

## Programme Specification

**BA Management and Business (3 year)**

**For students entering Part 1 in September 2018**

**UCAS Code: NN21**

**UFMANBUS3**

**UFMANBUSSY**

**This document sets out key information about your Programme and forms part of your Terms and Conditions with the University of Reading.**

Awarding Institution	University of Reading
Teaching Institution	University of Reading
Length of Programme	3 years
Accreditation	

### **Programme information and content**

The Programme aims to provide students with an academic grounding and relevant knowledge and understanding of the internal environment of organisations, the external business environment in which they operate, and their management. The internal environment comprises the functions and processes of organisations including their diverse nature, purposes, structures, size/scale, governance, operations and management, together with the individual and corporate behaviours and cultures which exist within and between different organisations and their influence upon the external environment. The external, business environment encompasses the fast pace of change within a wide range of factors, including economic, environmental, cultural, ethical, legal and regulatory, political, sociological, digital and technological, together with their effects at local, national and global levels upon the strategy, behaviour, management and sustainability of organisations. The Programme aims to teach students the various processes, procedures and practices for effective management of organisations. This includes theories, models, frameworks, tasks and roles of management, including the management of people and corporate social responsibility, together with rational analysis and other processes of decision making within different organisations. It is distinctive in placing a strong emphasis on international business themes relevant for the emerging challenges facing business in a global context. Graduates will be well qualified to develop a professional career in business or management.

Part 1:	Introduces you to a broad scope of business and management disciplines, including markets and marketing, strategy, business statistics, financial and managerial accounting, and students learn critically analyse the interrelation between individuals, groups and organisations and their influence on one another. Through learning the scholarly protocols of essay writing, students learn to compare and contrast different perspectives.
Part 2:	Provides you with deeper understanding in marketing management, management accounting, the management of operational processes and systems, and students learn the competencies and skills needed to secure a placement or graduate position in business and management. Through options, students are given opportunity to gain more focused knowledge of a range of subjects, such as

	business strategy, the strategic management of work and human resources, managing information systems, entrepreneurship, and a language.
Part 3:	Gives you the opportunity to study in-depth subjects through options, including in within the disciplines of marketing, strategy, operations, strategic human resource management, business ethics, and international business and the changing role of nations and firms in the global economy.

<b>Module information</b>		
Each part comprises 120 credits, allocated across a range of compulsory and optional modules as shown below. Compulsory modules are listed.		
<b>Part 1 Modules:</b>		
<b>Module</b>	<b>Name</b>	<b>Credits</b>
AC105A	Introductory International Financial Accounting A	10
AC106	Introduction to Management Accounting	10
MM1F11	People and Organisations	20
MM1F12	Markets, Marketing and Strategy	20
MM1F13	Business Statistics	20
Remaining credits will be made up of optional modules available in the Henley Business School and modules from elsewhere in the University.		
<b>Part 2 Modules:</b>		
<b>Module</b>	<b>Name</b>	<b>Credits</b>
AC201	Management Accounting	20
MM256	Management Skills	20
Remaining credits will be made up of optional modules available in the Henley Business School and modules from elsewhere in the University.		
If you take a year-long placement or study abroad, Part 3 as described below may be subject to variation.		
<b>Part 3 Modules:</b>		
There are no compulsory modules at Part 3. Students must choose optional modules to the value of 120 credits, only one of which may be at level 5.		
You can select up to 20 credits of modules from elsewhere in the University.		

<b>Optional modules:</b>
The optional modules available can vary from year to year. An indicative list of the range of optional modules for your Programme is set out in the Further Programme Information. Details of optional modules for each part, including any Additional Costs associated with the optional modules, will be made available to you prior to the beginning of the Part in which they are to be taken and you will be given an opportunity to express interest in the

optional modules that you would like to take. Entry to optional modules will be at the discretion of the University and subject to availability and may be subject to pre-requisites, such as completion of another module. Although the University tries to ensure you are able to take the optional modules in which you have expressed interest this cannot be guaranteed.

### **Additional costs of the programme**

Costs are indicative, but will vary according to module choice and are subject to inflation and other price fluctuations. The estimates were calculated in 2016.

During your programme of study you will incur some additional costs.

For textbooks and similar learning resources, we recommend that you budget approximately £300 a year. Some books may be available second-hand, which will reduce costs. A range of resources to support your curriculum, including textbooks and electronic resources, are available through the library. Reading lists and module specific costs are listed on the individual module descriptions.

Subject to your module selection, you may be required to purchase sundry materials (i.e. printing). Many students find it advantageous to have their own personal computing facilities though there are central facilities available.

### **Placement opportunities**

#### **Study Abroad:**

You may be provided with the opportunity to undertake a Study Abroad placement during your Programme. This is subject to you meeting academic conditions detailed in the Programme Handbook, including obtaining the relevant permissions from your School, and the availability of a suitable Study Abroad placement. If you undertake a Study Abroad placement, further arrangements will be discussed and agreed with you

### **Teaching and learning delivery:**

You will be taught through lectures and seminars.

Total study hours for each Part of your programme will be 1200 hours. The contact hours for your programme will depend upon your module combination; an average for a typical set of modules on this programme is Part 1 - 228 hours, Part 2 - 168 hours, Part 3 - 156 hours. In addition to your scheduled contact hours, you will be expected to undertake guided independent study. Information about module contact hours and the amount of independent study which a student is normally expected to undertake for a module is indicated in the relevant module description.

### **Accreditation details**

N/A

## **Assessment**

The programme will be assessed through a combination of written examinations, coursework, and practical examinations.

### **Progression Requirements:**

#### **Part 1**

The University-wide rules relating to 'threshold performance' are as follows:

- (i) Obtain an overall average of 40% over 120 credits taken in Part 1; and
- (ii) Obtain a mark of at least 30% in individual modules amounting to at least 100 credits taken in Part 1.'

**In order to progress from Part 1 to Part 2**, a student must achieve a threshold performance, and:

- (i) obtain at least 40% in 100 credits
- (ii) achieve not less than 35% in the remaining 20 credits

The achievement of a threshold performance at Part 1 qualifies a student for a Certificate of Higher Education if they leave the University before completing the subsequent Part.

#### **Part 2**

**To gain a threshold performance at Part 2, a student shall normally be required to:**

- (i) Obtain a weighted average of 40% over 120 credits taken at Part 2;
- (ii) Marks of at least 40% in individual modules amounting to at least 80 credits; and
- (iii) Marks of at least 30% in individual modules amounting to at least 120 credits, except that a mark below 30% may be condoned in no more than 20 credits of modules.

**In order to progress from Part 2 to Part 3**, a student must achieve a threshold performance, and:

- (ii) marks of at least 30% in individual modules amounting to not less than 120 credits.

Those students studying this programme at the University of Reading Malaysia, are additionally required to complete the Mata Pelajaran Umum (MPU) programme prior to graduation, in accordance with Act 555 of the Malaysian Office for Education.

## **Classification**

## Bachelors' degrees

The University's honours classification scheme is based on the following:

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

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

Three-year programmes

Part 2 one-third

Part 3 two-thirds

Four-year programmes, including placement year:

Normally:

Part 2 one-third

Placement Year not included in classification

Part 3 two-thirds

(where students fail a placement year which does not contribute to classification they transfer to the three-year version of the programme)

**For further information about your Programme please refer to the Programme Handbook and the relevant module descriptions, which are available at <http://www.reading.ac.uk/module/>. The Programme Handbook and the relevant module descriptions do not form part of your Terms and Conditions with the University of Reading.**

BA Management and Business (3 year) for students entering Part 1 in session 2018/19  
9 January 2020

© The University of Reading 2020