

# HRODC Training Institute



**Regulation For HRODC Training Institute**

**Postgraduate Diploma**

**MBA – MA – MSc**

**Degree Regulation - UK**

**Full-Time Version**

**HRODC Training Institute**

Human Resource and Organisational Development Consultancy (HRODC) Ltd. Registered in England No. 6088763.

**Registered Office:** 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK - V.A.T. # 8958 765 38

**Prof. Dr. R. B. Crawford - Director - HRODC Training Institute**

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.



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| <h2>HRODC Training Institute</h2>   |  |  |

### HRODC Training Institute - UKRLP Registration

HRODC Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>; Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: [www.hotcourses.com](http://www.hotcourses.com); Employer Guide to Training: [www.educationuk.org](http://www.educationuk.org); Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Government Training and Learning Directories.

## Full-Time Postgraduate Application, Admission, Enrolment Procedure, Duration and Cost

### 1. Full-Time Postgraduate Degree Application Requirement:

Please send the following documents:

- ✚ Completed Postgraduate Application Form, including a passport sized picture of the applicant
- ✚ Copy of Issue and photo page of your current passport or copy of your National Identity Card, if it has your photograph incorporated.
- ✚ Two recent References, at least one of which should be academic – from your University or College

2

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Direct Gov: <http://careersadvice.direct.gov.uk>;  
Hotcourses: [www.hotcourses.com](http://www.hotcourses.com); Employer Guide to  
Training: [www.educationuk.org](http://www.educationuk.org); Learning Bank:  
<http://www.learning-bank.co.uk/>; Yorkshire &  
Humberside LSC Website: <http://www.yhtap.com/>;  
WM Learning Directory: <http://www.wmld.org> and  
other Govt. Training and Learning Directories. It offers  
Full-Time, On-Line & Intensive Postgraduate Courses

## 2. What Happens Next?

- ✚ On receipt of all the above documents we will make an assessment of your suitability for the Programme.
- ✚ If you are accepted on the Programme, you will be notified accordingly and sent an Admission and Enrolment Confirmation Letter and Invoice.
- ✚ One week after the receipt of your payment or official notification of your payment, your course tutor will contact you, by e-mail or telephone, welcoming you to the Programme.
- ✚ Non-European Students will be sent immigration documentation, incorporating a Visa Support Letter. This letter will bear the applicant's photograph and passport details
- ✚ You will be notified of the dates, location and venue of enrolment and orientation
- ✚ Non-UK students will be sent general information about 'student life' in the UK and Accommodation details

## 3. Masters Degree Dissertation

- ✚ When you have successfully completed Semester 1 courses, you will be entitled to register for your dissertation
- ✚ The knowledge and skills gained from the research module course, which is taught in Semester 2, will enable you to formulate your research proposal.
- ✚ With the guidance of your research module tutor, you will submit a Synopsis or Research Proposal
- ✚ On the approval of your synopsis, you will be assigned a main research supervisor and a mentor. You will, in earnest, begin the research for your dissertation
- ✚ You will be assigned a Dissertation Supervisor and a Dissertation Mentor
- ✚ Your Dissertation Supervisor will have the main responsibility for your work
- ✚ Your Dissertation Mentor will have casual contact with you and resolve any problems that you might be experiencing with your supervision that your Dissertation Supervisor cannot address or that you do not wish to bring to his or her attention



- ✚ Students' Viva Voce, or Oral, Examination will be conducted within 2 months of the submission of their Dissertation;
- ✚ The Dissertation Examination will be conducted by an External and an Internal Examiner;
- ✚ The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline, who is not otherwise associated with HRODC Training Institute;
- ✚ The Internal Supervisor will be an HRODC Training Institute's Tutor, who is neither Students' Main Dissertation Supervisor or their Dissertation Mentor;
- ✚ The submission date of a Masters Dissertation is expected to be within 12 calendar months of their initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
- ✚ In the event that Students were not successful on the first attempt, they will be given the opportunity to make minor amendment to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.

#### 4. Masters Degree Programme Requirement

- ✚ To be awarded the Masters Degree (MA, MBA, MSc), you should have successfully completed a minimum of 5 modules, at least 75% of which should be passed at 50% or above.
- ✚ In addition to the above, a 15,000 to 20,000 words Dissertation is required.

#### 5. Masters Degree Programme Cost, Facilities, Discounts, etc.

##### Cost

The cost of a typical Masters Degree Programme is currently twelve thousand pounds (£12,000.00) per year. While it is expected that all students will complete the programme within one year, occasionally some students need a longer period to retake specific modules and or complete the dissertation requirement. Where re-registration of a module or dissertation is needed, additional, pro-rata, fee will be required

Programme Cost includes:

4

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Direct Gov: <http://careersadvice.direct.gov.uk>;  
Hotcourses: [www.hotcourses.com](http://www.hotcourses.com); Employer Guide to Training: [www.educationuk.org](http://www.educationuk.org); Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>;  
WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

- Course Guides and Supplement,
- Course Material
- On-line Support
- Tutorial Support
- Available Learning Resources
- Module Assessment
- Dissertation Supervision and Examination

### Study and Research Facilities:

- ✚ Students in London will generally have membership of and access to the British Library (St. Pancras), where they will have the following facilities:
  - Access to books, journals and other periodicals
  - Multi-media information access
  - Wi-Fi Access
  - Limited Computer/ Internet Access
  
- ✚ At HRODC Training Institute, Wolverhampton, students will have:
  - Access to a collection of text, journals and other periodical
  - Free Access to Central libraries
  - Free Computer Access
  - Free Wi-Fi Access
  - Free Book-binding facilities
  - Free Laminating Facilities
  - Fax Machines
  - Internet Phones (VOiP)

### Student Discounts

- ✚ All students will receive a 'Rail Card', which will entitle them to generous discounts on rail travel throughout the UK
- ✚ Their student ID will enable them to purchase discounted Travel Cards for bus and tram rides



- ✚ They are also entitled to 20% discount on all books from Prentice Hall
- ✚ Desktop, Laptop and Notebook Computers can be purchased through HRODC Training Institute, at cost price.
- ✚ We are currently in negotiation with several retailers and other agencies for discounts to our students.

### Terms and Conditions

HRODC Training Institute's Policy Terms and Conditions are Available for viewing at:

<http://www.hrodc.com/COSTS.htm>

Or Downloaded, at:

[http://www.hrodc.com/Brochure\\_Download\\_Centre.Company\\_Brochures\\_Seminar\\_Brochures\\_Seminar\\_Schedule.htm](http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm)

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