

BA International Management & Business Administration with German UCAS code: N2R2
For students entering Part 1 in 2014/5

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Business and Management
Faculty:	Henley Business School at Univ of Reading
Programme length:	4 years
Date of specification:	08/Apr/2016
Programme Director:	Prof L Newton
Programme Advisor:	Dr Melani Schroeter
Board of Studies:	Henley Business School Board of Studies for
Undergraduate Programmes	
Accreditation:	Chartered Institute of Marketing

Summary of programme aims

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

During the course of their studies at Reading, all students will be expected to enhance their academic and personal transferable skills. In following this programme, students will have had the opportunity to develop such skills, in particular relating to communication, interpersonal skills, learning skills, numeracy, self-management, use of IT and problem-solving and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

Programme content

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 offered at 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.

Part 1 (three terms)

Compulsory modules

AC105A Introductory International Financial Accounting A	10	4
AC106 Introduction to Management Accounting	10	4
MM1F11 People and Organisations	20	4
MM1F12 Markets, Marketing and Strategy	20	4
MM1F13 Business Statistics	20	4

Compulsory modules in German

For students entering with A level German or equivalent

GM1L3 Advanced German Language I	20	4
GM1IMG Icons of Modern Germany	20	4

For students entering with GCSE German or equivalent

GM1L2 Intermediate German Language	20	4
GM1IMG Icons of Modern Germany	20	4

For students entering with no knowledge of German

GM1L1A Beginners German Language I	20	4
GM1L1B Beginners German Language II	20	4

Part 2 (three terms)

Compulsory modules

Compulsory modules in Management:		
MM256	Management Skills	20 5
MM272	International Business Strategy	20 5
AC201	Management Accounting	20 5
Compulsory modules in German:		
GM2L4	Advanced German Language II	20 5

Optional modules in Management available in Part 2 to total 20 credits

Either:		
MM254	Organisational Behaviour	20 5
or		
MM255	Marketing Management	20 5

Students must choose 20 credits of option modules in German -

Either:		
GM2HOFF	Fantasy, Horror & the Grotesque: ETA Hoffmann	20 5
or		
GM2LLL	Love, Lust and Loss in German Literature	20 5
or		
GM2LWF	The World of Words: Lexicology and Word Formation	20 5

Year abroad/Year away/Additional year (three terms)

Compulsory modules

ML3YSWA	University study/Work Placement/Assistantship abroad	80 6
ML2YL5	Year Abroad Language	40 5

Part 3 (three terms)

Compulsory modules

Compulsory modules in Management:		
MM357	Management Project	20 6
Compulsory Modules in German:		
GM3LMB	German Language for Management and Business II	20 6
GM3L6	Advanced German Language III	20 6

Students choose 3 option modules in Management to total 60 credits.

A complete list of options is available from the Programme Director, and a list of current options can be found in the relevant School Handbook. There is no guarantee that in any one year all modules will be available. New option modules may also be added.

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 modules totalling 100 credits and including all compulsory modules.
- (iii) achieve not less than 35% in the remaining 20 credits

To gain a threshold performance at Part 2, a student shall normally be required to achieve:

- (i) a weighted average of 40% over 120 credits taken at Part 2;
- (ii) marks of at least 40% in individual modules amounting to not less than 80 credits; and
- (iii) marks of at least 30% in individual modules amounting to not less than 120 credits.

In order to progress from Part 2 to Part 3, a student must achieve a threshold performance

To progress from the Year Abroad to Part 3, students must achieve (i) a weighted average of 40% over the 120 Year Abroad credits; (ii) marks of at least 40% in ML3YSWA; and (iii) marks of at least 30% in ML2YL5.

In the final assessment, the weighting ratio between modules taken during Year 2, modules taken during the Year Abroad, and modules taken during Part 3 is:

Part 2 (Level 5) [22.2%]

Year Abroad (Level 5) [33.3%]

Part 3 (Level 6) [Year 4-- 44.4%]

Assessment and classification

The University's honours classification scheme is:

Mark interpretation

70% First class

-

100%

60% Upper

- Second class

69%

50% Lower

- Second class

59%

40% Third class

-

49%

35% Below

- Honours

39% Standard

0% - Fail

34%

For the University-wide framework for classification, which includes details of the classification method, please see: <http://www.reading.ac.uk/internal/exams/Policies/exa-class.aspx>.

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 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.

Admission requirements

Entrants to this programme are normally required to have obtained:

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

UCAS Tariff: AAB from 3 A Levels. A minimum of three full A levels are required (including B in A Level German). **Except that** students admitted with no knowledge of German must have an A* at GCSE in a European foreign language.

International Baccalaureate: 35 points

Irish Leaving Certificate: AAABB (including Mathematics and German)

IELTS Band 6.5 (or equivalent) is required for those whose education has not been undertaken in English.

NB: A* in German is required if entering at Intermediate level with GCSE only.

Admissions Tutor: Dr Lucy Newton

Support for students and their learning

University support for students and their learning falls into two categories. Learning support is provided by a wide array of services across the University, including: the University Library, the Careers, Placement and Experience Centre (CPEC), In-session English Support Programme, the Study Advice and Mathematics Support Centre teams, IT Services and 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 advisers in the Student Services Centre. The Student Services Centre is housed in the Carrington Building and offers advice on accommodation, careers, disability, finance, and wellbeing, academic issues (eg problems with module selection) and exam related queries. 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 and runs workshops and seminars on a range of topics. For more information see www.reading.ac.uk/student

The Henley Business School 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 Modern Languages and European 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 Departmental Resource Room 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 learning

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

As part of the degree programme students have the opportunity to study abroad at an institution with which the University has a valid agreement.

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 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 praxis during the year abroad.

Placement opportunities

Programme Outcomes

The programme aims to provide students with basic knowledge and skills needed to embark on a management career.

Develop the students competence in applying management and business techniques and skills to business practice.

Develop reasoning and analytical skills

Develop a range of personal transferable skills.

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.

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:

- 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.

Teaching/learning methods and strategies

- a-e Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning.
- b. Guest lecturers from industry and directed self-study.
- d-e Case studies

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.

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

- a-f. Lectures; tutor-led tutorials; student and tutor-led seminars; self-directed learning; research-based teaching materials and methods; problem-based learning scenarios.
- b,e,f. Case studies
- c-d. Independent research and self-study

Assessment

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

C. Practical skills - able to:

Understand the economic basis of the firm in its wider economic, political and social environment. Evaluate the behaviour, culture and strategy of firms. Effectively apply key professional skills learnt in optional classes to the business world.

Teaching/learning methods and strategies

- a-d. Practical projects; placements; seminars; lectures; problem-based scenarios.
- b. Lectures and workshops
- c-d Case studies, placements, practical projects

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.

Teaching/learning methods and strategies

- a-h. Lectures, group work, group presentations, dissertation and project based methods.
- b-c. Group projects, self-assessment exercises.

Assessment

Assessments include a wide variety of methods such as tutor feedback, critiques of presentations,

- 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.

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 process or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.