

**BA German and Management Studies**  
**For students entering Part 1 in 2014/5**

**UCAS code: NR22**

|   |   |
|---|---|
| Awarding Institution:                       | University of Reading                                 |
| Teaching Institution:                       | University of Reading                                 |
| Relevant QAA subject Benchmarking group(s): | Languages and Related Studies, Business & Management. |
| Faculty:                                    | Arts, Humanities and Social Science Faculty           |
| Programme length:                           | 4 years   |
| Date of specification:                      | 11/Dec/2017   |
| Programme Director:                         | Dr Melani Schroeter                                   |
| Programme Advisor:                          | Dr Lucy Newton  |
| Board of Studies:                           | Modern Languages and European Studies                 |

**Summary of programme aims**

The programme in German and Management Studies seeks to develop students' intellectual potential, enabling them to progress to postgraduate study or a wide range of careers. Its multi-disciplinary approach aims to produce graduates who are competent communicators in German and are well-informed about German culture, modern history and current affairs, and have understood 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 following this programme, students will have had the opportunity to develop such skills, in particular relating to communication (both written and oral), information handling, team working, career management, interpersonal skills, learning skills, 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 of German and Management 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. Careers management skills are taught in both Parts 1 and 2.

**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). Students must choose such additional modules as they wish, in consultation with their programme director, to make 120 credits in each of Parts 1, 2 and 3.

In German, Part 1 includes the study of both language and an introduction to aspects of modern German culture and history. In Part 2 students continue with the study of the German language, and take modules based on German culture from 1750 to the present. During the Year Abroad, the experience of living in Germany or Austria enables students to make great strides in their linguistic skills and further broaden their knowledge of German management culture. In Part 3 German, students take one language module plus the module German Language for Business & Management, and are free to pursue their interests within German Studies by selecting one further module from a range of options available in the Department.

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*

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

### Compulsory modules in German

Either (for students entering with A- or AS-level German or equivalent)

| <i>Code</i>   | <i>Module Title</i>          | <i>Credits</i> | <i>Level</i> |
|---|------------------------------|----------------|--------------|
| GM1L3   | Advanced German Language 1   | 20             | 4            |
| GM1IMG  | Icons of Modern Germany      | 20             | 4            |
| Or (for students entering with GCSE German or equivalent) |                              |                |              |
| GM1L2   | Intermediate German Language | 20             | 4            |
| GM1IMG  | Icons of Modern Germany      | 20             | 4            |
| Or (for students entering at Beginners level)             |                              |                |              |
| GM1L1A  | Beginners German language I  | 20             | 4            |
| GM1L1B  | Beginners German language II | 20             | 4            |

### Part 2 (three terms)

*Compulsory modules*

|       |  |    |   |
|-------|--|----|---|
| GM2L4 | Advanced German Language II                    | 20 | 5 |
| MM256 | Management Skills                              | 20 | 5 |
| MM272 | International Business Management and Strategy | 20 | 5 |

### Compulsory modules in German

Either (for students proceeding from GM1L3):

| <i>Code</i>  | <i>Module Title</i>         | <i>Credits</i> | <i>Level</i> |
|--|-----------------------------|----------------|--------------|
| GM2L4  | Advanced German Language II | 20             | 5            |
| Or (for students proceeding from GM1L2 or from GM1L1A and GM1L1B): |                             |                |              |
| GM2L3  | Advanced German Language I  | 20             | 5            |
| In addition, students proceeding from GM1L1A and GM1L1B must take: |                             |                |              |
| GM1IMG   | Icons of Modern Germany     | 20             | 4            |

German optional modules

Students proceeding from the Advanced or Intermediate levels also take a further 40 credits from a list of optional modules available in the Department.

Optional modules in Management

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*

| <i>Mod Code</i> | <i>Module Title</i>                                  | <i>Credits</i> | <i>Level</i> |
|-----------------|--|----------------|--------------|
| ML2YL5          | Year Abroad Language                                 | 40             | 5            |
| ML2YSWA         | University study/Work placement/Assistantship abroad | 80             | 5            |

### Part 3 (three terms)

*Compulsory modules*

|        |  |    |   |
|--------|--|----|---|
| GM3L6  | Advanced German Language III                 | 20 | 6 |
| GM3LMB | German Language for Management & Business II | 20 | 6 |

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

All optional modules are offered subject to availability of staff and will require a minimum and maximum number of participants.

(NB: students will not be allowed to take any IWLP level 1 module for credit in their final year.)

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 proceed to Part 2 students must have obtained a mark of 40% in the compulsory German modules and 40% in the compulsory Management modules. In addition students must

- (i) Obtain an overall average of 40% over 120 credits taken in Part 1, where all the credits are at level 4 or above; and
- (ii) Obtain a mark of at least 30% in individual modules amounting to not less than 100 credits take in Part 1.

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

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.

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

### **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/extra-class.aspx>.

The weighting of the Parts/Years in the calculation of the degree classification is

### **Four year programmes with a year abroad (MFL)**

Year 2 two-ninths  
Year Abroad three-ninths  
Year 4 four ninths

(German) Language modules are taught in small groups; other modules typically involve a mixture of lectures and small-group seminars. Most modules are assessed by a mixture of coursework and formal examination; the

Year Abroad module *Scheine* will be assessed on the basis of certificates gained at the German or Austrian university, and oral exams will take place in the Summer Term of Part 3.

(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

BBB/ABC from three A level subjects. And

Grade C or better in English GCSE, plus either Grade B at A-level German or A\* at GCSE; or equivalent foreign qualifications that also demonstrate competence in German.

International Baccalaureate: 30 points overall including 5 in German or another Modern Foreign Language at higher level.

Irish Leaving Certificate: BBBB (including German)

Applications from mature students and international students are welcomed; all such applicants are judged on their individual merits. Advice on the acceptability of your qualifications may be sought, where necessary, from the departmental Admissions Tutors, who may be contacted via [german@reading.ac.uk](mailto:german@reading.ac.uk) or [p.m.miskell@henley.reading.ac.uk](mailto:p.m.miskell@henley.reading.ac.uk).

**Admissions Tutor:** Dr Sophie 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, In-session English Support Programme, the Study Advice and Mathematics Support teams and IT Services. 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 Support Centres. If a student has a general enquiry and is unsure where to seek help, they should visit their Support Centre. There are five Support Centres across the University, including one based at the London Road Campus. The Support Centre will be able to advise on matters such as extenuating circumstances, module selection, suspensions, withdrawals, timetable queries and transferring programme. The Support Centre will also be able to signpost students to Carrington building where other University services related to disability, financial support, counselling and wellbeing, accommodation and careers can be found. More information on what student services are available can be found here: <http://student.reading.ac.uk/essentials>.

In addition the Department of Modern Languages & 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. 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.

### **Career learning**

#### **Career prospects**

Students graduating in German and Management work in many different fields in both the private and the public sectors, for example in banking and finance, accountancy, the civil service, and universities, or in the travel industry, where their knowledge of a major European language can be an important asset. Some graduates also use their linguistic skills in teaching, including teaching English as a Foreign Language abroad; others proceed to post-graduate courses in various areas, including translating.

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**

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

### **Placement opportunities**

Subject to arrangements made in exceptional cases only, all students on this programme spend a year abroad in Germany or Austria. 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 placement which may be either a teaching placement or a work placement. Full details of potential destinations can be found on both the departmental and the Erasmus & Study Abroad websites.

Students who wish to undertake a work placement must obtain authorisation from the Board of Management Studies by the June 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.

### **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. A wide range of German vocabulary and idiom
2. The fundamental aspects and concepts of German grammar and syntax (and important contrasts with English)
3. Core aspects of German history, society, literature and culture post-1900
4. A selection of specialist topics in German history, society, literature and culture
5. Methods of analysing social and cultural issues
6. Methods of critical textual analysis
7. The theoretical basis of management and key functional areas of business
8. Current developments in the practice and theory of business management
9. Fundamental concepts of business management relevant to the student becoming a manager in a UK business
10. The environmental and ethical context of business management in the UK
11. 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**

- Small-group teaching on language and options (1-2, 4-6)  
Formal lectures on core aspects of non-language curriculum (3)  
Groupwork in classes, independent work for essays and projects (4-6)  
Feedback on language work and essay assignments (1-6)  
Study or other residence abroad (1-2; also 3)  
Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning (7-11)

##### *Assessment*

- Combination of unseen examinations and regular assessed work (1-6)  
Oral examination (1-2)  
Also regular non-assessed work for language classes (1-2)  
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 (7-11)

#### **Skills and other attributes**

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

1. Read a variety of texts closely and critically
2. Identify and analyse problems and issues
3. Understand and evaluate different cultural traditions and environments
4. Evaluate alternative critical views
5. Analyse, evaluate and interpret the assumptions

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

- Intellectual skills are acquired and developed through (guided) independent reading (1), lectures and seminars (2-6), essay assignments and feedback (1-7), and through language classes (8)

##### *Assessment*

and principles underpinning business management

6. Synthesise information from a number of sources in order to gain a coherent understanding of theory and practice
7. Transfer appropriate knowledge and methods from one discipline within the subject to another
8. Analyse linguistic performance and phenomena

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

1. Communicate in German at high levels of proficiency in speech and writing
2. Understand a variety of types of textual material in German
3. Present arguments orally and in writing in a coherent and structured way
4. Locate, sift and select material from a variety of sources
5. Understand the economic basis of the firm in its wider economic, political and social environment
6. Recognise and understand basic financial and management accounting features of a firm
7. Evaluate the behaviour, culture and strategy of firms
8. Effectively apply key professional skills learnt in optional classes to the business world
9. Organise and negotiate a period of residence abroad

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

1. formulate and present arguments clearly and coherently
2. give oral presentations
3. use IT (especially word-processing and web-based resources)
4. demonstrate team-working and interpersonal skills
5. manage time and work to deadlines
6. work independently and be self-reliant
7. take account of different linguistic and cultural environments
8. plan and evaluate career possibilities

Skills 1-4 are assessed either in the non-language German components of the programme, 2, 5-6 in seminars and tutorials in management, 7 specifically in certain specialised options and indirectly in most parts of the programme, 8 in language teaching.

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

Skills 1-2 are taught and encouraged through language classes and the requirement for independent reading; skills 3 and also 4 through regular seminars and essay assignments and feedback; skill 9 through the year abroad and the extensive preparation provided in Part 2 of the programme. Skills 5-8 are taught and learned through practical projects; placements; seminars; lectures; problem-based scenarios in Management

#### *Assessment*

1-8 are assessed in examinations and in regular coursework; 9 is a progression requirement, although only the academic components are assessed.

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

Skills 1-4 are emphasised throughout the programme: oral presentations and teamwork are standard features of language classes and all assessed work must be word-processed. Time-management skills (5) are enhanced through regular submission of language exercises and strict deadlines for assessed work. Independent work and self-reliance (6) are particularly important in the year abroad, and the year abroad makes a vital contribution to 7. Skill 8 is acquired through career management skills.

#### *Assessment*

Skills 1 and 2 are assessed throughout the programme, and 8 in the careers management module. Skills 3 and 4 are not usually directly assessed (skill 4 in certain modules) but inform a student's work throughout the programme; similarly skill 7 in a student's final year. A student's lack of skill 5 results in missed deadlines and loss of marks.

**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.**