Global Human Resource Management MSc

Programme Handbook
2022-2023
### Summary of programme commitments

The University’s Student Charter requires students to be provided with a ‘Programme Handbook which outlines any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures’.

The purpose of this summary is to help you locate further details about this key information in your handbook. In the Business School, the information will either be included in your Programme Handbook or in the PG Canvas Community under “PG Study Guide”.

<table>
<thead>
<tr>
<th>Average number of contact hours for this Stage / programme:</th>
<th>Please see PG Study Guide in NUBS PG Community on Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of delivery:</td>
<td>Please see “Your Programme” section of your programme handbook on page 3</td>
</tr>
<tr>
<td>Normal notice period for changes to the timetable, including rescheduled classes:</td>
<td>Please see PG Study Guide in NUBS PG Community on Canvas</td>
</tr>
<tr>
<td>Normal notice period for changes to the curriculum or assessment:</td>
<td>Please see PG Study Guide in NUBS PG Community on Canvas</td>
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<tr>
<td>Normal deadline for feedback on submitted work (coursework):</td>
<td>Please see PG Study Guide in NUBS PG Community on Canvas</td>
</tr>
<tr>
<td>Normal deadline for feedback on examinations:</td>
<td>Please see PG Study Guide in NUBS PG Community on Canvas</td>
</tr>
<tr>
<td>Professional Accreditation:</td>
<td>Please see your programme Canvas Community for up-to-date information</td>
</tr>
<tr>
<td>Assessment methods and criteria:</td>
<td>Please see your programme Canvas Community for up-to-date information</td>
</tr>
<tr>
<td>Academic guidance and support:</td>
<td>Please see PG Study Guide in NUBS PG Community on Canvas</td>
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<tr>
<td></td>
<td>Please see “contacts” section of your programme handbook on page 10.</td>
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</tbody>
</table>

### Use of Programme Handbook

The purpose of this handbook is to provide you with an overview of your Master’s degree programme. This handbook should be read in conjunction with the Newcastle University Business School ‘Postgraduate Study Guide’. Together, these documents will provide you with a guide to the facilities offered to you both by the School and the wider University and are designed to complement other information provided by the University.

This handbook provides an accurate picture of the programme at the time of writing, but this may be subject to minor change during the academic year. You will be informed of any changes through the appropriate channels.
Your programme

This section aims to provide you with some key information on your degree programme. Generic information relating to postgraduate degrees can be found on the Business School Postgraduate Canvas Community in the PG Study Guide.

We want you to get the most out of your teaching and learning and will do everything we can to support you to do so. You will be learning through a blended approach of:

- **present-in-person (PiP)** – on-campus activities which show on your timetable
- **synchronous** – ‘live’ online sessions via Zoom or Teams which show on your timetable
- **non-synchronous** – recorded content available online which you can access at any time, such as certain lecture materials. These will not show on your timetable but Module Leaders will inform you about these activities.

Our 2022/23 modules are built with flexibility in mind if we are required to reduce or suspend the on-campus and in-person teaching due to Government public health requirements. The University is reviewing the situation regularly and will inform you if the public health situation means any changes to delivery are necessary. We recommend you regularly check the University website for the most up-to-date information.

Induction

Your induction will include a combination of pre-arrival materials available online via Canvas, a main Induction Week with activities in person and online during 19 – 23 September 2022. This is followed up by extended induction activities to support you to settle into your studies as Semester 1 teaching gets underway. Induction Week will include sessions with your Degree Programme Director (DPD) and your designated Personal Tutor.

This period is also your opportunity to familiarise yourself with the University, the facilities available and to check details such as your timetable. A full schedule will be available on the relevant programme pages in Canvas and published on the Business School website.

About the programme

Global Human Resource Management MSc is a one-year, full-time, intensive modular programme. The programme consists of two parts:

- a taught component that runs during the first and second Semesters
- a research project that runs during the third Semester.

The research project may take the form of a Dissertation or a Practice-Based Project.

Newcastle University Business School’s Global Human Resource Management (GHRM) MSc aims to provide a firm foundation in the knowledge and skills required to pursue a career in human resource management.

Managing people in both the private and public sectors can be an extremely difficult process, yet people are central to the success of any organisation. We aim to enable you to make an effective contribution as a human resource specialist, always recognising the distinctive ethical responsibilities of the human resource practitioner.
The Newcastle Master’s degree has an established reputation amongst academics, students and HRM practitioners. We provide the opportunity to learn from leading HR directors, both nationally and internationally and from leading researchers in the field, both at Newcastle and other leading academic institutions.

Accreditation

The course is fully accredited by the Chartered Institute of Personnel and Development (CIPD). Successful completion leads to Associate membership of this prestigious institute. Membership provides you with access to leading resources, training support and networks to advance your professional practice in human resource management.

Full details of CIPD accreditation and requirements will be given out during the course. However, as an overview of the process, students seeking accreditation will be required to register with the CIPD as a student member during their studies (please note that there is a registration fee for this).

After becoming a student member you will need to provide our admin team with your membership number (by emailing pglwoadmin@newcastle.ac.uk). If you successfully pass the degree programme, we will then be able to notify the CIPD after you graduate, enabling you to become an Associate-level member should you wish to. For more information on the CIPD visit their website. Please note, that to remain a member of the CIPD you will need to renew your membership in July every year.

The Global Human Resource Management MSc also aligns with the standards of the American-based Society of Human Resource Management (SHRM), the world’s largest association devoted to human resource management.
Programme Structure

There are two distinct phases of the programme.

Phase 1

All students on the Global Human Resource Management MSc programme will take 100 credits of compulsory taught modules (all which are core modules and must be passed), 20 credits of optional modules and a 60-credit dissertation/project. The table below shows all compulsory, core modules on the programme and the Semester in which they run.

All students take all of the following subject area modules.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8285</td>
<td>Global Human Resource Management: Theory and Practice</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>NBS8286</td>
<td>People Management in Global Context</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>NBS8289</td>
<td>Research Methods</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>NBS8288</td>
<td>The Reflexive Human Resource Practitioner</td>
<td>1 and 2</td>
<td>20</td>
</tr>
<tr>
<td>NBS8287</td>
<td>Global Employment Relations</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>NBS8386</td>
<td>Human Resource Development in a Global Economy</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

All students take further optional subject area modules to a value of 20 credits from the following:

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8383</td>
<td>Diversity in a Global Context</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>NBS8385</td>
<td>Thinking Differently about Global Human Resource Management</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>NBS8387</td>
<td>HRM in Cross-National Context</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>NBS8607</td>
<td>HR Analytics</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>
Phase 2
All students take one of the following individual project modules (acceptance onto these modules will be at the discretion of the Degree Programme Director and may be subject to availability):

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8500</td>
<td>Dissertation (Global HRM)</td>
<td>2 and 3</td>
<td>60</td>
</tr>
<tr>
<td>NBS8799</td>
<td>Practice Based Project (Global HRM)</td>
<td>2 and 3</td>
<td>60</td>
</tr>
</tbody>
</table>

Dissertation / Practice Based Project

The Dissertation and Practice Based Project are major pieces of work designed to enable you to demonstrate your knowledge, understanding and skills gained from the programme by integrating and applying your learning to real-world situations and problems.

The Dissertation/Project process commences during Semester 2 with the preparation of your research project proposal.

Following preparation of your initial proposal, you will be allocated a supervisor who will provide guidance through the Dissertation/Project process. You will be expected, through your Dissertation/Project, to demonstrate evaluative and analytical ability, gain an in-depth knowledge of the topic and understand the relevance of the context in which the investigation is set.

The Dissertation/Project will be completed by 1 September 2023. You must have your ethics form and, where relevant, the travel and fieldwork risk assessment forms signed off by your supervisor before proceeding with your work.

Degree Programme Regulations

The Degree Programme Regulations detail the modules to be studied on your Master’s degree and any progression requirements, such as the need to pass the taught modules of the degree before proceeding to dissertation. You must read these and make sure you know the requirements of your Master’s degree.

Programme Specification

A detailed description of the programme structure, programme aims and learning outcomes can be found in the Programme Specification.

This includes information on the knowledge and understanding, intellectual skills, practical skills and transferable/key skills which you are expected to develop and demonstrate during your studies.

University Regulations

You must familiarise yourself with the University Regulations, in particular the Postgraduate (Taught) Progress Regulations and Examination Conventions which detail the regulations for study and award of
a Master’s degree. This includes conditions for reassessment in failed modules and criteria for eligibility of a Master’s award. You are expected to read the regulations and make yourself aware of their implications.

Postgraduate research

Students who are successful in their Master’s programme may wish to consider applying for a PhD with Newcastle University Business School. Newcastle University Alumni may also qualify for a discount on PhD fees. Further details of the research areas covered within the School and details of research programmes can be found on the University website.

Your assessment

The assessment will depend on the individual module. You can expect to be assessed by a variety of means including:

- examinations
- assignments both individual and group
- presentations
- dissertation

The mix of assessment methods is to allow you to demonstrate your understanding of the knowledge outcomes of the programme and also your assimilation of the skills developed during your Master’s programme.

The assessment methods used in individual modules are included in the module outlines. The assessments for the taught modules are summarised in the table below.

Details of assessment deadlines will be provided on the Global Human Resource Management Canvas Community within the first two weeks of term to allow you to plan your workload. You should familiarise yourself with the assignment submission procedures available on the Global Human Resource Management Canvas Community.

Please note that work submitted after the specified deadline, even by just a few minutes, will be treated as a late submission in line with University policy. Please see further details in the Postgraduate Study Guide on late submission of assessed work.

Occasionally, a module leader may change an assignment deadline (almost always to a later date). You will be notified of this in advance by e-mail by either the Module Leader or the relevant Programme Support Team. For all assignment deadlines, you should receive your marks and feedback within 20 working days. There may be certain exceptions to this turnaround time, but you will be notified of this at the time the deadline is set. For Semester 1 exams, generic feedback will be provided for the module early in Semester 2 to help you prepare for Semester 2 exams. For any students required to resit any exam, as a minimum, generic feedback will be provided at least four weeks before the resit exam. Individual feedback for any exam can be provided on request after exam boards have met.

<table>
<thead>
<tr>
<th>Module</th>
<th>Core / Compulsory / Optional</th>
<th>Individual assignment(s)</th>
<th>Group assessment</th>
<th>Examination</th>
</tr>
</thead>
</table>

7
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Level</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8285</td>
<td>Global Human Resource Management: Theory and Practice</td>
<td>Core</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8286</td>
<td>People Management in Global Context</td>
<td>Core</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8289</td>
<td>Research Methods</td>
<td>Core</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8288</td>
<td>The HR Practitioner: Skills, theory and practice</td>
<td>Core</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8287</td>
<td>Global Employment Relations</td>
<td>Core</td>
<td>80%/20%</td>
</tr>
<tr>
<td>NBS8386</td>
<td>Human Resource Development in a Global Economy</td>
<td>Core</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8383</td>
<td>Diversity in a Global Context</td>
<td>Optional</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8385</td>
<td>Key Challenges in Global Human Resources Management</td>
<td>Optional</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8387</td>
<td>HRM in Cross-National Context</td>
<td>Optional</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8607</td>
<td>HR Analytics</td>
<td>Optional</td>
<td>100%</td>
</tr>
</tbody>
</table>
At the start of the academic year early in Semester 1, we will be seeking student representatives from your degree programme to join the undergraduate Student-Staff Committee (SSC).

If you are interested in being a representative on the Student-Staff Committee, please contact the Programme Support Team pglwoadmin@newcastle.ac.uk

The SSC is a meeting of the student representatives from your subject group with key academic staff and takes place usually four times a year.

If a student (or group of students) has a particular issue or concern regarding the teaching on their degree programme, the best and quickest route is for students and staff to resolve any issues informally.

For any other issues, the SSC is the forum where students (via student representatives) can present their views, issues and concerns. Issues raised by students at SSC are often then considered by the relevant Board of Studies.

Student representatives will also be invited to attend the Board of Studies meetings. These meetings look in detail at the structure, content and quality assurance of small groups of programmes and student representatives are invited to participate in discussions at these meetings with the teaching teams for their degree programme.

In accordance with the student charter, it is important that as a community, we communicate with each other respectfully and professionally.

The student charter sets out the standards of behaviour expected from our students and the sanctions that can be imposed if these standards are not met. The charter makes specific reference to communications and states that students must undertake to demonstrate high standards of personal conduct and respect in their interactions with the University and the local community.

 Whilst on this programme you are therefore expected to express your opinions maturely and constructively. You should treat fellow students, University colleagues, neighbours and other people in the community with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability or political views and respect the privacy of students and University colleagues demonstrate the above standards in all verbal and written communication, including via social media and e-mail.

Further information about digital safety and digital etiquette is provided on Canvas as part of your induction materials.
Your contacts

Below are details of key contacts for the Global Human Resource Management MSc programme. The programme director has overall responsibility for the management of the programme. The Programme Support Team is responsible for general administrative issues relating to the programme.

Address
Newcastle University Business School
5 Barrack Road
Newcastle upon Tyne NE1 4SE
Telephone: (0191) 208 1500

Degree Programme Director
The Degree Programme Director (DPD) oversees your Master's programme and can help you with questions about the programme as a whole.

Dr Emily Yarrow
Email: emily.yarrow2@newcastle.ac.uk
Phone: 0191 208 0497

Programme support
The programme support team is your main point of contact for administrative queries relating to your programme, such as information about procedures or deadlines.

Email: pglwoadmin@newcastle.ac.uk

You will be allocated your own Personal Tutor who is there to help you with matters of a more personal nature. In addition, you can contact the Senior Tutor who has overall responsibility for pastoral matters and is chair of the staff–student committee for your programme.

Business School careers adviser
Our careers adviser can help you with information and guidance on careers and employment, both during and after your studies.

Cian O'Sullivan
Email: nubs.employability@newcastle.ac.uk
Careers Service, Newcastle University Business School

Programme Team
Details on the Programme Team will be provided in the first lecture for each module.

A complete list of Business School academic and professional support staff, along with contact details, can be found on our website. Staff profiles are also available via this link illustrating the research and teaching interests of academic members of staff.