

**BA Spanish and Management Studies**  
**For students entering Part 1 in 2015/6**

**UCAS code: RN42**

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:	30/Jun/2016
Programme Director:	Dr Par Kumaraswami
Programme Advisor:	Dr Lucy Newton
Board of Studies:	Modern Languages and European Studies
Accreditation:	

**Summary of programme aims**

The programme in Spanish and Management Studies seeks to develop students' intellectual potential and understanding of Spanish 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*

Code	Title	Credits	Level
SP1L3	Advanced Spanish Language I	20	4
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

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

**In Spanish**

Students will select a further 20-credit 'core' module from a list of options available in the Department. The complete list of options can be found in the relevant Departmental Handbook.

**Part 2 (three terms)***Compulsory modules*

Code	Title	Credits	Level
SP2L4	Advanced Spanish Language II	20	5
MM256	Management Skills	20	5
MM276	Business Strategy	20	5

Students must select 40 credits from a list of options available in the Department. A minimum of 20 of these credits must be made up of Spanish-specific modules.

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

ML2YL5	Year Abroad Language	40	5
ML2YSWA	University study/Work placement/Assistantship abroad	80	5

**Part 3 (three terms)***Compulsory modules*

Code	Title	Credits	Level
SP3L6	Advanced Spanish Language III	20	6
SP3LBM	Spanish Language for Business and Management	20	6

**In Spanish**

Students must select a 20-credit Spanish-specific module from a list of options available in the Department. (NB: students will not be allowed to take any IWLP level 1 module for credit in their final year.)

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 1- level pre-requisites.

**Progression requirements**

To proceed from Part 1 to Part 2 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 Spanish modules and 40% in their compulsory Management modules (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 achieve (i) a weighted average of 40% over the 120 Year Abroad credits; (ii) marks of at least 40% in ML2YSWA; and (iii) marks of at least 30% in ML2YL5.

### **Summary of Teaching and Assessment**

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:

Year 2 (level 5) one-sixth

Year Abroad (level 5) one-sixth

Year 4 (level 6) four-sixths

### **In Spanish**

Spanish 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 oral is examined in the Summer 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 have either A-level Spanish or A\* at GCSE.

Applications from mature candidates are welcomed. While such candidates will normally be expected to have either A-level Spanish or A\* at GCSE, 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 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, 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](http://www.reading.ac.uk/student)

In addition the Department of Modern Languages & European Studies has a programme advisor 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 Department 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 prepart students for the Year Abroad. The Department of Management's Student Handbook and Guide issued to Part I 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**

Graduates from this programme would be expected to enter a variety of careers in both the private and public sectors including the travel industry, where their knowledge of Spanish 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 Spanish-speaking country. 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. Students are responsible for finding their own work placements, with support from their Personal Tutor, the Year Abroad Officer and the Work Placements Officer within the Department of Modern Languages and European Studies.

#### **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 Spanish:**

1. the Spanish language;
2. Spanish and Latin-American history, politics, 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;

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

##### **In Spanish:**

- 1 Development of the skills of reading, writing, listening and speaking Spanish is by small-group learning and regular non-assessed coursework. The Year Abroad in a hispanic country offers immersion in Spanish 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

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.

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  
 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 Spanish:**

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

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

##### **In Spanish:**

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

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

1. Communicate in Spanish at high levels of proficiency in speech and writing
2. Understand a variety of types of textual material in Spanish
3. Present arguments orally and in writing in a coherent and structured way
4. Locate, sift and select material from a variety of

#### **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

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:**

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

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.**