

BA French and Management Studies
For students entering Part 1 in 2013/4

UCAS code: NR21

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Languages and Related Studies, General Business and Management.
Faculty:	Arts, Humanities and Social Science Faculty
Programme length:	4 years
Date of specification:	28/Apr/2017
Programme Director:	Prof Françoise Le Saux
Programme Advisor:	Prof James Walker
Board of Studies:	Modern Languages and European Studies

Summary of programme aims

The programme in French and Management Studies seeks to develop students' intellectual potential and understanding of French language and culture (module choices include aspects of language, literature, politics, theatre, cinema 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 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.

Students will develop their abilities to deal with intellectual problems effectively by locating information, assessing it critically, communicating independent points of view logically and clearly (both orally and in writing), and substantiating opinions with evidence; the year abroad provides particularly good opportunities for developing increased (inter-)cultural awareness and self-reliance.

Programme content

The programme which follows states which modules must be taken (the compulsory part), together with information about modules from which the student must make a selection (the optional modules). Not all modules will necessarily be available every year. Admission to modules will be at the discretion of the programme Director.

Students must choose such additional modules as they wish, in consultation with their Personal Tutor, to make 120 credits in each Part.

Part 1 (three terms)

Compulsory modules

MM1F11	People and Organisations	20	4
MM1F12	Markets, Marketing and Strategy	20	4
MM1F13	Business Statistics	20	4
AC104	Introductory Financial Accounting	20	4

Students must take 40 credits in French and 80 credits in Management.

In French (Compulsory modules)

Either:

Advanced French

FR101	Advanced French Language	20	4
and either			
FR103	Contemporary France: History, Politics, Literature	20	4
or			
FR104	French Cinema	20	4

Or:

Intermediate French			
FR102	Intermediate French Language	20	4
and either			
FR103	Contemporary France: History, Politics, Literature	20	4
or			
FR104	French Cinema	20	4

Part 2 (three terms)

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
MM256	Management Skills	20	5
FR2L4	Advanced French Language II	20	5
MM276	Business Strategy	20	5

Students must take 60 credits in French and 60 credits in Management.

Optional module (French):

Students must choose optional modules 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.

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

ML2YL5	Year Abroad Language	40	5
ML3YSWA	University study/ Work placement/ Assistanship abroad	80	6

Part 3 (three terms)

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
FR3L6	Advanced French Language III	20	6
FR3LMB	French Language for Management & Business II	20	6

In French

Students must select 20 credits from a list of options available in the Department.

Students will not be allowed to take any IWLP level 1 modules for credit in their final year.

In Management

Optional modules: students must choose modules to total 60 credits. Students must choose THREE 20-credit modules. A complete list is available from the Programme Director, a list of current options can be found in the relevant School Handbook. There is no guarantee that every option modules will be available in any given year. New 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)

Optional module

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.

Progression requirements

To proceed from Part 1 to Part 2, or from Part 2 to the Year Abroad students must have obtained an overall average of 40 % in the 120 credits in the Examination as a whole, and achieved not less than 30% in any module except that marks of less than 30% in a total of 20 credits may be condoned

In addition, students must have obtained a mark of at least 40% in their compulsory French modules and 40% in their compulsory Management modules (Part 1)

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 proceed from the Year Abroad to Part 3 students must also have successfully completed an approved programme of study or employment in a French-speaking country, and handed in the work and assignments required by the programme.

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

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.

Assessment and classification

The University's honours classification scheme is:

Mark	Interpretation
70% - 100%	First class
60% - 69%	Upper Second class
50% - 59%	Lower Second class
40% - 49%	Third class
35% - 39%	Below Honours Standard
0% - 34%	Fail

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>.

Four year programmes with a year abroad (MFL)

Year 2 two-ninths

Year Abroad three-ninths

Year 4 four ninths

In French

In French, FR103 is taught by lecture to the entire year group accompanied by small-group teaching in seminars. FR104 is taught by lecture with integrated group and pair work. The structure of the content modules in Parts 2 and 3 allows for classes normally of no more than 15 students. These classes will normally be conducted through a combination of lecture and seminar discussions. All language teaching is based on work in groups of no more than 15 students except for the grammar component of FR201 which is taught by a mix of lecture to the entire year group and supplementary internet material for student self-access. Part 1, Part 2 and Part 3 modules are assessed by coursework, timed tests and/or formal examination. The Year Abroad French Oral is examined in the Autumn Term of Part 3.

In Management

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 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 300 points from three A level subjects or 320 from four, to include 2 full A levels. Candidates must normally have 100 points (Grade B) from GCSE A level French (and a minimum of a Grade B) to take FR101 (Advanced French Language) OR 50 points at AS French or an A* at GCSE French to take FR102 (Intermediate French Language) in Part 1.

Applications from mature candidates are welcomed. While such candidates will normally be expected to have either 100 points (Grade B) from GCSE A level French (and a minimum of a Grade B) to take FR101 (Advanced French Language) in Part 1, or 50 points at AS French or an A* at GCSE French to take FR102 (Intermediate French Language) in Part 1, consideration is also given to other qualifications and experience. A mature applicant is more likely to receive an offer of a place if he or she has undertaken recent study, for example two or more A levels or an Access course, but each case is assessed on its individual merits. We recommend that you contact an admissions tutor as soon as possible to discuss your individual circumstances. Applications from international candidates are welcomed. International candidates are advised to contact either the International Students Office first, to discuss the suitability of their qualifications.

Admissions Tutor: Dr S L Heywood

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

Within both departments students receive a Handbook which gives details of course content, etc. The Languages Resource Centre contains a range of audio and audio-visual materials to promote self-study in languages, together with facilities for watching French television by satellite. A media suite is available within the Faculty to support cinema studies.

The Department of Modern Languages and European Studies has a departmental resource room containing a wide range of essential and secondary texts, as well as newspapers and magazines. DVDs are also available for loan from the departmental office. The grammar course at Part 2 has all the PowerPoint information and supplementary grammar exercises available online in pdf format.

Career learning

Career prospects

In recent years graduates from this programme have entered a variety of careers in both the private and public sectors including the travel industry, where their knowledge of French can be a distinct asset. 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

Subject to arrangements made in exceptional cases only, all students on this programme spend their third year abroad in a French-speaking country, mainly in France. Students either study at a university with which the University of Reading has an agreement under the Lifelong Learning Programme (LLP) and Erasmus University Charter or go on a work placement. Full details of potential destinations can be found on both the departmental and the Erasmus & Study Abroad websites.

Placement opportunities

Students may choose to do a work placement during their Year Abroad.

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:

In French:

1. the French language;
2. French and francophone history, politics and/or literature and culture;
3. Key approaches and methods of historical and political and/or literary and cultural analysis.

In Management:

1. The theoretical basis of management and key functional areas of business;
2. Current developments in the practice and theory of business management;
3. Fundamental concepts of business management relevant to the student becoming a manager in a UK business;
4. The environmental and ethical context of business management in the UK;
5. 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

In French:

- 1 Development of the skills of reading, writing, listening and speaking French is by small-group learning and regular non-assessed coursework. In Part 1, grammar is learnt in small groups with regular non-assessed coursework. At Part 2, grammar is taught by PowerPoint lectures, supplemented by access on the internet to the lectures and other self-access material. The Year Abroad in a francophone country offers immersion in French language and culture.
- 2, 3. Acquisition of aspects 2 and 3 is by lecture and seminar or tutorial and/or interrupted lecture. Students are expected to undertake independent reading and research from sources indicated in module bibliographies (library, internet), in order to gain fuller understanding of the topic and its context.

Assessment

The assessment of knowledge is by a combination over the whole degree of unseen examination (1-3), coursework essays (2-3) and an oral examination (1)

In Management:

- 1-5 Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning.
2. Guest lecturers from industry and directed self-study.
- 4-5 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*:

In French:

1. critically apply literary and historical concepts;
2. Identify and solve problems;

Teaching/learning methods and strategies

In French:

Intellectual skills are developed through the teaching and learning programme outlined above.

3. analyse and interpret;
4. demonstrate and exercise independence of thought and sensitivity to cultural difference.

In Management:

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.

C. Practical skills - able to:

In French:

1. speak, write, read and understand French at a high level of proficiency;
2. apply key methods and concepts of linguistic and literary and/or historical analysis;
3. retrieve, sift and select information from a variety of sources;
4. plan and undertake different forms of research based on bibliographies and/or evidence.

In Management:

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

D. Transferable skills - able to:

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.

Each course involves discussion of the key issues, practice in applying key concepts both orally and in writing, analysis and interpretation of material and, where appropriate, individual feedback sessions on work produced.

Assessment

The variety of assessment methods employed places great emphasis on the learner's ability to demonstrate skills 1-4 through the production of coherent written and oral responses to the tasks set.

In Management:

1-6. 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 (essay); case study analysis.

Teaching/learning methods and strategies

In French:

All students receive initial guidance on how to identify, locate and use material available in the university and departmental libraries and elsewhere. Comprehensive bibliographies are provided at the outset of each module where appropriate. Classes and tutorials are given to all students on the production of essays and literary, historical or linguistic concepts. Language classes are compulsory in every year, and much primary and secondary reading material is in French. The year abroad further promotes the active learning of French to a high level.

Assessment

Skill 1 is assessed by orals and unseen written examinations. There is regular unassessed coursework. Skills 2-4 are assessed through a pattern of coursework essays and unseen written examination.

In Management:

1-4. Practical projects; placements; seminars; lectures; problem-based scenarios.

3-4 Case studies, placements, practical projects

Teaching/learning methods and strategies

Assessment

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.

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.