wider (global) business environment, organisational strategy and strategic choice in HRM. Including debates on the potential role of HRM in promoting more ethical and responsible business.		
3	International and cross cultural dimensions of organisational behaviour and HRM		
4	Theoretical and applied perspectives on HRM/people management		
5	Specific areas of human resource management through the study of specialist modules. These areas include; training and development, recruitment & selection, employment law, performance appraisal, career management, employee relations, and organisational development and change		

B. **Intellectual Skills**			
	On successful completion of their programme, students are expected to be able to:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	Demonstrate a high level of intellectual and analytical skills, and, through intensive postgraduate study, have acquired and developed understanding of HR, business and management subjects.	Tutorials: • to provide support to student learning • project supervision to help students develop research and analytical skills Case studies • to develop evaluative, reasoning, decision making and problem solving skills Reflective activity • to encourage critical self reflection on personal learning, knowledge and skills	• Project work (outcomes 1, 2, 3, 4) • Written assignments (1, 2, 3, 4) • Reflective assessment through a learning journal (outcomes 3, 4)
2	Demonstrate competence in synthesis, critical reasoning, evaluation and decision-making.		
3	Critically assess and engage with HR, business and management problems to develop problem solving skills.		
4	Reflect critically on their knowledge and understanding, and be able to identify, source and gain benefit from learning and professional development at work.		

	C. **Professional Skills**		
	On successful completion of their programme, students are expected to be able to:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
1	Apply principles, models and theories in the working environment.	Skills workshops • Will include a range of techniques to develop applied HR/people management skills – including role playing, case studies, group work, presentations, mock interviewing, negotiation exercises, and self-reflection. These will include industry and consultants who can connect theoretical studies with practical experience Guest lectures • industry who connect theoretical studies with practical experience Discussion • including active analysis of students own live experiences and, where relevant, issues from their workplace. Case Studies • Case studies are used extensively to allow students to discuss real life scenarios	• Production of continuous professional development plan and action learning logs (outcomes 2, 3) • Completion of workshops and associated reflective exercises (outcomes, 2, 3) • Project (outcomes 1, 3) • Group assignments (outcomes 1, 2, 3)
2	Demonstrate practical skills in HRM through action-based learning		
3	Demonstrate the knowledge and skills required for practitioners in HRM (e.g. negotiating skills, interviewing skills, presentation, leading & influencing skills and consultancy skills).		

	D. <u>Transferable Skills</u>		
	On successful completion of their programme, students are expected to show:	Learning, Teaching and Assessment Strategies to enable outcomes to be achieved and demonstrated	
		Learning and Teaching Methods	Assessment Methods
	A range of general and specific skills and management competencies including:	Group working skills • via case studies and syndicate group activities Computer and IT based work and activities Skills Workshops (see sections A and C) Self presentation workshop provide by CIPD Supervision and support for the project	• Writing assignments (1, 2, 5, 9) • Group and individual presentations (formatively and summatively assessed) (outcomes 3, 4, 6, 7, 9) • IT and quantitative skills assignments (outcomes 1, 5, 6, 8) • Project (outcomes, 1, 2, 5, 6, 8) • Learning journal to reflect on development of transferable skills (outcomes 1-9)
1	IT and computing skills		
2	Report writing skills		
3	Presentational skills		
4	Communication and team working skills		
5	Competency in understanding relevant statistical analyses and financial reports		
6	Research skills		
7	Enhanced personal skills and self-confidence in order to optimise career prospects.		
8	Ability to apply and integrate their key skills and competencies by undertaking a work based Project		
9	Problem solving and decision-making		

Entry Requirements	**Direct Entry:** • A UK honours degree or an overseas degree recognised by Aston or • A degree-equivalent professional qualification • Evidence of quantitative aptitude in mathematics to a level of a good GCSE pass or equivalent. **English Language Requirements (for candidates whose first language is not English):** • A TOEFL score of 100 (internet-based with minimum 23 in writing and speaking and 22 in reading and listening). • An IELTS score of 6.5 overall with no less than 6.5 in writing and speaking and 6.0 in listening and reading. • A Pearson Academic score of 61 overall with 61 minimum in writing, speaking, reading and listening • Candidates with TOEFL 85 or above (internet-based) with 21 minimum in writing and reading, 20 in listening and 22 in speaking, or IELTS 6.0 overall with 6.0 or above in all sections, or Pearson Academic 59 overall with a minimum score of 59 in each section are offered the opportunity of attending an 8-week pre-sessional course. • Candidates with TOEFL 75 overall (internet-based) with minimum 18 in reading and writing, 17 in listening and 20 in speaking, or IELTS 5.5 overall with 5.5 or above in all sections, or Pearson Academic Pearson Academic 51 overall with a minimum score of 51 in each section are offered the opportunity of attending a 12 week pre-sessional course. • Candidates with TOEFL 70 overall (internet-based) with a minimum score of 17 in reading and writing, 16 in listening and 19 in speaking, or IELTS 5.0 overall with 5.0 or above in all sections, or Pearson Academic 47 overall with a minimum score of 47 in each section are offered the opportunity of attending a 16 week pre-sessional course. • Candidates with TOEFL 65 overall (internet- based) with a minimum score of 16 in reading, 17 in writing, 15 in listening and 18 in speaking , or IELTS 5.0 overall with a minimum of 5.0 in writing and 4.5 or above in speaking, listening and reading, or Pearson Academic 42 overall with a minimum score of 42 in each section are offered the opportunity of attending a 20 week pre-sessional course. • A GMAT of 550 minimum may be required

Programme Regulations	**Attendance requirements:** Students are required to attend all sessions as specified for the course. **Flexible Credit Accumulation – Receiving an award:** The Programme Examination Board will consider students on this mode of attendance at least annually. The Board will agree the options open to students accept a Postgraduate Certificate and withdraw from the programme or continue w programme. Students will receive a 'statement of progress' letter at least once per year usually after a Programme Examination Board indicating: which credits have been passed, whether the credit passed entitles the student to an award and the period of study remaining until the time-limit for FCA programmes is reached (5 years from the start of the programme). If a student wishes to accept an award and leave before the end of the programme they must respond to the statement as soon as possible indicating they wish to receive an award **Exemptions from (Professional Qualification) examinations:** This Programme is fully accredited by the Chartered Institute of Personnel and Development (CIPD). On completion of the MSc students will bank the knowledge criteria for Chartered Membership of the CIPD.
	Specific assessment requirements for modules / module pass marks: The Board of Examiners may apply condonement to allow one or more assessments marked at 49% or below (but not normally below 40%) as passes at 50% The Board of Examiners will normally condone a maximum of 30 credits of condonement of taught modules. **The CIPD do not allow the condonement of any modules on their accredited programmes. Students must therefore achieve a 50% (Masters-level) pass mark on all modules to successfully meet the knowledge criteria for Chartered Membership of the CIPD.**
	Project Requirements: It is a requirement of the MSc Human Resource Management & Business that students undertake a major project of up to 10,000 words. The project must be passed with a mark of 50% or above for the award of MSc. If the mark awarded is below 50% a student may be referred and given a final opportunity to submit. The project is not required for the award of Diploma or Certificate

General Regulations (http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/general-regulations/) and the Regulations for the programme (above) take precedence over other information sources such as student handbooks if there is a conflict. If there is a conflict between General Regulations and Programme Regulations then General Regulations take precedence unless an exemption has been approved.

This specification provides a concise summary of the main features of the programme and the threshold learning outcomes that a student might normally be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. **The individual modules included in the programme may differ from those included in this programme specification as our programmes are subject to continuous review.** Information on admissions requirements and career opportunities is available in the relevant prospectus. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the appropriate module outlines and programme handbook(s).