

BA International Management & Business Administration with French UCAS code: N2R1
For students entering Part 1 in 2008/9

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| Awarding Institution: | University of Reading |
| Teaching Institution: | University of Reading |
| Relevant QAA subject Benchmarking group(s): | |
| Faculty: | Henley Business School at Univ of Reading |
| Programme length: | 4 years |
| Date of specification: | 01/Apr/2011 |
| Programme Director: | Dr Lucy Newton |
| Programme Advisor: | Dr Sara Poole |
| Board of Studies: | Management UG courses |
| 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 French culture and a high level of understanding of written and spoken French. 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.

Transferable skills

During the course of their studies at Reading, all students will be expected to enhance their academic and personal transferable skills in line with the University's Strategy for Learning and Teaching. 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

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. Not all optional modules will necessarily be available in any year. Admission to optional modules will be at the discretion of the Programme Director.

Part 1 (three terms)

Compulsory modules

| | | | |
|-------|--------------------------------------|----|---|
| EC104 | Economics For Managers | 20 | C |
| EC1F5 | Introductory Quantitative Techniques | 20 | C |
| MM1F4 | Introduction to Management | 20 | C |

| | | | |
|--------|-----------------------------------|----|---|
| Either | | | |
| MM1F10 | Student Enterprise | 20 | C |
| Or | | | |
| MM1F2 | Introductory Financial Accounting | 20 | C |

Compulsory modules in French (40 credits)

| | | | |
|--------|------------------------------|----|---|
| Either | | | |
| FR101 | Advanced French Language | 20 | C |
| Or | | | |
| FR102 | Intermediate French Language | 20 | C |

| | | | | |
|--------|---|----|---|--|
| Either | | | | |
| FR103 | Contemporary France | 20 | C | |
| Or | | | | |
| FR104 | French Cinema: Society, Culture and History | 20 | C | |

Part 2 (three terms)

Compulsory modules

| | | | | |
|--------|---|----|---|--|
| FR201 | French Language | 20 | I | |
| FR2MAN | French for Managers | 20 | I | |
| MM217 | Introduction to International Business & Management | 20 | I | |
| MM256 | Management Skills | 20 | I | |

MM1F2 Introductory Financial Accounting will be compulsory at part II for those students who did not take it at part I.

Optional modules in Management available in Part 2 to total 40 credits (or 20 credits if MM1F2 is to be taken). A complete list of options is available from the Programme Director and a list of current options is available from the School Handbook. There is no guarantee that in any one year all options will be available. New optional modules may also be added

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

Compulsory modules

| <i>Mod Code</i> | <i>Module Title</i> | <i>Credits</i> | <i>Level</i> |
|-----------------|---|----------------|--------------|
| MM353P | Business Project (French and Management, German and Management, Italian and Management) | 40 | H |
| FR302 | Oral in French | 40 | H |

Also compulsory

| | | | | |
|--------|-------------------------|----|---|--|
| Either | | | | |
| FR2Y31 | University study abroad | 40 | I | |
| Or | | | | |
| FR2Y33 | Work placement abroad | 40 | I | |

Part 3 (three terms)

Compulsory modules

| | | | | |
|---------------------------------------|--------------------------------------|----|---|--|
| Compulsory Modules in Management: | | | | |
| MM330 | Comparative International Management | 20 | H | |
| Compulsory Modules in French Studies: | | | | |
| FR303 | Advanced Language Skills | 20 | H | |
| FR3MAN | French for Managers | 20 | H | |

Optional modules in Management available in Part 2 to total 60 credits. A complete list of options is available from the Programme Director and a list of current options is available from the School Handbook. There is no guarantee that in any one year all options will be available. New optional 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 Introductory Management, Quantitative Techniques and compulsory French modules;
- (iii) achieve not less than 30% in any module except that marks of less than 30% in a total of 20 credits may be condoned, provided that the candidate has pursued the course for the module(s) with reasonable diligence and has not been absent from the examination without reasonable cause.

To progress from Part 2 to Part 3 a student must

- (i) obtain an average mark of 40% across all Part 2 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

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 2: 3: 4. Thus modules taken during Year 2 count for 22.2% of the total credit weighting, modules taken during the Year Abroad count for 33.3% of the total credit weighting, and modules taken during Part 3 count for 44.4% of the total credit weighting.

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. All modules involve coursework, which takes a variety of forms. Final assessment normally also involves a written examination. The conventions for classifications are included in the Programme Handbook.

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: 300 points (Candidates must normally have either 100 points (Grade B) from GCE 'A' level French to take FR101 (Advanced French Language) in Part 1, or 50 points at 'A/S' French or an A* at GCSE French to take FR102 (Intermediate French Language) in Part 1.). Equivalent international qualifications will be accepted.

International Baccalaureate: 32 points

Irish Leaving Certificate: BBBBB (including French)

Two AS grades are accepted in place of one A Level.

Admissions Tutor: Dr Ismael Al-Amoudhi

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 Advisory Service, 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 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 and Counselling. Student Services has a Helpdesk available for enquiries made in person or online (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 on the Student website (www.reading.ac.uk/student).

The School of Business provides handbooks that outline programme and module content. In addition to lecture and class time, each module lecturer has appointed office hours during which they may be consulted without prior appointment. The School of Management has a resource room with reference books and computers for student use.

Career prospects

In recent years graduates from this programme have entered a variety of careers in both the private and public sectors. Examples include jobs in banking and finance, accountancy, sales and marketing, consultancies, retailing and other service industries, the Civil Service and universities.

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 of England and Wales. Students on this programme may become student members of the Institute of Management.

Opportunities for study abroad or for placements

The School of Management permits students to voluntarily suspend their studies at the end of Part 2 in order to complete a work placement for one session. Students who wish to take advantage of this opportunity need to ensure that they have obtained authorisation from the Director of Studies by the June Board of Study meeting in the second year of study. The placement is not assessed as part of the finals classification. The placement is seen as an opportunity for students to gain valuable work experience as part of their personal development. This may be especially useful for those who have not had any previous part-time or full-time jobs. During the year students will complete their dissertation, which may be concerned with some aspect of the work they are undertaking.

Students more frequently decide to take up a shorter work placement during the summer vacation at the end of the second year of study. In either of the above cases it is for the student to seek out an appropriate placement. Help may be provided by the Job Shop, located in the Student Advisory Service. The Employer requests are also put up on the departmental noticeboard.

Programme Outcomes

1. Provide students with a broad knowledge base in business and management with the opportunity for specialism in key areas.
2. Develop a high level of analytical ability and the ability for independent thinking and reasoning.
3. Develop the student's competence in applying management and business techniques and skills to business practice.
4. Contribute to meeting the needs of industry for good business graduates both in the UK and abroad.

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

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

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.

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.

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.

c-d. Independent research and self study

Assessment

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

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

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, 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.