



## Course Addendum: Changes to 2020/21 Teaching In Response to Covid-19

Whilst we hope to deliver as much activity on-campus as possible, the government's guidance and social distancing measures will inform how much teaching we can deliver face-to-face in the 2020/21 academic year. Working to government guidelines we have adapted the delivery of our courses to a model of blending learning, which consists of a mix of online and on-campus activities. We are equipped to move between blended learning to fully online, or face-to-face, as the Covid-19 situation evolves.

The learning outcomes of your course remain the same but there are changes to its delivery, assessment and structure, as set out in the Changes section of this document. The subsequent pages of this document contain the original teaching and learning schedule of this course, for your reference.

24<sup>th</sup> July 2020

### Course Details

Course Title(s)	MSc International Human Resource Management (FT)
Course Codes	5473, 5474 and 5475
Course Director	Dr John Opute
Shared Modules?	Yes: Creativity, Enterprise and Innovation (MBA_7_CEI)

### Changes to the mode of delivery and course composition

Module code and name	Changes to delivery mode		Current	New
Semester 1 Modules	All lectures and seminars during Semester 1 to be delivered online via Panopto and MS Teams and other interactive software as necessary.			
HRM in an International Context (MMP_7_HIC) – 20 credit	Private study hours: 160 Contact hours: 40 Student study hours: 200		No changes required	No changes required
People Management and Leadership (MMP_7_PML) – 20 credit	Private study hours: 160 Contact hours: 40 Student study hours: 200		No changes required	No changes required
Creativity Enterprise and Innovation (MBA_7_CEI) -10 credit	Private study hours: 80 Contact hours: 20 Student study hours: 100		No changes required	No changes required


### Changes to assessment strategy

Module code and name	Changes to weightings of assessment	
	Current	New
<b>Semester 1</b>		
HRM in an International Context (MMP_7-HIC)	Individual Assignment (60% weighting) Group presentation (40% weighting)	100% weighting - Individual assignment Changed via assessment change form and approval for Semester 1 2020-21.
People Management and Leadership (MMP_7_PML)	Individual assignment (100% weighting)	No changes to weighting
Creativity Enterprise and Innovation (MBA_7_CEI)	100% Group work	Changed via assessment change form and approval for Semester 1 2020-21 to 100% individual coursework

### Additional information

Any additional information
<p>Additional extracurricular masterclasses and other sessions will be held onsite for the equivalent of 2 hours per week for this course for students who would like to come onsite for these sessions.</p> <p><b>Course Director: Dr John Opute</b>  <b>Email: <a href="mailto:oputej@lsbu.ac.uk">oputej@lsbu.ac.uk</a></b>  <b>Tel: +44 (0) 7909534295</b></p>



		Academic Quality and Enhancement Manual School Strategy LSBU Academic Regulations
	External	QAA Quality Code for Higher Education 2013-18 Framework for Higher Education Qualifications Subject Benchmark Statements PSRB Competitions and Markets Authority SEEC Level Descriptors 2016
<b>B. Course Aims and Features</b>		
<b>Distinctive features of course</b>	<p>The key distinctive features of the course are as follows:</p> <ul style="list-style-type: none"> <li>• Enables the specialisation of business graduates and HRM professionals in the area of International HRM;</li> <li>• Provides a pathway to employment within an HRM function in international and multinational enterprises;</li> <li>• Provides an embedded programme of guest lectures from leading academics and HRM professionals;</li> <li>• Offers engagement with professional bodies such as the Chartered Institute of Personnel and Development (CIPD) and the Chartered Management Institute (CMI);</li> <li>• Applied teaching and learning;</li> <li>• A residential weekend;</li> <li>• The opportunity to engage in enterprise and consultancy practice;</li> <li>• The opportunity to carry out a project that suits the student's career needs;</li> <li>• Opportunities to network and develop connectivity with our postgraduate research and enterprise community;</li> <li>• Based in the heart of London;</li> <li>• Personal tutoring;</li> <li>• Sound and international comparative emphasis;</li> <li>• Varied background of class, with students from two collaborating institutions in Europe, thus enhancing the opportunities for networking and various cultural dispositions;</li> <li>• The research element of the course provides means of specialisation in an area of HR which is of interest to the student's future career.</li> </ul>	
<b>Course Aims</b>	<p>The MSc International Human Resource Management aims to:</p> <ul style="list-style-type: none"> <li>• Develop the capacity for personal and professional development; through an integration of academic specialist knowledge and skills in consultancy and enterprise;</li> <li>• Equip participants with a range of research skills and develop their ability to generate creative and resourceful solutions to problems via the adoption of intellectually rigorous methods of enquiry;</li> <li>• Produce international human resource management graduates well equipped with the relevant knowledge and skills to define strategic people objectives in organisations;</li> <li>• Provide knowledge, understanding and skills in the field of international human resource management.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Help the students understand the multi-faceted dimensions of international HRM, which includes cultural, institutional and legal contexts;</li> <li>• Help the students develop a strategic view of the importance of globalisation when seeking to bring strategic contributions to help international organisations to compete;</li> <li>• Enable students to acquire, modify and integrate key contemporary and relevant developments in HRM to help fulfil individual career aspirations;</li> <li>• Encourage a professional attitude to the discipline and international business and thereby foster employability or further study.</li> </ul>
<b>Course Learning Outcomes</b>	<p><b>a) Students will have knowledge and understanding of:</b></p> <p>A1 Principles and practice of HRM in the global sphere;</p> <p>A2 The analysis of global HR models;</p> <p>A3 The capabilities required to work at a strategic level in international firms;</p> <p>A4 The importance of integrating human resource strategies with global business strategy.</p> <p><b>b) Students will develop their intellectual skills such that they are able to:</b></p> <p>B1 Synthesise and evaluate information and data from a variety of sources within the specific field of international human resource management and the wider management subject;</p> <p>B2 Critically analyse and apply a range of concepts, principles and practices within the international human resource management field;</p> <p>B3 Exercise critical judgement in the selection and use of various techniques and methods within the human resource management domain;</p> <p>B4 Provide evidence of competence in data collection and analysis, documenting and reporting research findings with a strategic dimension;</p> <p>B5 Demonstrate problem solving abilities by applying professional ethical frameworks and critiquing strategic options chosen by companies (usually through case studies) in seeking competitive advantage.</p> <p><b>c) Students will acquire and develop practical skills such that they are able to:</b></p> <p>C1 Plan and manage work (both individually and in teams), effectively manage group projects leading to formal and informal presentation within the subject domain;</p> <p>C2 Communicate and explain, using various mediums, e.g. Moodle/VLE, face to face presentations, in-class discussions or simulations;</p> <p>C3 Produce work (within quality frameworks) involving problem solving and evaluation, drawing on some supporting evidence, typically the coverage of each module and case studies dealt with in seminars;</p> <p>C4 Practically apply knowledge gained. Such applications take the form of critical analysis of case studies in some modules, examination of a critical international HRM issue during group work or simulation of a specific case;</p>

	<p>C5 Identify appropriate practices within a professional and ethical framework and understand the continuing need for professional development as relating to the international HR professional, given continuous changes in the field and the diversity of cultures and environments.</p> <p><b>d) Students will acquire and develop transferrable skills such that they are able to:</b></p> <p>D1: Use interpersonal and communication skills in a wide range of contexts;  D2: Use ICT skills for a variety of purposes and have strategies for when ICT is not available;  D3: Practice using ethical frameworks and with an evidence base to justify decisions;  D4: Deal with a variety of situations with cultural sensitivity.</p>
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### **C. Teaching and Learning Strategy**

Lectures, seminars, case studies and guest speeches by professionals working in the field will be offered throughout the course. Module leaders will also run online discussion boards using Moodle in order to stimulate critical analysis, thinking and contrasting arguments. Module leaders will make use of on-line educational technologies that provide virtual teaching and assessment environments (e.g. Moodle). Intellectual skills (B1) (B2) and (B5) are developed through individual and group tutorial and seminar work and assignments based on subject theory. The more detailed intellectual skills outlined in (B3) and (B4) are developed and encouraged through tutorial discussion, case studies and coursework projects, including the dissertation. Students are expected, as part of the teaching and learning strategy, to be proactive participants in the development of intellectual skills through discussion and peer presentation and subject reporting. By using small group work, case studies and seminars, students will be encouraged to apply their knowledge and skills in ways that allow transfer to different settings and contexts. Practical skills are normally developed through case studies and simulations. Students are required to demonstrate and provide evidence of practical skills within the international human resource management field in their academic work and by drawing on examples of specific organisations they may be assigned to investigate in groups.

### **D. Assessment**

The assessment strategy in this course comprises of two elements. Firstly, formative assessment relates to activities that provide feedback to students, enable them to develop their thinking further and reflect on their learning. Formative feedback is a key teaching and learning strategy used throughout the course to ensure students engage in a process of continuous learning. Workshop and seminar activities provide the platform for formative assessment where the tutor can engage students in a variety of activities, such as in-class debates, moots and discussions. Such formative feedback can provide students staff with an understanding of the knowledge gained and areas of syllabus needing further reinforcement and delivery. Peer and staff review on a variety of in-class activities can provide formative feedback to students on the development of their knowledge and skills. Formative assessment will be supported by back up material provided on the University's VLE. Formative assessment will allow staff to reflect on student performance and feed forward into future delivery.

Secondly, formative assessment relates to the testing of subject knowledge and understanding, intellectual skills and practical skills through the application to case study, team working and client handling within workshops and seminars. Summative assessment is delivered through a variety of individual and group methods. Individual methods include essays, report writing and literature reviews, oral presentations and reflective writing. Group methods include group consultancy projects, group presentations, and group simulations. The course overall utilises a mixture of individual and group assessment methods. The Capstone Project is flexible in form and enables students to carry out a consultancy project within a business, explore the possibility of new venture creation or produce a

'standard' Capstone Project investigating and finding evidence-based solutions to business challenges. Exams are not utilised in the course since there is no professional body requirement for these and student feedback has indicated that coursework is preferred at a postgraduate level. Each module has one coursework component and the team will map out all deadlines in order to ensure that students have adequate time to prepare for each assessment and effectively manage the overall course workload.

### **E. Academic Regulations**

The University's Academic Regulations apply for this course.

The course permits one compensated pass, but this excludes the two research methods modules (Curiosity, Creativity and Research; Research in Action). These two research methods modules is a prerequisite for students to proceed to the Capstone Business Project (dissertation).

### **F. Entry Requirements**

(i) BA/BSc (Hons) 2:2 (or overseas equivalent) in Business Studies or Social Sciences. For overseas qualification, the NARIC framework is used as reference to determine equivalence.

Applicants with other degrees may be considered for admissions if it is deemed that elements of qualifications or experience could enable them to benefit from the course. Additionally, applicants whose first language is not English will need to have passed the IELTS with a minimum of 6.5.

### **G. Course structure(s)**

#### **Course overview**

- There are 3 modules to be covered in semester 1 and 5 modules and 2 optional modules (or an internship in place of the 2 optional modules) in semester 2.
- The dissertation/capstone business project module commences in June with a submission date of end September.

MSc International Human Resource Management – **Full time**

## MSc International Human Resource Management (FT)

**September Start**

Sept-Dec	<p><b>CORE MODULE</b></p> <p><b>HRM in an International Context</b> 20 credits</p>	<p><b>CORE MODULE</b></p> <p><b>People Management and Leadership</b> 20 credits</p>	<p><b>CORE MODULE</b></p> <p><b>Creativity, Enterprise and Innovation</b> 10 credits</p>
Feb-May	<p><b>CORE MODULE</b></p> <p><b>International and Comparative Employment Relations</b> 20 credits</p>	<p><b>CORE MODULE</b></p> <p><b>Strategy in International HRM</b> 20 credits</p>	<p><b>CORE MODULE</b></p> <p><b>Curiosity, Creativity and Research</b> 10 credits</p>
May-June	<p><b>CORE MODULE</b></p> <p><b>Research in Action</b> 10 credits</p>	<p><b>TWO 10cr OPTION MODULES</b></p> <p><b>Contemporary Issues in HRM</b></p> <p><b>Managing People in an Intercultural Work Context</b> Or any other validated PG Business School 10 credit optional module</p> <p><b>OR 20cr INTERNSHIP Internship, 20 credits</b></p>	<p><b>CORE MODULE</b></p> <p><b>Management Consultancy in a Global Environment</b> 10 credits</p>
Last weekend in June	<p><b>Project Escalator Residential</b></p>		
Submit ten weeks' after	<p><b>CORE MODULE</b></p> <p><b>Capstone Business Project</b> 40 credits</p>		

### **Placements information**

There is no placement on this course. However, all students have the option to study for a 20 credit Internship (instead of taking two 10 credit optional modules). This module allows the students to gain valuable work experience while studying for a Master's degree. Responsibility for securing the work

placement lies with the student. However, the student is supported during the search process and

when the student is working. The work placement should have some direct bearing on what the student is studying - a student studying MSc International Human Resource Management would be expected to secure an internship with some connection with aspects of HRM within the business community.

### H. Course Modules

Module Title	Level	Semester	Credit value	Assessment
HRM in an International Context	7	1	20	Coursework
People Management and Leadership	7	1	20	Coursework
Creativity Enterprise and Innovation	7	1	10	Coursework
International and Comparative Employment Relations	7	2	20	Coursework
Strategy in International HRM	7	2	20	Coursework
Curiosity, Creativity and Research	7	2	10	Coursework
Research in Action	7	2	10	Coursework
Contemporary Issues in HRM	7	2	10	Coursework
Managing People in an Intercultural Context	7	2	10	Coursework
Internship	7	2	10	Coursework
Any other validated PG Business School optional module	7	2	10	Coursework
Management Consultancy in a Global Environment	7	2	10	Coursework
Capstone Business Project	7	2	40	Coursework

### I. Timetable information

Timetables will depend on the choice of options and will be provided to students about two weeks in advance of each semester.

Residential Weekend: This runs from noon on Friday till Saturday evening. It takes place in June and details will be advised well ahead of this event.

### J. Costs and financial support

#### Course related costs

- There are no other course-related costs other than the School fees.

#### Tuition fees/financial support/accommodation and living costs

- Information on tuition fees/financial support can be found by clicking on the following link - <http://www.lsbu.ac.uk/courses/undergraduate/fees-and-funding> or

- <http://www.lsbu.ac.uk/courses/postgraduate/fees-and-funding>
- Information on living costs and accommodation can be found by clicking the following link-  
<https://my.lsbu.ac.uk/my/portal/Student-Life-Centre/International-Students/Starting-at-LSBU/#expenses>

#### **List of Appendices**

- Appendix A: Curriculum Map
- Appendix B: Personal Development Planning (postgraduate courses)
- Appendix C: Terminology
- Appendix D: International Office Questionnaire

## Appendix A: Curriculum Map

This map provides a design aid to help course teams identify where course outcomes are being developed, taught and assessed within the course. It also provides a checklist for quality assurance purposes and may be used in validation, accreditation and external examining processes. Making the learning outcomes explicit will also help students to monitor their own learning and development as the course progresses.

Modules																				
Level	Title	Code	A1	A2	A3	A4	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	D1	D2	D3	D4
7	HRM in an International Context		T D A	T D A	D	D	T D A	T D	T D		T D	T D A	T D	T D			T D	T D		T D
7	People Management and Leadership		T D A	T D A			T D A	T D A	D		T D		T D	T D	T D	T D A	T D			T D A
7	Creativity Enterprise and Innovation	MBA_7_CEI										T D A		T D A	T D A		T D A	T D A		
7	International and Comparative Employment Relations		T D A	T D A	T D A	T D	T D A	T D A	T D	T D A		T D A	T D	T D A	T D					T D A
7	Strategy in International HRM				T D A	T D A	T D A			T D A	T D A			T D A	T D A				D	T D A
7	Curiosity, Creativity and Research	MBA_7_CCR	T D A						T D A	T D A		T D A							T D	
7	Research in Action	MBA_7_RIA	T D A						T D A	T D A		T D A							T D	
7	Contemporary Issues in HRM				T D A			T D A		T D A	T D A			T D A	T D A				D	T D
7	Managing People in an Intercultural Context		T D A	T D A			T D A	T D A					T D	T D A		T D A		T D		



## Appendix B: Personal Development Planning

Personal development planning is a framework which provides the student with the opportunity to identify untapped abilities and thus provide the opportunity to construct a plan that will focus on their specific skill sets and strengths. It is thus a way of bringing out the student's distinct characteristics and strength and develops same to excel in their chosen area of interest. Students are therefore encouraged to reflect on their progress and to think about areas for development and improvement.

The PDP is designed into the modules of the course by means of how the modules are structured and assessed. Additionally, the course supports PDP opportunities as follows:

- 1) Modules, workshops and resources (through the LRC) to support skills development.
- 2) Opportunity to meet with your seminar tutor to discuss your progress and development.
- 3) Case study and group assignments to support employment-based activities and development.
- 4) Simulations and presentation sessions.
- 5) Reflective statement from dissertation report.

Many PDP activities also involve close collaborations with the library, learning development and career development service.

Approach to PDP	Level 7
1 Supporting the development and recognition of skills through a personal tutoring system.	Students will be allocated personal tutors who will monitor their development throughout the course, with sign posting to additional support as needed. Personal tutors will support students with any challenges they may face during their journey with LSBU.
2 Supporting the development and recognition of skills in academic modules.	The course Induction lays the foundation for skills development that operates throughout the course. Skills development is evident through the course's specialist IHRM modules which target soft skills development, such as problem solving, presentation and team work, coupled with academic knowledge. Skills relating to more general business acumen is developed through the 'Creativity Enterprise and Innovation' module and the common option modules shared across other postgraduate courses. Support is provided through the residential and extra curricula activities running alongside core academic provision.

<p>3 Supporting the development and recognition of skills through purpose designed modules.</p>	<p>The course has a clear focus on developing research, enterprise and consultancy skills. Skills development in the acquisition, storage, and analysis of information in all its forms is developed in a number of modules, as for example in “Curiosity, Creativity and Research”, “Research in Action” and</p>
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	the “Capstone Business Project”. Enterprise and creativity skills are developed through the ‘Creativity Enterprise and Innovation’ module while consultancy skills are developed through the ‘Management Consultancy in a Global Environment’ module.
4 Supporting the development and recognition of skills through research projects and dissertation work.	The study of research methods and the completion of the Capstone Business Project are central to the award of the master’s qualification. This will involve students in all aspects of the design and specification of research projects, including methodological choices, data collection and analysis and issues relating to personal and business ethics. Presentation and communication skills are also developed and tested through the research methods modules and the Capstone Project and support for the development of these skills is provided during the residential.
5 Supporting the development and recognition of career management skills.	The course is designed to allow students to bring their own prior experiences into discussion. The use of guest lectures and real case studies will emphasise the practical skills that underpin effective decision-making. The course develops team- working skills and encourages personal reflection and self-organisation, essential for successful dissertation research work. All students have access to the University’s central resources for skills development and career planning. Professional body events, such as CIPD and CMI events, enable students to network with the professional community and develop possible career avenues.
6 Supporting the development and recognition of career management skills through work placement or work experience.	The course offers an opportunity for an internship In addition, as previously described, the sharing of prior experiences of students and the use of guest lecturers and live case studies will provide access, at least in part, to the necessary skills and experience required of HR managers in the contemporary workplace.
7 Supporting the development of skills by recognising that they can be cultivated through extra curricula activities.	Students will be made aware of relevant public industry activities taking place outside the University. This would include seminars, talks and presentations at professional body events, conferences etc. Relevant publications available electronically or through the University library will be highlighted to students. In addition, students will have access to the School’s extensive programme of extra-curricular activities that includes the Research Today! seminar series, the opportunity to apply for work in the Business Solutions Centre etc.

8 Supporting the development of skills and attitudes as a basis for continuing professional development.	The course has opportunities for students to participate in all seminars, business talks, symposiums and conferences organised by the School of Business in collaboration with relevant professional bodies, such as the CIPD and the CMI.
9 Other approaches to personal development planning.	To support personal development, all students have access to the university's central learning resources, which provide services relating to Library, IT Support, Skills for Learning, Student Advice, and Employability and Careers.
10 The means by which self-reflection, evaluation and planned development is supported e.g. electronic or paper-based learning log or diary.	Self-reflection is embedded throughout the course both in modules (for example in the 'Creativity, Enterprise and Innovation', 'People Management and Leadership', 'International and Comparative Employment Relations', 'Contemporary Issues in HRM' modules), within the Residential and through the development and execution of the Capstone Business Project.

### Appendix C: Terminology

<b>awarding body</b>	a UK higher education provider (typically a university) with the power to award higher education qualifications such as degrees
<b>bursary</b>	a financial award made to students to support their studies; sometimes used interchangeably with 'scholarship'
<b>collaborative provision</b>	a formal arrangement between a degree-awarding body and a partner organisation, allowing for the latter to provide higher education on behalf of the former
<b>compulsory module</b>	a module that students are required to take
<b>contact hours</b>	the time allocated to direct contact between a student and a member of staff through, for example, timetabled lectures, seminars and tutorials
<b>coursework</b>	student work that contributes towards the final result but is not assessed by written examination
<b>current students</b>	students enrolled on a course who have not yet completed their studies or been awarded their qualification
<b>delivery organisation</b>	an organisation that delivers learning opportunities on behalf of a degree-awarding body
<b>distance-learning course</b>	a course of study that does not involve face-to-face contact between students and tutors
<b>extracurricular</b>	activities undertaken by students outside their studies
<b>feedback (on assessment)</b>	advice to students following their completion of a piece of assessed or examined work
<b>formative assessment</b>	a type of assessment designed to help students learn more effectively, to progress in their studies and to prepare for summative assessment; formative assessment does not contribute to the final mark, grade or class of degree awarded to students
<b>higher education provider</b>	organisations that deliver higher education

<b>independent learning</b>	learning that occurs outside the classroom that might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of assessment tasks, or revision
<b>intensity of study</b>	the time taken to complete a part-time course compared to the equivalent full-time version: for example, half-time study would equate to 0.5 intensity of study
<b>lecture</b>	a presentation or talk on a particular topic; in general lectures involve larger groups of students than seminars and tutorials
<b>learning zone</b>	a flexible student space that supports independent and social learning
<b>material information</b>	information students need to make an informed decision, such as about what and where to study
<b>mode of study</b>	different ways of studying, such as full-time, part-time, e-learning or work-based learning
<b>modular course</b>	a course delivered using modules
<b>module</b>	a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria; some providers use the word 'course' or 'course unit' to refer to individual modules
<b>national teaching fellowship</b>	a national award for individuals who have made an outstanding impact on student learning and the teaching profession
<b>navigability (of websites)</b>	the ease with which users can obtain the information they require from a website
<b>optional module</b>	a module or course unit that students choose to take
<b>performance (examinations)</b>	a type of examination used in performance-based subjects such as drama and music
<b>professional body</b>	an organisation that oversees the activities of a particular profession and represents the interests of its members
<b>prospective student</b>	those applying or considering applying for any programme, at any level and employing any mode of study, with a higher education provider

<b>regulated course</b>	a course that is regulated by a regulatory body
<b>regulatory body</b>	an organisation recognised by government as being responsible for the regulation or approval of a particular range of issues and activities
<b>scholarship</b>	a type of bursary that recognises academic achievement and potential, and which is sometimes used interchangeably with 'bursary'
<b>semester</b>	either of the parts of an academic year that is divided into two for purposes of teaching and assessment (in contrast to division into terms)
<b>seminar</b>	seminars generally involve smaller numbers than lectures and enable students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture
<b>summative assessment</b>	formal assessment of students' work, contributing to the final result
<b>term</b>	any of the parts of an academic year that is divided into three or more for purposes of teaching and assessment (in contrast to division into semesters)
<b>total study time</b>	the total time required to study a module, unit or course, including all class contact, independent learning, revision and assessment
<b>tutorial</b>	one-to-one or small group supervision, feedback or detailed discussion on a particular topic or project
<b>work/study placement</b>	a planned period of experience outside the institution (for example, in a workplace or at another higher education institution) to help students develop particular skills, knowledge or understanding as part of their course
<b>workload</b>	see 'total study time'
<b>written examination</b>	a question or set of questions relating to a particular area of study to which candidates write answers usually (but not always) under timed conditions

**Appendix D: International Office Questionnaire**

**Course open for International Tier 4 sponsored students**

Please answer the following questions to assess if the course is open to international Tier 4 LSBU sponsored students.

<b>Course Details</b>			
Name of Course	MSc International Human Resource Management		
Course Code	3781		
School	Business		
<b>Form Completed by</b>			
Name	Dr John Opute		
Position	Course Director, Post Graduate HR Courses	Date	07/01/2019

	<b>Question No</b>	<b>Questions</b>	<b>Answer options</b>	<b>Answer</b>
	1	What Regulated Qualification Framework (RQF) Level is the course?	RQF level?	7
	If RQF L3 to L5 please answer questions 1 or if L6 or above please answer question 2			
<b>Section 1</b>	2	RQF Level 3 to Level 5 course – Does the course have a minimum of 15 contact hours per week?  Go to question 4.	Y/N  n/a	n/a
	3	RQF Level 6 and above – Is the course Full Time?  Go to question 4.	Y/N  n/a	Y
	4	Is the entire course being taught or researched at the Southwark or Havering campus (excluding work placements)?  (If part of the course is being taught or researched 'off-site' at other Universities, organizations and companies please tick 'Y').	Y/N	Y

	5	Does the course (one AOS code) only lead to a single qualification? (not multiple, for example PgDip/MSc)	Y/N	N
	6	Does the course have a work placement? If Yes, Go to question 6. If No, End of Questions	Y/N n/a	Y
Section 2	7	Is the work placement integrated into the course?	Y/N n/a	Y
	8	Is the work placement formally assessed as part of the course?	Y/N n/a	Y
	If the course is <u>below</u> degree level study (RFQ L6) please answer question 9 only. If the course is degree level (RQF L6) and <u>above</u> please answer question 10.			
	9	If the course is <u>below</u> degree level study (L6) is the work placement total period <u>no more</u> than 33% of the total length of the course?  For example: Course length 12 months. Placement period 3 months. Placement proportion = 25%  End of Questions	Y/N n/a	N
	10	If the course is degree level (RQF L6) and <u>above</u> is the work placement total period <u>no more</u> than 50% of the total length of the course?  End of Questions	Y/N n/a	Y

Please submit the form Registry for assessment. If you have any questions please email [CAS@lsbu.ac.uk](mailto:CAS@lsbu.ac.uk)

For Registry purposes ONLY	
Section 1: Any 'No' in the comments? (No or questions)	
If applicable: Section 2: Any 'No' in the comments? (N/A, No or questions)	
Referral to International Office applicable Y/N	
Referred to International Office	
Date	