

## Programme Specification

**BSc Business and Management with Foundation**

**For students entering Foundation year in September 2023**

**UCAS Code: N1F1**

**UFBMGFY**

**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  | 4 years                                                       |
| Accreditation        | Association to Advance Collegiate Schools of Business (AACSB) |
|                      | European Foundation for Management Development (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:

Students have the option to choose a placement or to study abroad in their penultimate year.

While the programme ensures that you will acquire knowledge in all the fundamentals of management, it also offers a high degree of flexibility. Any student joining the Business and Management programme with Foundation can transfer to any of the more specialist associated Business and Management programmes at the end of Part 1. Even if you choose to remain on the general programme, you will have a large number of 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.

|                  |                                                                                                                                                                                                                                                                  |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foundation year: | In the Foundation year you will develop the foundational transferable skills which will help you succeed in your later studies. Modules will develop your skills in statistics and writing as well as introduce you to core concepts in business and management. |
| Part 1:          | 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                                              |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <p>students core knowledge and skills combined with a strong emphasis on applying concepts to current business problems.:</p> <p>Recognising the inter-disciplinary nature of business, you will be introduced to the core theories of the disciplines which underpin business – economics, psychology, sociology and the humanities.</p> <p>You will subsequently 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 the final module, 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.</p> <p>You will also undertake a short, guided project focusing on social responsibility in action which involves working with local communities and businesses. This will open you up to new experiences and ways of thinking.</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 a wide range of specialist modules and all modules are optional. You can therefore choose to specialise in a particular area (e.g. human resources) or remain broad by picking a wide range of subject areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Module information**

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

**Foundation modules:**

| Module | Name                                       | Credits | Level |
|--------|--------------------------------------------|---------|-------|
| EN0SFS | Study for Success                          | 20      | 0     |
| IF0IBM | An Introduction to Business and Management | 40      | 0     |

Students will be taking one of the following two modules:

| Module | Name                          | Credits | Level |
|--------|-------------------------------|---------|-------|
| IF0RAS | Foundation in Academic Skills | 20      | 0     |
| IF0ACA | Academic Skills               | 20      | 0     |

and 40 credits from one of the following:

| Module | Name                               | Credits | Level |
|--------|------------------------------------|---------|-------|
| IF0FM1 | Foundation Mathematics             | 40      | 0     |
| IF01SS | Information Systems and Statistics | 40      | 0     |

International students take IF0ACA (Academic Skills) and home students take IF0RAS (Foundation in Academic Skills), as IF0ACA is specifically targeted to the needs of international students.

**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 must also choose 60 credits of optional modules.

**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.

**Part 3 Modules:**

There are no compulsory modules at Part 3. Students must choose optional modules to the value of 120 credits, of which 20 credits may be at level 5.

**Optional modules:**

The optional modules available can vary from year to year. An indicative list of the range of optional modules for your programme can be found online in the Course Catalogue. 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 2020

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**

### **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:**

### **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:**

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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 0 – 360 hours, 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

Association to Advance Collegiate Schools of Business (AACSB)

European Foundation for Management Development (EQUIS)

### Assessment

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

### Progression Requirements:

Part 0 (Foundation Year):

To progress to Part 1, students must achieve a threshold performance and satisfy the following progression requirements:

- (i) At least 55% in IF0IBM An Introduction to Business and Management
- (ii) at least 50% in IF0ISS Information Systems and Statistics or IF0FM1 Foundation Mathematics.
- (iii) at least 40% in the remaining two modules

The achievement of a threshold performance at Part 0 qualifies a student for a Certificate of Completion if he or she leaves the University before completing the subsequent Part.

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.

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:

##### Four-year programmes

Part 2 one-third

Part 3 two-thirds

##### Five-year programmes, including placement year:

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.**

BSc Business and Management with Foundation for students entering Foundation year in  
session 2023/24

8 March 2024

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