

Postgraduate Diploma in Human Resource Management

Admission Information

BiMS is the largest provider of Postgraduate Diploma in Human Resource Management in the country. In collaboration with the Association of Business Practitioners (ABP-UK), BiMS offers Postgraduate Diploma programme in Human Resource Management. As a registered education institute under Ministry of Education, BiMS offers different Edexcel qualifications in Bangladesh. BiMS is the approved learning partner of Heriot-Watt University in Bangladesh. BiMS is affiliated with Bangladesh Technical Education Board and has international operation in different countries including London and Pakistan.

About ABP

The Association of Business Practitioners (ABP) is a UK awarding body linked to the Association of Business Executives (ABE). As a not-for-profit organisation, ABP offers a wide range of standard Business and Management qualifications at a variety of levels based on the UK Qualifications and Credit Framework (QCF). Candidates who successfully complete HRM programme are awarded ABP Level 7 Postgraduate Diploma in Human Resource Management.

About PGDHRM

Postgraduate Diploma in Human Resource Management (PGDHRM) is a career-oriented qualification developed in collaboration with the Association of Business Practitioners (ABP-UK). PGDHRM awarded by ABP-UK is a professional qualification. At present, graduates and students of BiMS are working in more than 500 organisations in the country and abroad.

Weekly Review Class

PGDHRM programme has been developed primarily for the distance learners and part-time students. For the entire course provision, there is one (optional) weekly review-class. Classes are held typically every Saturday from 6 PM to 9 PM. However, it is the sole-responsibility of the candidates to pursue self-study in the light of study materials. Distance learning candidates and part-time students receive the same certificate of equal standard from ABP-UK.

Admission

Candidates with minimum Bachelor degree (in any field) from a recognised university are eligible to get directly admitted as PGDHRM candidate (subject to Operational Memorandum of BiMS). Filled-up application forms along with one set of certified photocopies of educational certificates and transcripts and two copies of passport-

size photos must be submitted. BiMS reserves the right to reject any application without providing any reason thereof.

Fees and Payments

At the time of admission, accepted applicants will be required to submit prescribed fees in cash.

Mode of Study	Cost (for maximum 9 Months)	Course Materials	Max. Registration
Distance Learning	15,000/- payable at the time of admission	Free	9 Months
Part-time (Saturday Class)	15,000/- payable at the time of admission	Free	9 Months

Above fee includes examination and registration with ABP-UK. Registration of students will remain valid for immediate next 3 exam windows from the date of admission or for a maximum period of 9 months. All candidates must note that fees are NOT refundable under any circumstances.

Subject Units & Examination

PGDHRM programme has eight units/papers and four exams. Every two units are assessed through single examination. That is,

HRM01A and HRM01B are assessed through a single examination (HRM01).

HRM02A and HRM02B are assessed through a single examination (HRM02).

HRM03A and HRM03B are assessed through single examination (HRM03).

HRM04A and HRM04B are assessed through single examination (HRM04).

Paper Code	Paper Title	Marks	Credit*
HRM01A	Human Resources Management	100	5
HRM01B	Performance Management		5
HRM02A	Human Resource Planning	100	5
HRM02B	Human Resource Development		5
HRM03A	Industrial Relations	100	5
HRM03B	Employee Participation		5
HRM04A	Labour Law I	100	5
HRM04B	Labour Law II		5

**Credit value has been assigned as per approved guided learning hours. Credit values are based on UK education framework.*

Examination Schedule

All candidates (who would be studying from Bangladesh) will be required to attend exams at BiMS (Dhanmondi). All exams typically start at 6:00 PM only on Saturday. Standard duration of each exam is three (3) hours. Exams are ONLY held in the months of March, June, September and December as per following schedule:

Exam Window	HRM01	HRM02	HRM03	HRM04
March	First Saturday	Second Saturday	Third Saturday	Fourth Saturday
June	First Saturday	Second Saturday	Third Saturday	Fourth Saturday
September	First Saturday	Second Saturday	Third Saturday	Fourth Saturday
December	First Saturday	Second Saturday	Third Thursday	Fourth Saturday

If a student remains absent in any of exams, s/he student will be awarded fail grade as provisional result. Every student will be provided with maximum three sitting opportunities for passing all of the four exams as long as his registration is valid.