

**BA Italian and Management Studies**  
**For students entering Part 1 in 2009/0**

**UCAS code: NR23**

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Business & Management; Languages and Related Studies
Faculty:	Arts, Humanities and Social Science Faculty
Programme length:	4 years
Date of specification:	24/Apr/2012
Programme Director:	Mr Christopher Wagstaff
Programme Advisor:	Dr Evelyn Fenton Miss Paola Nasti
Board of Studies:	Modern Languages and European Studies
Accreditation:	

**Summary of programme aims**

The programme in Italian and Management Studies seeks to develop students' intellectual potential and understanding of Italian language and culture (including literature and history) in conjunction with the development of a range of key functional aspects of business and management.

**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 profile which follows states which modules must be taken ('compulsory' modules) together with one or more lists of modules from which the student must make a selection ('optional' modules). Not all options will necessarily be available every year. Admission to options will be at the discretion of the Programme Director. Students must choose such additional modules as they wish, in consultation with their programme adviser, to make 120 credits in each Part. The number of credits for each module is shown after its title, and the credit requirement for progression in Italian and Management is indicated for each Part.

Part 1 in Italian includes the study of both language and an introduction to aspects of Italian culture. Students with A Level in Italian (or equivalent) must take a compulsory 20-credit language module and a compulsory 20-credit module on modern cultural themes. Students without an A Level (including complete beginners) take a compulsory 40-credit module which includes both language and cultural studies. In Part 2 students take one compulsory 20-credit language module (the level at this stage depends on their previous experience), and two optional modules from a range of broadly-based culture modules. During the Year Abroad the experience of living in Italy enables students to make great strides in their linguistic skills, particularly their oral and aural ones: by the end of this period the differences between former beginners and other students will have been eliminated. Students further broaden their knowledge of Italian culture, especially business culture, by pursuing courses at an Italian University; and they engage in independent study for their dissertation. Part 3 comprises two modules of further language study, one of which is specifically concerned with business language, and one optional module chosen from a range of specialised topics relating to many different aspects of Italian culture. In Management, Part 1 includes a broad introduction to the theoretical basis of business and management. In Part 2, students continue to develop an understanding of the fundamentals of business and management. In Part 3, they have an opportunity to specialise in some areas of management and to apply management techniques and skills to business practice.

**Part 1 (three terms)**

*Compulsory modules*

EC104	Economics For Managers	20	4
EC1F5	Introductory Quantitative Techniques	20	4
MM1F4	Introduction to Management	20	4

**In Italian (40 credits)***Compulsory modules*

For students with A Level or equivalent:

IT1001	Advanced Italian Language I	20	4
and			
IT1002	Twentieth Century Italian Culture	20	4

Non-advanced students (including complete beginners) take ONE of the following, depending on experience:

IT1003	Italian Language (Elementary) & Culture	20	4
IT1005	Italian Language (Lower Intermediate) and Culture	20	4

**In Management***Optional module***either:**

MM1F10	Student Enterprise	20	4
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Or:

MM1F2	Introductory Financial Accounting (compulsory at part 2 if not taken at part 1)	20	4
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**Part 2 (three terms)***Compulsory modules*

ML2CMS	Career Management Skills	5	5
MM217	Introduction to International Business & Management	20	5
MM256	Management Skills	20	5

**In Italian***Compulsory modules*

IT201	Advanced Italian Language II	20	5
or:			
IT202	Intermediate Italian Language	20	5

*Optional modules*

Students must choose two option modules to the value of 40 credits. A complete list of options is available from the Programme Director, and a list of current options can be found in the relevant Departmental Handbook.

**In Management***Optional module*

MM1F2	Introductory Financial Accounting (if not taken at part 1)	20	4
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Otherwise optional modules in Management available at part 2 to total 20 credits. Students must choose ONE 20-credit option module. A complete list 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 every option module will be available in any given year. New option modules may also be added.

**Year abroad/Year away/Additional year (three terms)***Compulsory modules*

IT3Y31	Italian Oral and Textual Skills	20	6
IT3Y32	Written Italian	20	6
M353P	Business Project	40	6

*Optional modules (40 credits)*

Either:

IT2Y31	Credits from Italian University Course (1)	20	5
IT2Y32	Credits from Italian University Course (2)	20	5
Or:			
IT2Y3WP	Work placement	40	5

### **Part 3 (three terms)**

#### *Compulsory modules*

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
IT301	Advanced Italian Language III	20	6
IT309	Italian for Managers	20	6

#### **In Italian**

##### *Optional module (20 credits)*

Students must choose one option module to the value of 20 credits. A complete list of options is available from the Programme Coordinator, and a list of current options can be found in the relevant Departmental Handbook.

#### **In Management**

Students must choose THREE 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 School 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. (NB: In those programmes where the taking of 20 credits outside the main programme is permitted, no IWLP Level 1 Romance Language, or a Beginners' Latin, module, can be taken for credit by any Language finalist)

#### **Progression requirements**

To progress to Part 2 a student must:

1. obtain an average mark of 40% across all Part 1 modules;
2. obtain at least 40% in Introductory Management and the Italian module(s);
3. achieve a mark of at least 30% in individual modules amounting to not less than 100 credits.

To progress from Part 2 to the Year Abroad a student must

1. obtain an average mark of 40% across all Part 2 modules;
2. obtain at least 40% in all compulsory Part 2 modules;
3. achieve a mark of at least 30% in individual modules amounting to not less than 100 credits.

To proceed from the Year Abroad to Part 3 students must satisfy the examiners that they have successfully completed an approved programme of studies at a University in Italy and have handed in the work and assignments required by the programme.

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**

In Italian, teaching is through seminars, lectures, essay tutorials and language classes. Over the programme as a whole, assessment will be conducted through a mixture of assessed essays and formal examination. The Credits from Italian University courses will derive from marks obtained in oral examinations set by the Italian university. The Italian Oral, Written and Textual skill will be examined Part 3.

In Management, 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 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.

### **Admission requirements**

Entrants to this programme are normally required to have obtained:

either 320 points from 4 subjects ('A' or A/S levels) including 2 full A-levels

or

300 points from 3 subjects ('A' or A/S levels) including 2 full A-levels.

Equivalent international qualifications will be accepted.

Mature applicants: Applications from mature candidates are welcomed, and many have done notably well in the past. A mature applicant is more likely to receive an offer of a place if he or she has undertaken recent study, for example 2 or more A Levels or an Access course (70% or more usually required) but each case is assessed on its merits. Potential applicants should contact the Admissions Tutor well in advance to discuss individual circumstances.

International applicants: Applications from international candidates are also particularly welcomed. Advice on the acceptability of your qualifications may be sought, where necessary, from the Admissions Tutor.

**Admissions Tutor:** Dr Lisa Sampson

### **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 Student Employment, Experience and Careers Centre (SEEC), 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. 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](http://www.reading.ac.uk/student)

The School of Business and the Department of Modern Languages & European Studies provide 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 University Language Centre (ULC) contains a range of audio and audio-visual materials to promote self-study in languages, together with facilities for watching Italian television by satellite. The University Library is particularly well stocked with works relating to many different aspects of Italian culture, and the Department possesses a video suite to support cinema studies. The Departmental Library contains a range of reference works which can be used by students and offers a congenial study space. The Department 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. In the business world and in other areas the knowledge of Italian can be a distinct asset.

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**

Subject to arrangements made in exceptional circumstances only, all students on this programme spend a year abroad either on work placement or at an institute of higher education with which the University of Reading has an agreement under the Lifelong Learning Programme (LLP) and Erasmus University Charter. Full details of potential destinations can be found on both the departmental and Erasmus & Study Abroad websites.

Students on this programme spend their third year at one of these Universities (usually Bergamo) or they may request a work placement in Italy. Students who wish to take advantage of this opportunity must obtain authorisation from the Department of Management by the June Board of Studies meeting in the second year of

study. Applications should be handed in to the Director of Management Studies by the end of the Spring Term at the latest.

Students may also 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**

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

- a. The Italian language (spoken and written);
- b. Selected aspects of Italian literature, history and culture;
- c. Methods of approach, analysis and interpretation associated with the various disciplines covered.
- d. The theoretical basis of management and key functional areas of business.
- e. Current developments in the practice and theory of business management.
- f. Fundamental concepts of business management relevant to the student becoming a manager in a UK business.
- g. The environmental and ethical context of business management in the UK.
- h. 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. At Part 1, Italian is taught at three distinct levels: beginners, intermediate and advanced. Separate teaching is maintained throughout Part 2, but after the year in Italy all students follow the same courses. Teaching is always in small groups, with different classes being devoted to grammar, oral and aural skills, reading and writing skills and translation. Audio-visual resources are used as appropriate and the use of self-access facilities is encouraged. Regular non-assessed coursework is set, and considerable emphasis is based on individual study. The Year Abroad provides experience in the use of everyday Italian and the opportunity to follow University courses

b, c. These areas are taught through a combination of usually informal lectures and seminars. Students are expected to undertake independent reading on the basis of bibliographies issued for each module, and prepare seminar papers and assessed essays. The dissertation provides an opportunity for the further development of independent research.

d-h. Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning.

e. Guest lecturers from industry and directed self-study.

g-h. Case studies

## **Knowledge and Understanding**

### **A. Knowledge and understanding of:**

A. Knowledge and understanding of:

1. The Italian language (spoken and written);
2. Selected aspects of Italian literature, history and culture;
3. Methods of approach, analysis and interpretation associated with the various disciplines covered.
4. The theoretical basis of management and key functional areas of business.
5. Current developments in the practice and theory of business management.
6. Fundamental concepts of business management relevant to the student becoming a manager in a UK business.
7. The environmental and ethical context of

### **Teaching/learning methods and strategies**

#### *Assessment*

Language work is assessed by oral and written examinations. The Italian University courses are assessed by oral examinations. Modules on literature and culture are assessed by a combination of coursework essays and examination. Management modules are assessed by 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

- business management in the UK
8. 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.

### **Skills and other attributes**

#### **B. Intellectual skills - *able to*:**

1. Apply the skills needed for academic study and enquiry.
2. Evaluate research and a variety of types of information and evidence critically.
3. Synthesise information from a number of sources in order to gain a coherent understanding of theory and practice.
4. Apply strategies for appropriate selection of relevant information from a wide source and large body of knowledge.
5. Utilise problem-solving skills.
6. Analyse, evaluate and interpret the assumptions and principles underpinning business management.
7. where appropriate, analyse and interpret literary and/or cinematic works in their cultural contexts;
8. apply literary and historical concepts;
9. conduct lucid arguments in support of a case, using evidence appropriately;
10. think critically and independently.

#### **C. Practical skills - *able to*:**

1. Understand the economic basis of the firm in its wider economic, political and social environment.
2. Recognise and understand basic financial and management accounting features of a firm.
3. Evaluate the behaviour, culture and strategy of firms.
4. Effectively apply key professional skills learnt in optional classes to the business world.
5. speak, write, read and understand Italian at high or near-native levels of proficiency;
6. seek out and select information from published and Internet sources and use it critically;
7. make clearly-constructed written and oral presentations;
8. apply key methods and concepts of literary, historical and linguistic analysis.

#### **Teaching/learning methods and strategies**

1-10. Lectures; tutor-led tutorials; student and tutor-led seminars; self-directed learning; research-based teaching materials and methods; problem-based learning scenarios.  
 2,5,6. Case studies  
 3-4. Independent research and self study  
 Assessment:  
 Written exam papers; practical assessments; coursework (essays); case study analysis; dissertation.

#### *Assessment*

#### **Teaching/learning methods and strategies**

1-4. Practical projects; placements; seminars; lectures; problem-based scenarios.  
 2. Lectures and workshops  
 3-4 Case studies, placements, practical projects  
 5. Language classes are compulsory throughout the programme and there is regular coursework: the marks for this work are given for guidance and do not contribute to the final module mark. The Year Abroad provides a range of experiences in the use of everyday and academic Italian. Primary source material and much secondary literature is in Italian.  
 6. Bibliographies are provided for all modules, students are trained in library use, and many modules provide experience searching for information via the Internet. Departmental Handbooks provide guidance in preparing coursework essays.  
 7. Students regularly give oral presentations and write essays and are given feedback on them.  
 8. Training is provided through presentations, discussions and essays.

#### *Assessment*

1-4. Written examinations; business presentations; project work

Skill 5 is assessed at different stages by oral examinations and unseen written papers. Skills 6-8 are assessed by a combination of coursework and examinations.

#### **D. Transferable skills - *able to*:**

1. Communicate effectively with a wide range of individuals using a variety of means.
2. Evaluate his/her own academic professional performance.
3. Utilise problem-solving skills in a variety of theoretical and practical situations.
4. Manage change effectively and respond to changing demands.
5. Take responsibility for personal and professional learning and development (Personal Development Planning).
6. Manage time ,develop self-reliance, prioritise workloads and manage personal emotions and stress.
7. Understand career opportunities and begin to plan a career path.
8. Information management skills, e.g. IT skills.
9. show sensitivity to cultural differences.

#### **Teaching/learning methods and strategies**

- 1-9. Lectures, group work, group presentations, essay writing, dissertation and project based methods.
- 2-3. Group projects, business simulation exercises, self assessment exercises.
6. Time-management skills are enhanced by the regular production of language work and the meeting of strict essay deadlines.
7. Career management is taught through a distinct module linked with preparation for the Year Abroad.
9. Sensitivity to cultural difference informs the whole programme and, together with the development of self-motivation and self-reliance, is greatly encouraged by the Year Abroad.

#### *Assessment*

Assessments include a wide variety of methods such as tutor feedback, critiques of presentations, interactive discussion in groups, group feedback, peer assessment, and oral and written examinations. While skill 6 is not directly assessed, there are strict, clearly-defined penalties for lateness in handing in assessed work and for plagiarism.

**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.**