

## **BA International Management and Business Administration with German**

**UCAS code: N2R2**

**For students entering Part 1 in 2007**

Awarding Institution:	The University of Reading
Teaching Institution:	The University of Reading
Relevant QAA subject benchmarking group:	Business & Management
Faculty of Economic & Social Sciences	Programme length: 4 years
	Date of specification: August 2007
Programme Director:	Dr L A Newton
Programme Adviser:	Dr I F Roe
Board of Studies:	BA Management Studies
Accreditation:	Chartered Institute of Marketing, CIMA

### **Summary of programme aims and learning outcomes**

The programme aims to provide a degree-level education in International Management and Business Administration, with a significant emphasis on German culture and a high level of understanding of written and spoken German. This programme is distinctive in its international business and culture aspects. At the same time it provides a good understanding of a range of key functional aspects of business which give students some exemptions from initial examinations by a number of professional bodies.

### **Transferable skills**

The University's Strategy for Teaching and Learning has identified a number of generic transferable skills which all students are expected to have developed by the end of their degree programme. In following this programme, students will have had the opportunity to enhance their skills relating to career management, communications (both written and oral), information handling, numeracy, problem-solving, team working and use of information technology.

### **Programme content**

The following profile lists the compulsory modules, together with their credit size, for each Part. Students are required to take a total of 120 credits in each Part. Where the compulsory modules in a Part total less than 120 credits, students are required to select options containing sufficient credits to make up the shortfall. Any such options selected must be drawn from the options listed below for Parts 2 and 3; in Part 1 they can be drawn from anywhere in the University subject to any restriction which may be applied to particular module choices.

<b>Part 1 (three terms)</b>	<b>Compulsory modules</b>	<b>Credits</b>	<b>Level</b>
MM1F4	Introductory Management	20	C
EC104	Economics for Managers	20	C
EC1F5	Introductory Quantitative Techniques	20	C
<b>Plus Either :</b>			
MM1F10	Student Enterprise	20	C
<b>Or :</b>			
MM1F2	Introductory Financial Accounting	20	C
<b>Compulsory modules in German Studies for students entering with A level German or equivalent</b>			
GM1AGL	Advanced German Language	20	C
GM1IMG	Icons of Modern Germany	20	C
<b>Compulsory modules in German Studies for students entering with GCSE German or equivalent</b>			
LA1PG4	IWLP German Level 4	20	C

GM1ICI	Icons of Modern Germany (Intermediate/Beginners)	20	C
<b>Compulsory modules in German Studies for students entering with no knowledge of German</b>			
GM1IG1	Intensive German 1	20	C
GM1IG2	Intensive German 2	20	C
<b>Part 2 Compulsory modules in Management (three terms)</b>			
MM217	Introduction to International Business & Management	20	I
MM256	Management Skills ( <i>including CMS</i> )	20	I
<b>Compulsory modules in German Studies</b>			
GM2L2	German Language II	20	I
<b>Or (only for students who took Intensive German 1 &amp; 2 at Part 1)</b>			
GM1AGL	Advanced German Language	20	C
GM2GMB	German for Business Purposes	20	I
<b>Optional modules in Management available in Part 2 to total 40 credits</b>			
MM204	Management Accounting (MM1F2 is a pre-requisite)	20	I
MM254	Organisational Behaviour	20	I
MM255	Marketing Management	20	I
MM258	An Introduction to the Management of Information Systems	20	I
MM270	Practice of Entrepreneurship	20	I
<b>Only 20 credits of C level modules can be taken at Part 2</b>			
<b>Year abroad</b>			
MM353P	Business Project	40	H
GM3YO40	Oral and Aural German	40	H
<b>Either:</b>			
GM2YS40	<i>Scheine</i> (full year)	40	I
<b>or:</b>			
GM2YWPL	Placement report	20	I
	plus Work experience (non-contributory)	20	I
<b>Part 3 Compulsory modules in Management (three terms)</b>			
MM330	Comparative International Management	20	H
MM332A	Strategic Management & Business Policy 1	20	H
<b>Compulsory modules in German Studies</b>			
GM3GMB	German for Management & Business	20	H
<b>Either:</b>			
GM3GPT	Translation into German and English	20	H
<b>or:</b>			
GM3GSC	German Structure and Composition	20	H
<b>Optional modules in Management available in Part 4 to total 40 credits</b>			

Students must choose TWO 20-credit option modules. A complete list is available from the Programme Director, and a list of current options can be found in the relevant Departmental Handbook. There is no guarantee that every option module will be available in any given year. New option modules may also be added.

Modules typically, but not exclusively cover, Strategic Management; Comparative International Management; International Marketing; Business Ethics; Finance, and E-Business. Some modules have I- level pre-requisites

### **Progression requirements**

To progress to Part 2 a student must:

- (i) obtain an average mark of 40% across all Part 1 modules;
- (ii) obtain at least 40% in Introductory Management, Quantitative Techniques, and a mark of at least 40% in all of their compulsory German modules;
- (iii) not have any mark of less than 30% in a module except that marks of less than 30% in a total of 20 credits may be condoned.

To progress from Part 2 to Part 3 a student must:

- (i) obtain an average mark of 40% across all modules in that Part;
- (ii) obtain at least 40% in all compulsory modules (to include their compulsory German language module);
- (iii) not have any mark of less than 30% in a module except that marks of less than 30% in a total of 20 credits may be condoned.

**To proceed from the Year Abroad to Part 3, students must satisfy the examiners that they have completed an approved programme of study or employment in a German-speaking country.**

### **Summary of teaching and assessment**

Teaching is organised in modules. The delivery of material varies among modules, especially in the proportions of time allocated to lectures, and to classes and seminars. Most modules in Management involve coursework, which takes a variety of forms. Final assessment normally involves a written examination, and may also incorporate coursework marks; the maximum proportion of a final module mark allocated to coursework is 20%, other than in special cases. The Year Abroad module *Scheine* will be assessed on the basis of certificates gained at the German or Austrian university, and the Oral/Aural module will be examined at the beginning of Part 3.

Weighting: Part 2 and Year Abroad I-level modules will count for 33% of the final assessment, Year Abroad H-level modules and Part 3 modules will count for 67% of the final assessment.

### **Admission requirements**

Entrants to this programme are normally required to have obtained:

Grade C or better in English and Maths in GCSE; and achieved:

UCAS Tariff: 320 points from 3 A levels or 340 points from 3 A levels plus one AS level. A minimum of two full A levels are required (including C in A Level German). **Except that** students admitted with no knowledge of German must normally have an A-level or equivalent in a European foreign language.

International Baccalaureate: 32 points

Irish Leaving Certificate: ABBBB (including German)

Admissions Tutor: Dr Michael Mol

## **Support for students and their learning**

University support for students and their learning falls into two categories. Learning support includes IT Services, which has several hundred computers, and the University Library, which across its three sites holds over a million volumes, subscribes to around 4,000 current periodicals, has a range of electronic sources of information and houses the Student Access to Independent Learning (S@il) computer-based teaching and learning facilities. There are language laboratory facilities both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme.

Student guidance and welfare support is provided by Personal Tutors, School Senior Tutors, the Students' Union, the Medical Practice and the Student Services Directorate. The Student Services Directorate is housed in the Carrington Building and includes the Careers Advisory Service, the Disability Advisory Service, Accommodation Advisory Team, Student Financial Support, Counselling and Study Advisors. Student Services has a Helpdesk available for enquiries made in person or online ([www.risisweb.reading.ac.uk](http://www.risisweb.reading.ac.uk)), or by calling the central enquiry number on (0118) 378 5555. Students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student Services also offer drop-in sessions on everything from accommodation to finance. The Carrington Building is open between 8:30 and 17:30 Monday to Thursday (17:00 Friday and during vacation periods). Further information can be found in the Student website ([www.reading.ac.uk/student](http://www.reading.ac.uk/student)).

The Department of Management's Student Handbook and Guide issued to Part 1 and degree course students provides detailed information on the programme and on resources and study skills. The Department has a resource room with reference books and computers for student use. In addition the Department of German Studies has a programme adviser for each part of the programme, and the departmental Course Handbooks issued to Part 1 and to degree course students provide extensive information on the programme, and on resources and study skills. The German Seminar Library contains a range of reference works which can be used by students and offers a congenial study space. During Part 2 a series of discussions, talks and academic courses is provided to prepare students for the Year Abroad.

## **Career prospects**

In recent years students who have followed this programme have gone into jobs in the banking, finance, accounting and associated industries. These include large international management and marketing consultancies, international retailers and fashion houses, research in top rated universities in the USA, France and the UK, and professional positions in other service industries.

Graduates on this programme may apply for exemptions from relevant professional examinations of the Chartered Institute of Marketing, the Chartered Institute of Management Accountants and the Institute of Chartered Accountants. Students on this programme may become student members of the Institute of Management.

## **Opportunities for study abroad or for placements**

### **Study Abroad.**

Students go to one of our partner Business Schools in Germany. They must take the units and examination in these institutions as agreed by the Director of Management Studies and the German Departmental Coordinator. The assessment of student achievement in examination and coursework in the partner universities, whether by written or oral examination, is taken into account as one classifying unit.

All students also complete a dissertation and German language précis during the year abroad. Students who have shown marked ability on both the language and management elements of the course at the end of the second year of study may apply for the European Master of Business Science (EMBS) programme. This scheme enables students to gain a higher level qualification by completing a rigorous programme of study (and a dissertation) at one of the consortium universities.

### **Work Placement**

Students may choose to seek a placement in a company in a German speaking country for the year abroad. If they are successful in finding a suitable placement which is authorised by the Director of Management Studies, students must work for a minimum of seven months full time. Assessment is based on a work placement report ( about 4,000 words), a report by the employer, and an oral examination conducted jointly by the Management and German departments. Further details are available from the Director of Management Studies.

## **Educational aims of the programme**

The programme aims to:

- (i) Provide students with basic knowledge and skills needed to embark on a management career.
- (ii) Develop the student's competence in applying management and business techniques and skills to business practice.
- (iii) Develop reasoning and analytical skills
- (iv) Develop a range of personal transferable skills.
- (v) Give students a competence which comes as near as possible to that of an educated German person in the reception and production of standard spoken and written German, and in the understanding and use of German in a business and economic environment.

## Programme outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

### Knowledge and Understanding

#### A. Knowledge and understanding of:

1. Knowledge and Understanding
  - a. The theoretical basis of management and key functional areas of business.
  - b. Current developments in the practice and theory of business management.
  - c. Fundamental concepts of business management relevant to the student becoming a manager in a UK business.
  - d. The environmental and ethical context of business management in the UK.
  - e. An understanding of the importance of international business and the drivers of change in business in this country and abroad, including management practice and business cultures in other countries.
  - f. A wide range of German vocabulary and idiom (including the language of business and economics) and of the fundamental aspects and concepts of German grammar and syntax.

#### Teaching/learning methods and strategies

Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning. Small-group language classes, and a year of study or work abroad.

#### Assessment

Coursework; written unseen examinations, seminar presentations: to provide a basic knowledge of methods and principles used in business management literature and cases and to promote the ability to appraise it critically. A variety of language tests and examinations.

### Skills and other attributes

#### B. Intellectual skills – able to:

- a. Apply the skills needed for academic study and enquiry.
- b. Evaluate research and a variety of types of information and evidence critically.
- c. Synthesise information from a number of sources in order to gain a coherent understanding of theory and practice.
- d. Apply strategies for appropriate selection of relevant information from a wide source and large body of knowledge.
- e. Utilise problem-solving skills.
- f. Analyse, evaluate and interpret the assumptions and principles underpinning business management.

#### Teaching/learning methods and strategies

Lectures; tutor-led tutorials; student and tutor-led seminars; self-directed learning; research-based teaching materials and methods; problem-based learning scenarios.

#### Assessment:

Written exam papers; practical assessments; coursework (essay); case study analysis; dissertation.

**C. Practical skills – able to:**

- a. Understand the economic basis of the firm in its wider economic, political and social environment.
- b. Evaluate the behaviour, culture and strategy of firms.
- c. Effectively apply key professional skills learnt in optional classes to the business world.
- d. Communicate in German at high levels of proficiency in speech and writing.
- e. Organise and negotiate a period of residence abroad.

**Teaching/learning methods and strategies**

Practical projects; placements; seminars; lectures; problem-based scenarios. Period of residence abroad.

**Assessment**

Written examinations; business presentations; project work

**D. Transferable skills – able to:**

- a. Communicate effectively with a wide range of individuals using a variety of means.
- b. Evaluate his/her own academic professional performance.
- c. Utilise problem-solving skills in a variety of theoretical and practical situations.
- d. Manage change effectively and respond to changing demands.
- e. Take responsibility for personal and professional learning and development (Personal Development Planning).
- f. Manage time, prioritise workloads and manage personal emotions and stress.
- g. Understand career opportunities and begin to plan a career path.
- h. Information management skills, e.g. IT skills.

**Teaching/learning methods and strategies**

Lectures, group work, group presentations, dissertation and project based methods.

**Assessment**

Assessments include a wide variety of methods such as tutor feedback, critiques of presentations, interactive discussion in groups. Group feedback and peer assessment.

**Please note - This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the module description and in the programme handbook. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance processes or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.**