

Programme Specification

BSc Business and Management

For students entering Part 1 in September 2021

JFBMGJJ

JFBMGEXTJJ

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	AACSB, EQUIS

Programme information and content

The Programme will provide you with a firm understanding of the practice, concepts and theories of business management as well as the skills and competencies which will help you apply them. Key features of the programme are as follows:

- The programme can be taken over either three or four years. Students opting to take the four year programme can choose either a placement or to study abroad in their third year.
- While the programme ensures that you will acquire knowledge in all of the fundamentals of management, it also offers a high degree of flexibility. Any student joining the Business and Management programme can transfer to any of the more specialist associated programmes at the end of the first year subject to terms and conditions. Even if you choose to remain on the general programme, you will have several options available in the second and final years to tailor the programme to your interests.
- The programme is heavily focused on employability. We recognise that business is constantly evolving but we believe that equipping students with the knowledge of the core foundations of business and developing their business oriented and personal skills will ensure that they are well equipped to succeed in a rapidly changing environment. Consequently, the skills required to secure roles and then succeed in them are embedded in the curriculum.

Part 1:	<p>Provides a firm grounding in business and management that will support you over the remainder of your studies at Henley whatever specialist options you take in subsequent years. The Part 1 programme develops the students core knowledge and skills over the three terms:</p> <ul style="list-style-type: none">- Recognising the inter-disciplinary nature of business, in the first term you will be introduced to the core theories of the disciplines which underpin business – economics, psychology, sociology and the humanities.
---------	--

	<p>- In the second term, you will build upon this knowledge by learning and applying key business concepts and theories. These will provide you with a foundation in strategy, marketing, organisational behaviour, entrepreneurship, data analytics and accounting.</p> <p>In both terms, there is a strong emphasis on applying concepts to current business problems.</p> <p>- In the third term, the focus will be on developing your own business and personal skill set – this will prepare you not only for your remaining time at Henley but also for the external market as you apply for internships, placements and full time employment.</p>
Part 2:	<p>The first two terms provide you with a more in-depth understanding of core principles in international strategy, operations, organisational behaviour and human resource management. You can also develop your own interests through optional modules covering marketing, accounting, data analytics and entrepreneurship. In the third term, you will undertake a short, guided project focusing on social responsibility in action which involves working with local communities. The module will be very practical allowing students to apply their learning in different real-world contexts and will open them up to new experiences and ways of thinking.</p> <p>In addition to compulsory modules students choose optional modules from the School, or from modules across the university, to the value of 40 credits, of which 20 credits may be at level 4.</p>
Placement/Study abroad year:	<p>Students can choose to transfer straight into Part 3 or undertake an additional year either in a work placement or studying in an overseas University.</p> <p>A one year work placement aims at developing professional practice skills that form the basis for students' future careers. It provides hands-on experience in a business or professional practice and develops transferrable skills.</p> <p>A year studying abroad allows students to gain life experiences and skills that are actively sought out by employers. These can be a talking point at interviews or part of a CV that makes you stand out from the crowd.</p>
Part 3:	<p>Gives you the opportunity to undertake in-depth study of the issues facing managers in organisations. We offer optional modules. You can therefore choose to specialise in a particular area (e.g. marketing) or remain broad by picking a wide range of subject areas.</p> <p>In addition to compulsory modules, students choose optional modules from the School, or from modules across the university, to the value of 60 credits, of which 20 credits may be at level 5.</p>

Module information

Each part comprises 120 credits, allocated across a range of compulsory and optional modules as shown below. Compulsory modules are listed.

Part 1 Modules:

Module	Name	Credits	Level
MM1F19	Management Debates: Ways of thinking about business	40	4
MM1F20	Business in Practice: Markets, Marketing and Management	20	4
MM1F27	Business in Practice: Accounting for managers	20	4
MM1F28	Business in Practice: Data analytics	20	4
MM1F29	Developing Professional Excellence	20	4

Part 2 Modules:

Module	Name	Credits	Level
MM296	Building competitive advantage: Business Strategy and Operations	20	5
MM297	Managing Work and People: Organisational Behaviour and Human Resources Management	20	5
MM298	Social Responsibility in Action	20	5

Students will normally take 60 credits of optional modules from a list provided by the School, of which 20 credits may be at level 4.

Modules during a placement year or study year (if applicable):

Module	Name	Credits	Level
MM284	Work Placement	120	5

If you take a year-long placement or study abroad, Part 3 as described below may be subject to variation.

If you take a year-long placement or study abroad, Part 3 as described below may be subject to variation.

Part 3 Modules:

Module	Name	Credits	Level
--------	------	---------	-------

There are no compulsory modules at Part 3. Students must take programme-specific optional modules from a list provided by the School to the value of 120 credits, of which 20 credits may be at level 5.

Mata Pelajaran Umum (MPU) modules: 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.

Optional modules:

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

During your programme of study you will incur some additional costs. For textbooks and similar learning resources, we recommend that you budget between 250MYR to 1000MYR 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.

Printing and photocopying facilities are available on campus at a cost of 0.12MYR per page (B&W).

Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations. The estimates were calculated in 2021.

Placement opportunities

Placements: You may be provided with the opportunity to undertake a credit-bearing placement as part of your Programme. This will form all or part of an optional module. You will be required to find and secure a placement opportunity, with the support of the University.

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 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 a combination of lectures, seminars and practical workshops.

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 – 240 hours, Part 2 - 180 hours, Part 3 (following the placement year if applicable) – 150 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

All Henley Business School programmes are accredited by the EFMD Quality Improvement System and the Association to Advance Collegiate Schools of Business (AACSB)

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. 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) achieve an overall average of 40% over 120 credits taken in Part 2;
- (ii) achieve a mark of at least 40% in 80 credits taken in Part 2 and a mark of at least 30% in 120 credits taken in Part 2.
- (iii) achieve marks of at least 30% in individual modules amounting to not less than 120 credits, except that a mark below 30% may be condoned in no more than 20 credits of modules owned by the Department of Mathematics and Statistics.

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

Placement

Students who choose to undertake a placement are required to pass the placement year in order to progress on the programme which incorporates the placement year. Students who fail the placement year transfer to the non-placement year version of the programme. In order to progress from Part 2 to Part 3, students must achieve a threshold performance and pass their placement year assessment.

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 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 a student fails 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.

BSc Business and Management for students entering Part 1 in session 2021/22

19 December 2022

© **The University of Reading 2022**